

# MVG



**Mountain View- Gotebo  
Junior High & High School  
Student Handbook  
2023-2024**

**MOUNTAIN VIEW – GOTEBO HIGH SCHOOL  
FACULTY & STAFF**

Brett Banker	Superintendent
Autumn Kugh	Junior High- High School Principal/ Counselor
Bobbie Hanes	Board Clerk, Encumbrance Clerk
Treva Dirickson	Treasurer, Registrar

	Tech Ed/Elem. PE
Chandi Thompson	Special Education
Katie Carney	Science
Debbie Klugh	7 <sup>th</sup> - 12 <sup>th</sup> Math Remediation/Library
Staci Troglin	Art/FACS/World Geography
Katee Reed	7-12 English/Language Arts
Jeff Coakley	Social Studies
J Pye	Agriculture Education
Lynda Coakley	JH-HS Math
Breck Clark	Health/Social Studies
Bo Hopkins	History/ISS
Brendon Schmidt	History/ISS
Laura Payne	Computer/Yearbook/FACS
Chris Block	IT

<b>Athletics</b>	Richard Carney- AD
Football	Jeff Coakley, Brendon Schmidt, Chris Block
Cheer	Tammy McCollom/Emily Teal
Softball	Richard Carney, Bo Hopkins
Boys' Basketball	Breck Clark, Ken Bohanan
Girls Basketball	Richard Carney, Katie Carney
Baseball	Bo Hopkins
Track	Ken Bohanan/Breck Clark
Cross Country	Ken Bohanan/Breck Clark

**Academic Competitions**

HS Academic Team	Chandi Thompson
JH Academic Team	Katee Reed
FFA Competitions	J Pye
Art Competitions	Staci Troglin/Brandi Jones

Maintenance	Mario Delao
Custodian	Chey Salazar/Carla Rojas
Cafeteria	Liz Shipp
	Madison Carpenter
	Audrey Hines

## **Mountain View-Gotebo Junior-Senior High School Student Handbook**

All students are responsible for the information and regulations included in this handbook and are subject to the rules and regulations set forth by the Mountain View-Gotebo School Board, Oklahoma State Department of Education, and the Oklahoma Secondary School Activities Association. *All personnel hired by the Mountain View-Gotebo Board of Education are authorized to enforce these rules and regulations.*

### **Educational Mission And Philosophy and Goals**

**Mission:** In accordance with the principles and with the spirit of American democracy, Mountain View-Gotebo Public Schools believe that all students can learn. Programs of study in Mountain View-Gotebo Public Schools will address the development of academic, personal/social, and Career/Vocational competencies of students necessary for living in a global 21st century society.

**Educational Philosophy:** *"Building Learners for Life"* - The Mountain View-Gotebo Board of Education believes that the schools are maintained to provide the opportunities of education to all of the children, the youth, and, as it may be wise and practical, to the adults of the community in accordance with the abilities, needs, and interests of each. It believes that all decisions made and actions taken concerning the schools should in every respect be directed toward the fulfillment of the above purpose. The board also believes that the abilities, needs, and interests of those who attend Mountain View-Gotebo schools should, in so far as possible, be identified as a basis for the educational program to be provided. It believes further that, through the proper education of individuals, the educational needs of the community, the state, and the nation will be met. It recognizes that the overall goals of schools in a democratic country should come from the people themselves and be defined so that all may know what they are; that the board of education should seek the means by which these goals can be obtained; and that the professional staff of the schools should be free to perform the technical services in the ways necessary to attain these goals. It recognizes that a high degree of cooperation in the common purpose between the citizens and the agencies of the community, the board of education, the personnel of the school system, and those who attend the schools is indispensable.

**Educational Goals:** The Mountain View - Gotebo Board of Education has adopted the following educational goals for this school district:

1. Provide an education for the whole child through a coordinated, sequential curriculum driven by high expectations, in an environment conducive to learning designed to prepare students for further learning or productive employment.
2. Provide strong educational leadership appropriate for the mission of the school and site, aspiring toward continuous improvement of student competencies.
3. Provide functional facilities for learning.

### **Academic Honors Reception**

Students having a 3.75 grade point average will be honored each spring at an Academic Honors Reception.

## **Advisory Board**

In compliance with the OSSAA and the laws of the state of Oklahoma, each local board of education shall appoint, at the beginning of the school year, a reviews/advisory board. This committee shall be responsible for viewing and recommending any deviation of the activities policy to the local board of education. All students/parents who wish to appeal any attendance or suspension shall notify the building principal of such appeal and at which time the advisory board will meet to discuss such matters.

