

## **Gage Public Schools Nondiscrimination Policy**

Gage Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries should be directed to the school coordinator at 580 923 7909.

### **ABSENCES & TARDIES**

A student may have a total of 10 unexcused absences per semester. (Ex: Automobile mechanical problems, parent is late, family trip, etc.) A student who misses more than 15 minutes of class time is counted as absent for the class. A student whom has 10 unexcused absences or more in a class will receive a failing grade for the class.

Absences may be excused at the discretion of the principal for medical, court, or emergency reasons. Approved college visitation days may also be excused. An absence will only be excused for the reasonable time necessary for the absence. (Ex: Optometrist appointment at 10:00 a.m. will not be an excused absence for the afternoon classes.)

Documentation for excusing absences must be presented to the principal before the student receives the absence or the absence(s) will not be excused.

A student who is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the students parent(s)/guardian(s) and the Ellis County District Attorney. The Gage board of education will notify in writing the Department of Human Services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Ellis County District Attorney. (70 O.S. 10-1-5)

### ***Tardies***

3 tardies per class = 1 absence.

6 tardies per class = 2 absences.

7 tardies (overall) = 5 days ISD.

Each tardy after 7 tardies = 5 days ISD.

Absences continue to accumulate at a rate of 3:1.

**ACCREDITATION** – Gage School is fully accredited by the Oklahoma State Department of Education.

**ACTIVITY SPONSORS** – Beta Club-Doug Taylor & Tanya Taylor; Student Council-Darci Lingle; FCA-Josh Laney; Academic Team-Jenica Long & Jeff Sprague; Science Fair-Jenica Long; Basketball-Joshua Laney & Chauncey Crabtree; Track-Joshua Laney; Yearbook-Ashlee Boyle; Baseball-Joshua Laney & Brent Caldwell

**ACTIVITY ABSENCES (10 Day)** - A student shall not be absent for activities from any class period more than 10 days in one school year. The following activities are exempt: State & National levels of school-sponsored competitions which have the approval of the Board, field trips, interscholastic meets, serving as a page in the State Legislature, and school assemblies.

A student must present an activity absence form to each of the students teachers prior to being absent from school for the activity absence for class assignments. The student will turn in the completed form to the counselor.

No student may take an activity absence beyond 10 days unless the absence has been pre-approved by the Board. Absences taken beyond the 10 days without Board approval will be unexcused absences. The Board will not approve absences beyond 10 days that

have been taken without pre-approval from the Board. (\*The Board reviews activity absence requests at regular monthly meetings.)

**ACTIVITY TRIPS** – All students on school sponsored activities must be eligible in all classes. Non-school students and adults may not ride the activity bus without administrative approval. The school sponsors activity trips, therefore we have a responsibility for all matters involving these trips.

1. Students may only leave and or return by school or parental transportation. Permission to return by any other means must be approved by the parent in writing.

**ANNOUNCEMENTS** - All materials for distribution or display on Gage Public School property must be approved by the principal or designee. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting.

Student and personnel publications, including the school newspaper and other school-sponsored materials that represent the district, are to be submitted to the principal for review for accuracy and compliance with district policies before publication.

**BULLETINS** - A bulletin will be printed daily with events of the day and of the week. Events must be on the calendar one week in advance of the activity. Bulletins will be read daily to all students.

**BUS TRANSPORTATION** - Students participating in a school sponsored activity off-campus must ride to & from the activity on transportation provided by the school. Exceptions may be made for students who ride with their parents upon written permission of the principal or superintendent.

**CAFETERIA RULES** - Eating areas are to be left clean and all litter placed in the trash. Students may not allow other students to cut in line.

**CANDY AND SOFT DRINKS-** Candy is not allowed within school buildings unless prior arrangements have been made through the office. Soft drinks are not allowed on school grounds.

Chewing gum is left to the discretion of classroom teachers. No gum is to be chewed in the cafeteria. Abuse of this privilege may result in the complete loss of privileges to the student body.

**CARE OF PROPERTY-** The cleanliness of the buildings and school grounds are a direct reflection of the pride we have in our school. It is necessary that **all** students help maintain the appearance of our school. Any destruction or vandalism of any school property will merit disciplinary action.

**CHECKING OUT OF SCHOOL** - Students must check out of school through the office. (Failure to do so may result in Corporal Punishment or ISD.) Students may only check out of school with the personal permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

**CHILD FIND** - Public Notice - The Oklahoma State Department of Education (OSDE), Special Education Services (SES) would like to make parents aware of child find opportunities available to them. The Individuals with Disabilities Education Act (IDEA) states, *"All children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated."* In Oklahoma we require that child find apply to all children suspected of having a disability and are in need of special education and related service. The OSDE-SES wants to make parents more aware of this essential, free of charge, throughout the State of Oklahoma.

Parents who desire additional information should contact, Doug Taylor, Superintendent of Gage School, (580)923-7909.