## **Alternative School**

Students "at risk" for failure for school may apply to the Alternative School held at Carnegie. Students may pick up an application in the principal's office. Placement into the Alternative School will be at the discretion of the High School Principal. Anyone interested in the Alternative School may pick up the required information by contacting the principal's office.

## **Annual Notice of FERPA Rights**

On June 26, 1992, the School Board of the Mountain View - Gotebo Public Schools adopted a student records policies and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office, and the counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Mountain View - Gotebo School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such a review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of the concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record, which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records policies and procedures policy.

It is the intent of the Mountain View-Gotebo School District to limit the disclosure of the information contained in a student's records except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The Mountain View - Gotebo School District proposes to designate the following personally identifiable information contained in a student's education record, as "directory information", and it will disclose only that information necessary for extracurricular activities without prior consent. All items besides 1, 4, 5, 6, 7 and 8 [Bold Faced Items]:

- 1. The student's name**
2. The names of the student's parents
3. The student's date of birth.
- 4. The student's class designation, (i.e., first grade, tenth grade, etc.)**
- 5. The student's extra-curricular participation**
- 6. The student's achievement awards or honors**

**7. The student's weight and height if a member of an athletic team.**

**8. The student's photograph**

9. The school or school district the student attended before he or she enrolled in the school district of Mountain view - Gotebo.

In case a parent of a student, a student or former student 18 year old, or a citizen of the Mountain View - Gotebo School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office  
U.S. Department of Education  
Room 4511, Switzer Building  
Washington. D.C. 20202

Phone number: (202) 732-2058

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

### **Annual Notification of Parent Rights To Confidentiality in Educational Records**

The following items make up a summary of the rights a parent has under the federal Family Educational Rights and Privacy Act of 1974, 20VSC1232g, and the policies of the Mountain View - Gotebo Schools.

**Right to Inspect and Review Records.** Parents or eligible students may inspect and review educational records at the office of the principal of the school where enrolled. The principal is the responsible official for records maintained at the school site. Other records and the responsible official are: The Office of the Superintendent, 124 South First Street, Mountain View, OK 73062. The responsible official is the Superintendent of Schools.

**Right to request Amendments to Records.** Parents or eligible students may request the amendment of the student's education to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A request to amend the student's records should be made to the building principal. If the request is not granted the following appeal procedure is provided:

A. The decision of the principal may be appealed to the Superintendent. A hearing will be scheduled and conducted by the superintendent within a reasonable period of time following receipt of the request for an appeal.

B. The parents or eligible students will be afforded the opportunity to present evidence relevant to the issues.

C. The decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing. The decision of the superintendent will be final.

Parents or adult students will be allowed to submit material to be added to the record. Examples of such material are the results of testing and evaluation, medical, or psychological reports and explanations of unfavorable material appearing in the record.

**Right to consent to Release Confidential Information.** The parent or eligible student has to authorize the release of personally identifiable information contained in the student's education records. Such information will not be released from an educational record without the prior written consent of the parent or eligible student except for those specific situations in which consent is not required by the Act.

The building principal's designee(s) is authorized to control and release information from individual schools. The parents should contact the principal for the release or review of information. A release of information form can be obtained from the principal. The request to release education information should be granted by the school within a reasonable period of time, but in no case more than 45 days after it has been made.

**Right to File Complaint.** The parent or eligible student has the right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of the act and regulations.

**Right to Obtain a copy of District Policy.** The parent or eligible student has the right to obtain a copy of this policy upon request made to the principal or superintendent of schools, or a copy may be obtained at the elementary principal's office, the high school principal's office or the superintendent's office.

**Notification of Right to Confidentiality.** Parents or eligible students are hereby notified of their rights to confidentiality of educational records through annual distribution of this student information and by annual publication of the contents of this policy in a weekly circulation newspaper.

### **Asbestos Notice**

In compliance with the Asbestos Hazard Energy Response Act and related Oklahoma and Federal Regulations the Mountain View - Gotebo School buildings were inspected in 2017 and updated annually since that time. This inspection proved that there are no immediate health hazards in our school system.

Additional information regarding our Asbestos Management Plan is available in the Superintendent's Office.

### **Attendance**

Regular attendance is extremely important to all students. No other single factor does more to aid student progress than regular attendance. A student must not be absent more than ten (10) days per class during a semester to be given credit in a class. Three (3) tardies in a class will equal one (1) absence for the purpose of exemption only. Absences in excess of ten (10) days will result in no credit being given for that semester. Career Tech students will be limited to the same policy. Students will be given an opportunity to make up for excess absences in after-school detention.