**CLOSED CAMPUS** – Early Childhood – 12th grades are closed campus.

**CLOSING SCHOOL (BAD WEATHER)** - Announcements regarding school closings & delayed opening times due to bad weather will be made on local radio and TV stations. This includes K-101 FM (101.1) and all Oklahoma City television stations.

**COLLEGE DAYS** - (Applies to Seniors only during the school year in which the Senior will graduate.) A senior student will be allowed a reasonable number of days to visit post-high school institutions in which the student is interested in attending after graduation. (\*A student may visit more than one institution in a day.)

The college day visitation must be pre-approved by the principal to be excused. A student who visits a post-high school institution without receiving prior permission from the principal will receive an excused absence. A student must demonstrate a bona fide interest in the institution to visit the institution.

**DEFICIENCY REPORTS** – Notice will be given weekly to the parent or guardian of students in grades 5 – 12 who have failing grades. Bi-weekly notices will be sent to parents/guardians of students who have grades of 74% and below.

**ELIGIBILITY** - A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field trips, student activities outside the normal school day; and, non-classroom activities. A student who is ineligible will not suit up, travel with the team group, organization, nor sit on the bench.

**Academic Eligibility** - The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the **Monday** following the week in which the student receives a passing grade in all courses.

Teachers must turn in eligibility forms by 9:00 a.m. on Thursday of each school week beginning on the fourth week of each semester. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than 3:30 p.m. on Wednesday of the school week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week. No exceptions will be allowed regarding this policy.

If a student does not have all grades given in your class because of an excused absence, DO NOT average a "0" in the place of that grade if the time allowed for turning in the work has not elapsed. (As a general rule, a student is allowed one make-up day for each excused absence from class. However, if a student is going to be out of class for a school activity, he/she is responsible for making arrangements to take care of all classroom assignments before the school-related absence).

In each class, each week, an effort should be made to allow students the opportunity to score approximately the same number of points as were available the preceding week. (It is not fair for a student to have a failing average for several weeks based on one major grade and no opportunity to improve because assignments and/or tests of equal importance is not given).

Student averages are not a secret. Before turning in a student as ineligible, he/she should be told that he/she is failing in your class and told his/her average. The student should have the opportunity to average his/her grades if he/she believes that a mistake has been made. If a mistake was made, teachers will have the courtesy and humility to correct it.

**Probation** - A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

### Academic Probation & Ineligibility

1. Failing any course(s) after 4<sup>th</sup> week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1 week.

(When the student is again eligible, steps 1 and 2 are repeated if necessary.)

4. Any failing Semester grade will result in ineligibility in all activities for the first six weeks of the following semester.

**Attendance Eligibility** - A student must be present in 4 consecutive class periods in a school day to be eligible to participate in a school sponsored activity that day or night.

**EMERGENCY DRILLS** - Fire Signal: 6 short bursts. Storm Signal: 3 long rings.

**EMERGENCY MEDICAL TREATMENT** – If a student has a medical emergency at school or at a school activity and the parent cannot be reached, the school needs to have written parental consent to obtain emergency treatment.

**ENROLLMENT REQUIREMENTS** - To gain admission to Gage Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the students parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Gage Board of Education.

**ENTERING AND LEAVING THE BUILDING** – Students will be allowed to enter the school building at 8:00 a.m. Students need to leave by 3:15 unless teacher or administrative permission has been given.

**FEES** - No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

**GRADUATION PROCEDURES** - A student may participate in graduation exercises if the student is no more than 1 credit away from the required credits for graduation at the time of graduation and the

student is otherwise on track with their normal graduating class. Students must purchase their own graduation announcements, caps, and gowns. Graduation ceremonies are under the direction of the Senior Class sponsor subject to administrative and board approval.

**GRIEVANCE PROCEDURE for STUDENTS and PARENTS** - (1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal. (2) If the issue involves another student or other school personnel, the parties will address the issue with the principal. (3) If the issue is not resolved, the parties will bring the issue before the superintendent. (4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

**HALLWAYS** – Students should not be in the hallways during the lunch period (before 12:20 in the high school) without permission.

**HOMEWORK** - Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. (EX: A student who is absent for 2 school days due to an excused absence has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation will receive a grade of zero (0) for missed class assignments including homework.

**HONOR ROLL** - Superintendents Honor Roll will be for students with all A's at the end of each semester. The Principals Honor Roll is awarded to students with grades of A's & B's.

**HONOR SOCIETY** – The highest ranking students in Jr. & Sr. high school are eligible for admission to the Oklahoma Honor Society. The top 10% of the student body with the highest GPA's may be nominated. Teachers then vote for new members.

**IMMUNIZATION** - No student shall be allowed to enter Gage public schools until certification is presented to the principal or designee that the student has received or is in the process of receiving

immunizations against diphtheria, pertussis, tetanus, haemophilus influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

If the student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

**INSURANCE** - Student health and accident insurance is available through the school at the student's expense. Student insurance application forms may be obtained during enrollment or at any time from the principal's office.

**LEAVING SCHOOL GROUNDS** – All students leaving the school grounds must receive administrative approval. In case of illness parents will be contacted before a student can be released.

**LIBRARY** - Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739).

**LOCKERS & SCHOOL PROPERTY** - Lockers are the property of the school and are assigned to the students for use. Students hold neither expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials

have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

**MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT -** School officials must report incidents of child abuse or neglect to the proper legal authorities. 25 O.S. 846 A(1)(c).

**MEDICATION -** The school does not provide medication (prescription or nonprescription) of any type. Medication, provided by the student or Parent/Guardian of the student shall only be dispensed to a student with written Parental/Guardian permission and written dispensing instructions. Medications will only be kept in the office.

**NONDISCRIMINATION -** Gage Public Schools does not discriminate on the basis of sex, race, color, religion, national origin or handicapping condition.

**PROFICIENCY BASED PROMOTION –** Proficiency based promotion is a provision of H.B. 1017. Students will be provided the opportunity to promote to the next grade level based on demonstration of proficiency in the areas of social studies, language arts, math, science and the arts. A student must demonstrate proficiency with a score of 90% or greater. Parents and students should request an application at least 10 days prior to assessment.

**PROMOTION and RETENTION of ELEMENTARY STUDENTS -** It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documental evidence as to the student's ability, level of academic achievement, social and emotional characteristics. Students will normally spend one year in each grade. It is believed that the utilization of immediate and thoughtful corrective actions will benefit and remediate most deficiencies in achievement. However, there may be students, who for reasons consistent with their ability or due to excessive absences, would benefit by repeating a grade. Factors to be considered for repeating an elementary grade are: (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work & study habits; (6) attendance record.

**SCHEDULE CHANGES** - (High School) No schedule changes are permitted without express consent of the principal & teachers involved.

**STUDENT CLASSIFICATION -**

Freshman	0 - 6 credits
Sophomore	6 ½ - 12 credits
Junior	12 ½ - 18 credits
Senior	18 ½ + credits

**STUDENT RECORDS - Family Education Rights & Privacy Act (FERPA).** Parents and students over 18 have the following rights under FERPA: (1) the right to inspect and review the student's educational record. (2) The right to exercise a limited control over other peoples access to the students educational record. (3) The right to seek to correct the students record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights and procedures. The district will arrange to provide translations of this notice to non-English speaking parents/legal guardians in their native language. Copies of student records are available to the parents/legal guardians or students over 18 at a cost of per page.

Parents may be denied copies of a student's record  
After the student reaches 18 years of age.

- When the student is attending an institution of post-secondary education.
- If the parent fails to follow proper procedures and pay copying charges.

***Nondirectory Educational Records*** are private or confidential records maintained by the school regarding a current or former student.

***Student Directory Information.*** The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number

- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The public or private school most recently attended by the student

**Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.**

**TELEPHONE USE AT SCHOOL** - Students may only use the telephone with the permission of the principal or designee for necessary, school-related business. Students may place local calls. Long distance calls must be made collect or by credit card. Phone messages will be delivered to students at an appropriate time. The use of cellular phones by students will be permitted only in the case of medical necessity. Necessity is to be determined by school administration with a corresponding letter from the parent or guardian. Cellular phones may be used to access the internet. The Child Internet Protection Act (CIPA) requires all public schools to have filtering agents in place that restrict access to questionable sites. Gage Schools has no means to restrict cell phones that access internet sites therefore, it is imperative that we control cellular phone usage.

Students are not to use office phones for social calls. Students may use phones for emergencies during class time. Students will not be sent to the office for non-emergency phone calls.

**TESTING** - Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a pre-announced test on the first day the student returns to the class, or the day following the students return to the class at the discretion of the teacher. Otherwise, the student will receive a grade of zero (0) on the preannounced test. This applies to preannounce assignments such as term papers as well.

**TEXTBOOKS-** District owned textbooks are issued every year. These are school property. Students should return all textbooks in good condition. Damaged or lost books must be replaced before credit is issued.

**TRANSFER STUDENTS** - A student whose parents are not legal residents of the Gage school district must obtain a legal transfer to attend Gage Public Schools.

**TRANSFER APPLICATION PROCEDURE:**

(1) Submit a transfer application from the sending school district in person to the principal's office. (2) The principal will recommend or not recommend the student transfer to the superintendent based on the reason for the transfer application. (3) Superintendent will accept or not accept the transfer application. (4) Principal will notify the student or parent/legal guardian of the transfer request.

Before the transfer request can be accepted, the parent/legal guardian & the student must sign the **Cancelable Transfer Student Agreement** form. The enrollment & attendance of the transfer student at the Gage Public Schools is conditional upon the academic performance, regular attendance, and behavior according to the student handbook and Gage school board policy. A student on a **Cancelable Transfer Student Agreement** will be suspended without further notice given for any violation of Gage schools code of student conduct. The determination of a violation and the length of suspension [up to the current semester and the following semester] will be determined by the suspension committee.