If a child is absent without valid excuse four (4) or more days, or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings.

1. School Activities - Not counted toward 10 allowable. Seniors are allowed two (2) days for college visits. With permission from school administration, a third day may be allowed to enroll in college, if chosen college requires attendance during school days.

2. Excused absences - Counts toward 10 allowable.

a. Illness or Injury

b. Pre-arranged appointments (doctors, dentists, etc.) Must have confirmation receipt from doctor on doctor's stationary. If faxed, the receipt must be faxed from the doctor's office directly to H.S. office at (580) 347-2869. It is advisable to schedule all appointments after school hours.

c. Pre-arranged family involvement's (funerals, etc.)

d. Students cleared by school administration

In the event of an illness the school should be called before 8:15 am on the day of the illness. If this is not possible, a note will be accepted and kept on file. The parents will be called to verify any absence not called into the school. For appointments and family involvements, the school should be notified prior to time for the student to leave for the appointment. An absence will only be excused for the reasonable time necessary for the appointment and travel. *Absences for any other reasons may be permitted but may be deemed unexcused. Parents should call the office the day of the absence or before to excuse the absence.* Although make-up work is allowed, an excused absence is counted toward the 10 allowable absences. If there are any questions about a permitted absence, call the school office.

3. **Unexcused Absences** - Counts toward 10 allowable

a. Being out of school for any reason other than those listed as excused, will result in an unexcused absence. **Students shall make up work given on the day of the unexcused absence and credit may or may not be given for the work at the discretion of the teacher.** This rule applies to both tests and daily work.

b. Examples of unexcused absences include but are not limited to the following: Shopping, hair appointments, oversleeping, truancy, etc.

c. Truancy/Skipping Class or School (Counts towards 10 days) A student is truant when the student is absent without the knowledge of the parent/guardian and school. If the parent allows a consistent pattern of truancy they are in violation of the Compulsory School Attendance Act and the parent may be subject to a \$50 a day fine and/or 10 days in jail for each instance. The student will also be subject to disciplinary action by the principal.

Any student who exceeds the ten (10) day limit per semester and feels he/she has "just cause", may appeal to the MVG School Board. Consideration will be given as to the reason for the absences as well as to the attempt by parents to minimize the absenteeism. The MVG School Board will make a final determination about credit.

### **Automobile Regulations**

Before any student is allowed to drive any vehicle to school or to any school sponsored activity (including Career Tech Center), the parent/guardian must fill out the student driver form located in the High School Principal's office. Upon arrival at school, all student vehicles will remain parked until school is dismissed, including the noon period. Strict obedience of all traffic regulations will be observed.

***Unlicensed drivers are not to drive private vehicles on school property.***

Students will park correctly and according to the law.

You as a driver are responsible for your actions while driving a vehicle to school.

The school board and administration recommend that vehicles be locked at all times, and that seat belts are always used.

*At no time are weapons, guns, alcohol or drugs to be brought onto school grounds.*

### **Candy, Food, Drinks, Gum, Etc.**

Students **shall not be allowed** to consume or take candy, food or drinks, into the halls, classrooms, gymnasium or auditorium or chew gum **without permission**. Candy & pop will NOT be allowed during class time without approval from the administration.

### **Cell Phones**

Cell phones, iPods, or other digital music or communication devices are not to be used at school between 7:45 a.m. and 3:45 p.m. excluding the lunch period. Cell phone use during the lunch period may not be in the school building. Possession and use of cell phones during school-sponsored activities will be at sponsors' discretion. Students are allowed to use school office phones for any necessary reason throughout the day, with permission from staff. Parents may call and leave messages for their students, but students will not be pulled out of class for a phone call unless it is an emergency. These devices will be confiscated if found to be in use during these hours. School administration may give permission to teachers for monitored student use of these devices for instructional activity purposes only. If confiscated, these devices will be released only to a parent or legal guardian after 3:30 p.m. after the first offense.

**First Offense:** Device confiscated and will be released to the student after school that day.

**Second Offense:** Device confiscated and will be released to the parent or legal guardian after school that day.

**Third Offense:** Device confiscated and will be released to the parent or legal guardian after school that day and student must serve two days of Before/After-School Detention.

**Fourth Offense:** Device confiscated and will be released to a parent or legal guardian after school that day. Also, student will serve five days of Before/After-School Detention.