**TRUANCY** - A student who is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester will be reported to the students parent(s)/guardian(s) and the Ellis County District Attorney. Legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) The Gage board of education will notify in writing the Department of Human services of the name of any student who is absent over twenty percent (20%) of the semester without valid excuse. (70 O.S. 24-120)

**VEHICLES** - Elementary students may not drive vehicles to school. A student driver must show proof of a valid Oklahoma drivers license and insurance verification for the vehicle the student is driving to school. Students may only drive to school and away from school at the end of the school day unless the principal authorizes otherwise.

1. Students may not remain in their vehicle is after the vehicle is parked.

Students found to be driving in a reckless manner or violating other provisions of this policy will have their driving privileges restricted or suspended for a period of time commensurate with the offense. Reckless driving will be reported to the proper authorities.

**VISITORS** - All visitors (including parents/legal guardians) must check in at the principals office immediately upon entering the building & sign the visitors log. Students must receive prior permission from the principal before inviting a guest to school.

## ACADEMICS

**ACADEMIC BOWL TEAM** - Membership is by teacher referral, academic record, and student interest.

**ATHLETICS** - Students at Gage have the opportunity to participate in competitive baseball, basketball, track, golf, and softball. Students may *Letter* in each sport or cheerleading in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades upon completion of criteria established by the coach for participation the previous year.

**CHEERLEADING** - Junior High & High School cheerleading squads are selected each year at open try-outs. Participation is subject to academic & attendance eligibility. Members must comply with squad rules promulgated by the coach as approved by the Gage board of education.

**CLASS ACTIVITIES** - Class Officers; Pres., Vice-Pres., Sec., Treas., Reporter, 1 Student Council representative.

**JUNIOR-SENIOR BANQUET/PROM** - The Jr.-Sr. Banquet/Prom will be held near the end of the school year. Attendance at the prom is limited to grades 10<sup>th</sup>-12<sup>th</sup> and their pre-approved dates. Dates must have the prior approval of the principal. It is the responsibility of the student to request the approval. No students below the ninth (9<sup>th</sup>) grade may attend the Gage school prom.

**MASCOTS** - All school mascots, including Homecoming Mascots must be bona fide students of Gage Public Schools. Homecoming Mascots will be selected by the varsity cheerleaders and basketball players by nominations.

**SPIRIT WEEK** – Spirit week activities are under the direction of the cheerleaders and their sponsor(s) and held during the week of Homecoming.

**STUDENT COUNCIL** - Membership includes 2 representatives elected by each class. The Council serves pursuant to rules promulgated by the Council subject to administrative approval.

### ROYALTY

**BASKETBALL HOMECOMING QUEEN & KING** – The high school basketball team members will select their homecoming king and queen candidates.

The voting will be conducted by the high school basketball team members. Voting will be by secret ballot under the direction of the coaches.

### CURRICULUM

**AUDITING A COURSE** - A student may audit a course, regardless of whether or not the student has previously taken the course, with the permission of the principal. If a student fails to perform as a regular student in the classroom academically or regarding conduct, the student will immediately be dropped from the class. A student must declare that the course is taken for audit upon enrolling in the

course. Under no circumstances will a course be changed from “audit” to “credit” or from “credit” to “audit” after the student has enrolled in the course.

**CONCURRENT ENROLLMENT** - Gage High School students in the 11<sup>th</sup> and 12<sup>th</sup> grades may concurrently enroll at Gage High school and a college or university in the Oklahoma State System of Higher Education as a special student if the student meets the required criteria. Information about concurrent enrollment may be received from the counselor. Concurrent enrollment information is given to each student of Gage High School each school year.

**COURSE OFFERINGS** - All students must enroll in a full school day schedule unless they enroll in: Concurrent Enrollment, Correspondence Courses or Vo-Tech.

## **GRADUATION REQUIREMENTS FOR THE GRADUATING CLASS OF 2009-2010**

Language Arts - 4 units

Mathematics - 3 units

Science - 3 units

Social Studies - 3 units (must include American History, Oklahoma History, and Government)

The Arts - 2 units

### ***Achieving Classroom Excellence (ACE) Testing***

*The Achieving Classroom Excellence (ACE) Act of 2005 as Revised in 2006* states:

Beginning with students who enter the ninth grade in the 2008-2009 school year, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

- a. Algebra I;
- b. English II; and
- c. Two of the following five:
  1. Algebra II,
  2. Biology I,
  3. English III,
  4. Geometry, and
  5. United States History.

To demonstrate mastery, the student shall attain at least a satisfactory/proficient score on the end-of-instruction criterion-referenced tests administered for these courses. The State Board of Education has approved a process for alternate tests and an alternate method for students to

demonstrate mastery, including exceptions and exemptions to these requirements for unusual circumstances, as required by law.

**CORRESPONDENCE COURSE CREDIT** - Gage High School students may pursue, with prior administrative approval, a maximum of one credit by correspondence course each year. (Maximum of two credits in two years.)

**DRIVERS EDUCATION** - Students who enroll in and attend Gage Schools are eligible to take Drivers Ed.

**GRADES** - No grade above 100 points shall be given for a 9 weeks grade. Each 9 weeks grade is final. All grades shall be calculated to the nearest *one-hundredth place*. (Ex: 3.99) GPA's will be calculated using the 4 point letter grade scale below for honors (Honor rolls and societies, valedictorian/salutatorian.) Numerical grades will be used for class rankings and graduation purposes.

**GRADING SCALE -**

A=90 - 100

B=80 - 89

C=70 - 79

D=60 - 69

(All grades shall be calculated to the one-hundredth place.)

Elementary

Straight Points

Minimum 2 Assignments weekly

Total number of points earned divided by total number of points possible-per assignment-then weekly...etc.

JH/HS – 7-12

Minimum 2 assignments weekly

Daily Work=65% Total Points

Testing Work=35% All Tests, Including semesters tests will be counted twice.

If projects are used –

Daily Work=50%

Testing Work=30%  
Projects=20%

### **Semester Test Exemptions**

A = 3 or less absences

B = 2 or less absences

C = 1 or less absences

D's or below = No exemptions

College Preparatory/Work Ready Curriculum for High School Graduation (Title 70 O.S. § 11-103.6)

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

4 Units English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 Units Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 Units Laboratory Science limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 Units History and Citizenship Skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 Units of the same Foreign or non-English language, or 2 Units Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as a word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements; and

1 Unit or Set of Competencies Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

The local school board's graduation requirements may exceed the state graduation requirements of 23 units.

For more information: Accreditation Office, State Department of Education, (405)521-3333.

To meet graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

Core Curriculum for High School Graduation (Title 70 O.S. § 11-103.6 and State Board of Education Regulations)

Students who entered the ninth grade prior to the 2006-2007 school year shall enroll in the core curriculum for high school graduation. Beginning with students entering the ninth grade in the 2006-2007 school years, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.

4 Units or Sets of Competencies Language Arts

1 Grammar and Composition, and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.

### 3 Units or Sets of Competencies Mathematics

1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance, \*Intermediate Algebra; \*Contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

### 3 Units or Sets of Competencies Science

1 Biology I or Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the

eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

### 3 Units or Sets of Competencies Social Studies

1 United States History, ½ to 1 United States Government, ½ Oklahoma History, and ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

2 Units or Sets of Competencies the Arts which may include, but are not limited to, courses in Visual Arts and General Music.

8 Electives

23 Total Credits (Units or Sets of Competencies)

Career and Technology Education also offers academic credit options, such as: Computer Science allowed for high school math credit; qualified Agriculture Education courses for high school science; math and science; and, Anatomy and Physiology (science) credit allowed for certain health science courses. For more information, contact your school counselor or your local Career Tech Center.

**MAKE-UP WORK** - The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and the principal. The late work may receive less credit. However, no work may be turned in for credit purposes after the final school day for each 9 week grading period (3:30 p.m.). (Ex: Late work for the 1<sup>st</sup> 9 week grading period may not be turned in during the 2<sup>nd</sup> 9 week grading period.)

**PROFICIENCY BASED PROMOTION (PBP)** - PBP tests may be taken in December and May each year. The student must notify the principal at least 30 days in advance of the test of the request to take the PBP test. PBP tests may be taken in Social Studies, Language

Arts, the Arts, Languages, Mathematics, and Sciences. The student must score a minimum 90% on the test to receive credit. Limit 2 tests per semester. The student should contact the counselor for additional information.

**RETAKING A COURSE** - A student may not retake a class or course for credit, or to receive a higher grade for the course, if the student has previously taken the course and received a passing grade for the course. If a student retakes a course the student has previously failed, the student will receive the grade the student makes upon retaking the course. The previous grade, however, will not be removed from the students transcript.

**SPECIAL EDUCATION** - Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Gage Schools has a comprehensive child identification district plan to identify, locate and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

**CAREER-TECH** - (High School) Career-Tech education is available for students in the 11<sup>th</sup> and 12<sup>th</sup> grades. Contact the high school principal for information.

## **HONORS**

(\*Students found to have violated the cheating/plagiarism policy will not be eligible for academic honors recognition. However, class ranking will not change.)

**Gold Honor Cords** - Graduating seniors with GPA's of 3.50 or higher will wear a Gold Honor Cord.

**Oklahoma Honor Society** - Students in the top 10% GPA of Gage High School (9-12) are eligible for membership in the Oklahoma Honor Society. The GPA is determined for the second semester of the preceding school year and the first semester of the current school year.

**Principals Honor Roll** - A student must receive no grade lower than a “B” in all courses for the 9 week grading period. (If the course offers Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

**National Honor Society** - The National Honor Society is a nationwide organization that honors students with high scholastic achievement and outstanding character, leadership, and service. Membership is limited to sophomores, juniors, and seniors who satisfy the National Honor Society criteria for notable Scholarship, Leadership, Service, and Character. Students must apply for membership.

**Salutatorian/Valedictorian** - The salutatorian and valedictorian must fulfill the requirements for the College Preparatory Diploma, completed the 11<sup>th</sup> and 12<sup>th</sup> grades at Gage High School, and be members of the graduating class.

## Testing Dates

### Oklahoma School Testing Program

#### 2009 – 2010 Test Dates

#### State Law Title 70 O.S. § 1210.508 and Federal Law H.R. 1

Oklahoma Alternate Assessment Program (OAAP) portfolio must be submitted May 17-28, 2010. Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
<i>Oklahoma Core Curriculum Tests (OCCT)</i> Mathematics and Reading	<i>Oklahoma Core Curriculum Tests (OCCT)</i> Mathematics and Reading	<i>Oklahoma Core Curriculum Tests (OCCT)</i> Writing; Reading, Mathematics, Science, and Social Studies	<i>Oklahoma Core Curriculum Tests (OCCT)</i> Mathematics and Reading	<i>Oklahoma Core Curriculum Tests (OCCT)</i> Mathematics, Reading, and Geography
<i>Oklahoma Modified Alternate Assessment Program (OMAAP)</i> Mathematics and Reading	<i>Oklahoma Modified Alternate Assessment Program (OMAAP)</i> Mathematics and Reading	<i>Oklahoma Modified Alternate Assessment Program (OMAAP)</i> Mathematics, Reading, and Science	<i>Oklahoma Modified Alternate Assessment Program (OMAAP)</i> Mathematics and Reading	<i>Oklahoma Modified Alternate Assessment Program (OMAAP)</i> Mathematics and Reading
Multiple-Choice Testing Window: Monday, April 12, 2010 – Friday, April 23, 2010	Multiple-Choice Testing Window: Monday, April 12, 2010 – Friday, April 23, 2010	Writing Test Date: Wednesday, February 24, 2010 Multiple-Choice Testing Window: Monday, April 12, 2010 – Friday, April 23, 2010	Multiple-Choice Testing Window: Monday, April 12, 2010 – Friday, April 23, 2010	Multiple-Choice Testing Window: Monday, April 12, 2010 – Friday, April 23, 2010 Online testing window for Grade 7 Geography is extended through Friday, April 30, 2010, for flexibility in scheduling computer time.

## **DISCIPLINE POLICY**

### **Forms of Discipline**

**CORPORAL PUNISHMENT** - Corporal punishment may only be given to a student who has a "Parental Consent to Administer Corporal Punishment" form signed by the students parent/guardian on file in the principals office. Swats will be given and witnessed by certified personnel in a school office, room, or other place out of the presence of other persons. No more than 3 swats will be given in a school day. The swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

**LUNCH DETENTION – NOON CAMPUSING** - Lunch Detention includes noon campusing. The student will not leave the campus. Lunch detention is served from 12:02-12:15 as assigned by the teacher. A student who is absent from, or tardy to Lunch detention will be subject to the policy for Failure/Refusal to Serve Assigned Discipline.

**IN-School Detention (ISD)** – ISD is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction.

ISD is during the regular day in the ISD room. A student must serve the ISD on consecutive school days. A student in ISD may participate in extra-curricular activities that occur outside the regular school day at the discretion of the extra-curricular coach or sponsor.

Teachers will turn in ISD assignments to the office before 8:00 a.m. on the day the student is to begin ISD. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISD.

### ISD Rules

1. Remain in assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments. The ISD teacher will give additional assignments if the student completes the regular teacher's assignments.
5. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISD teacher, that prohibits contact with students in the regular educational setting.

Failure to comply with these rules will result in additional ISD or up to 10 days of out-of-school suspension per the circumstances.

**OUT OF SCHOOL SUSPENSION** - The principal has authority to suspend a student for a period of up to, and including, 10 school days. The student has the right to appeal the suspension decision to a suspension appeal committee designated by the Gage board of education. The decision of the suspension committee is final and cannot be appealed to the board of education or any other school official. A student will be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities on school property or other sites where school activities occur during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

1. A student shall receive a grade of zero (0) on all work, during the period of out-of-school suspension for which the student would have

normally received a grade for out-of-school suspensions for 5 days or less. A student will not be allowed to make up work for academic credit that was assigned during the period of suspension nor will the student be allowed to complete additional work to compensate for the work for which the student received a grade of zero (0). A student may complete the work for the students own benefit but no credit, other than zero (0), may be given for that work. The grade of zero (0) will be computed with the other grades of the student.

A student shall receive an educational plan of the core curriculum for days suspended beyond 5 days. The parents shall be responsible for monitoring the student's progress until the student is readmitted into school. Credit may be granted for work academic work completed beyond 5 days.

2. Students suspended out-of-school for more than ten (10) days and students suspended pursuant to the provisions of paragraph 2 of subsection C of this section may request a review of the suspension with the administration of the district. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision of the administration to the district board of education. Upon full investigation of the matter, the board shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. A board of education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the district board of education or the hearing officer, if applicable, shall be final.

**ALCOHOL/CHEMICAL ABUSE** - Attending classes alert and ready to learn is a prime responsibility of students at Gage public schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principals office after demonstrating one or more of the following behaviors: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use fighting, possession of an illegal drug, alcohol, or tobacco.

A trained employee of Gage schools may check the neurological function of the student by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in Gage schools athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons, or other contraband.

A student found possessing; distributing or using alcohol or other contraband at school or school sponsored activity will receive:

1<sup>st</sup> OFFENSE: Out of school suspension up to ten school days.

2<sup>nd</sup> OFFENSE: Out of school suspension for the remainder of the semester and the following semester. Reentry to Gage schools may be contingent on appropriate counseling and/or parental intervention.

A student found possessing, distributing, or being under the influence of drugs or other contraband at school or school sponsored activity will receive:

1<sup>st</sup> OFFENSE: Out of school suspension for the remainder of the semester and the following semester. Reentry to Gage schools may be contingent on appropriate counseling and/or parental intervention.

**ARSON** - 1<sup>st</sup> OFFENSE: Out of school suspension for the remainder of the current semester and the succeeding semester.

**ASSAULT and BATTERY** - *Assault - Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.* 1<sup>st</sup> OFFENSE: ISD or out of school suspension up to ten days per the circumstances. **SUBSEQUENT OFFENSES:** Out of school suspension for a period of time appropriate for the offense. Report to authorities on first of subsequent offenses where appropriate. **BATTERY:** *Offensive, unconsented touching of another's person. Includes fighting and throwing objects.* 1<sup>st</sup> and **SUBSEQUENT OFFENSES:** Out of school

suspension commensurate with the offense including the current and subsequent semester. Report to authorities where appropriate.

**ASSAULT ON A SCHOOL EMPLOYEE** - A school employee shall mean any duly appointed person, employee by or employees of a firm contracting with the Gage school system for any purpose, including such personnel not directly related to the teaching process and board members during board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery, or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 70 O.S. Sections 9 -113.

**BUS RULES** - Students must ride the bus on all school activities unless permission has been given by the administration. **RULES:** (1) Be on time, (2) Observe a safety practices (check traffic both ways before boarding or departing the bus, (3) Keep hands inside the bus, (4) Stay in your seat, (5) Place trash in proper place, (6) No loud, disruptive behavior, (7) Do not throw objects on, or out of the bus, (8) Do not leave items on the bus, (9) In case of an emergency, remain on the bus unless the driver instructs you otherwise (10) Be courteous.

1<sup>st</sup> OFFENSE: Lunch detention, corporal punishment, or ISD.

2<sup>nd</sup> OFFENSE: 5 days suspension from riding the bus to school or any school activity.

SUBSEQUENT OFFENSES: Suspension from riding the bus to school or any school activity up to the remainder of the semester and the following semester.

**CHEATING/PLAGIARISM** - A grade of Zero (0) will be given for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat.

1<sup>st</sup> OFFENSE: Lunch detention, corporal punishment, or ISD.

SUBSEQUENT OFFENSES: ISD or out-of-school suspension.

**DISRUPTIVE BEHAVIOR** - Failing to follow classroom rules and/or disrupting the educational environment.

1<sup>st</sup> OFFENSE: Lunch detention, corporal punishment, or ISD.

SUBSEQUENT OFFENSES: ISD or out of school suspension.

**DRESS CODE** - Students at Gage schools are expected to dress appropriately for the school setting. Clothing, accessories or hair styles that in the judgment of the principal create a foreseeable disruption to the educational environment or creates a risk of health or safety to any person are prohibited at school or any school related activity.

Disallowed clothing includes, but is not limited to: clothing that reveals the midriff or inappropriately exposes other areas of the body (including legs) or undergarments; caps/hats (indoors); clothing, accessories, or hair styles that promotes (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including “sagging” or “baggy” pants); inappropriate moral conduct; nudity (partial or whole); obscenity; profanity; any form of violence “cut-off” shorts; tank tops, shirts with cutoff sleeves, and spaghetti straps (width of shoulder strap is irrelevant); weapons.

Body Piercing: Exposed body piercing is limited to the ears.

**ELECTRONIC DEVICES** - Electronic devices such as tape players, CD players, radios, etc. are prohibited at school or school activities (excluding vehicles) without prior approval by the principal or sponsor.

1<sup>st</sup> OFFENSE: Lunch detention/noon campusing, or ISD, per the circumstances

SUBSEQUENT OFFENSES: ISD

\*The student must turn the electronic device in to the office and pick it up at the end of the school day. Repetitive violations of this rule may necessitate a parent/guardian trip to the school to pick up the device.

**ELECTRONIC TELECOMMUNICATION DEVICES – Use of cell phones**, pagers, etc., are prohibited during school. A student may possess an electronic paging device upon the prior consent of both a parent or guardian and the principal or superintendent upon showing of medical necessity or in other appropriate circumstances.

1<sup>st</sup> OFFENSE: 1<sup>st</sup> OFFENSE: Lunch detention/noon campusing, or ISD per the circumstance

SUBSEQUENT OFFENSES: ISD or Corporal Punishment.

\*The student must turn the pager / phone to the office and pick it up at the end of the school day. Repetitive violations of this rule may necessitate a parent/guardian trip to the school to pick up the device

**EXTORTION** - The taking of money/property by anyone who uses threats, or other illegal use of fear or coercion in order to obtain the money/property, and whose conduct falls short of the threat to personal safety required for robbery.

1<sup>st</sup> OFFENSE: Lunch detention/noon campusing, corporal punishment, or ISD, or out of school suspension per the circumstance  
SUBSEQUENT OFFENSES: ISD or out of school suspension per the circumstances.

**FAILURE or REFUSAL TO SERVE ASSIGNED DISCIPLINE** - If the student fails to serve the discipline assigned due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student "forgets" to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline the student will receive out of school suspension. Upon returning from the suspension, the student must serve the original discipline.

**HARASSMENT (Bullying)** - Harassment includes, but is not limited to: Offensive teasing, un-consented communications with another student, taunting, slanderous remarks regarding another student, etc.

1<sup>st</sup> OFFENSE: Lunch detention/noon campusing, corporal punishment, or ISD per the circumstances.  
SUBSEQUENT OFFENSES: Out of school suspension, including long term suspension, per the circumstances.

**HAZING** - All forms of hazing and/or intimidation are prohibited by the school and school sponsored activities. (Including as a part of admission to a club or organization.)

1<sup>st</sup> OFFENSE: Lunch detention/noon campusing, corporal punishment, or ISD per the circumstances.  
SUBSEQUENT OFFENSES: ISD or out of school suspension, including long term suspension per the circumstances.

**INSUBORDINATION** - A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of

the personnel without just cause as determined by the principal, shall be subject to the following discipline:

**1<sup>st</sup> OFFENSE:** Lunch detention/noon campusing, corporal punishment, or ISD per the circumstances.

**SUBSEQUENT OFFENSES:** ISD or out of school suspension per the circumstances.

**MISINFORMATION** - Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

**1<sup>st</sup> OFFENSE:** Lunch detention/noon campusing, corporal punishment, or ISD per the circumstances.

**SUBSEQUENT OFFENSES:** ISD or out of school suspension per the circumstances.

**OBSCENITY/PROFANITY** - Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity, including but not limited to: gestures, symbols, verbal, written, etc.

**SEARCH AND SEIZURE** - Student searches may be made based on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search will be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student will be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing.

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

Students must not engage in unwanted and unwelcome verbal or physical conduct directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but no later than five days after the

request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed in extenuating circumstances delay completion of the investigation.

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

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

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

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

**THEFT – 1<sup>st</sup> Offense:** Return of the property may be made to the parents/guardians of the student ISD, corporal punishment, or out-of school suspension per the circumstances.

**SUBSEQUENT OFFENSES:** Return of the property, restitution for the property and out-of-school suspension per the circumstances.

**NOTE: Law enforcement officers may be contacted and criminal charges filed by the Gage Public School District per the circumstances.**

**TOBACCO & TOBACCO PRODUCTS** - Possession of tobacco or tobacco related products by students are prohibited at school or

school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but is not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained; who shall refuse to furnish such information shall be guilty of a misdemeanor.

1<sup>st</sup> OFFENSE: Confiscation of tobacco products and lunch detention/noon campusing, corporal punishment, or ISD days per the circumstances.

SUBSEQUENT OFFENSES: Confiscation of tobacco products and ISD or out-of-school suspension per the circumstances.

#### **VANDALISM/DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL GROUNDS -**

1<sup>ST</sup> OFFENSE: Restitution, lunch detention/noon campusing, corporal punishment, ISD, or out-of-school suspension per the circumstances.

SUBSEQUENT OFFENSES: Restitution, ISD, or out-of-school suspension per the circumstances.

**NOTE: Law enforcement officers may be contacted and criminal charges filed by the Gage Public School District per the circumstances.**

**WEAPONS** - The possession or use of any weapon during the time a student is in attendance in Gage Public Schools, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (excluding normal (folding) pocket knives with a blade(s) length of three (3) inches or less) (\*\*knives of any type or length are strictly prohibited at the elementary school), razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited are any facsimile or counterfeit weapons resembling a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extra-curricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy will be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.