Any further offenses, discipline will be at the principal's discretion.

### **Change of Schedule**

Students will have the opportunity to request a change in their schedule during the first three (3) days of the semester. Schedules will only be changed with the authorization of the counselor/principal. Parents will be notified of all changes. Scheduling changes will only be made in extreme emergencies. Students requesting a change must sign a "change of schedule request" and turn that form into the office. Students will then be called out of class to discuss any changes.

## **Computer Use**

The Mountain View - Gotebo School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet. **Students will be asked to sign a new internet use policy each year.** Misuse means any violations of the policy or any other use that is not included in the policy, but has the effect of harming another of his or her property. If any user violates the policy, the student's access will be denied and he or she may be subject to additional disciplinary action. *Students have no reasonable expectation of privacy when using district computers or district provided internet access.*

## **Dangerous Weapons, Dangerous Substances, Electronic Paging Devices**

Any pupil found to be in possession of dangerous weapons or, controlled dangerous substances, intoxication beverages, low-point beer, electronic paging devices or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Mountain View - Gotebo Board of Education.

It is the policy of the Mountain View-Gotebo Board of Education that students shall not possess any dangerous weapons, dangerous controlled substances, intoxicating beverages or low point beer; (1) on the school grounds during, before or after school hours, (2) On the school grounds at any other time when the school is being used by school groups, (3) Off the school grounds at any school activity, function, or event.

If the student has in their possession any such substance, the principal shall (1) call and notify the parent/guardian of the student and (2) turn over the said substance to the Kiowa County Sheriff's Department and/or Mountain View Police Department. The Kiowa County Sheriff's Department and or Mountain View Police Department will act according to the Laws of the State of Oklahoma and the District Attorney will have the final decision, on a case by case basis, legal ramifications for that student.

The student may face disciplinary action in accordance with the Oklahoma State Statutes. Failure to comply with a search is a minimum of an automatic out of school suspension of not less than 3 days depending upon the circumstances of the situation.

## **Detention**

The Mountain View-Gotebo Board of Education has authorized the keeping of students before/after school for disciplinary purposes. *The students assigned detention will be given 24 hours notice to provide their own transportation. Failure to attend detention sessions as scheduled will result in the assignment of additional time or Saturday School.* It may result in suspension if students refuse to attend the assigned detention. Students are required to bring study material with which to work quietly. Detention may be assigned for any disciplinary reason deemed appropriate by the principal. Before school detention will be on hour in length (7:30 - 8:30) ,After School Detention will be one hour in length (3:35 – 4:35). Saturday School will be four and one-half hours in length (8:00 – 12:30).

## **Discipline**

To guarantee a good social and educational climate, it is important that all students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered anytime when any individual's actions interfere with the direct and immediate educational process. Disciplinary actions may include, but not limited to the following:

- Lunch Detention
- Before/After-School Detention
- ISS- In School Suspension
- Out of School Suspension from school and school activities

## **Dress Code**

Good standards of dress and appearance will reflect good judgment and poise, and help create the business-like and purposeful atmosphere at school. Student's appearance at MVG should not distract classmates from the important task of learning. It is important for students to take pride in their personal appearance

1. Student short length and shirt strap width should be appropriate to school. A good rule of thumb is that shorts should be approximately one dollar bill length from the top of the knee cap.
2. No hats will be allowed in the building.
3. No extremely tight jeans or pants or excessively deteriorated clothing will be allowed.
4. No clothing containing vulgar, suggestive, subversive, sexual, narcotic or alcoholic meaning, or gang related items.
5. No pajama type clothing or house shoes.
6. No vulgar tattoos or brandings may be displayed.

Students may be asked to wear a cover up T-Shirt or will be sent home if apparel is not appropriate. If the student is sent home, he/she will be counted absent until they return to school wearing appropriate clothing.

Final authority on any dress code matter or policy rests at the discretion of the building principal.

## **Drug & Contraband Search**

In our continuing effort to provide a safe and healthy learning environment for all concerned, Mountain View-Gotebo Schools will implement a program to minimize the presence of prohibited items on campus. We have contracted with the Kiowa County Sheriff's Department to provide random unannounced visits to our campus via the use of non-aggressive specially trained drug canines. Like a number of school districts in our area, our campus will be checked periodically to reduce and hopefully eliminate unwanted contraband. In the event that prohibited items are detected, the appropriate corrective action will be taken. The program will be closely monitored and results reported during the course of the school year. During a normal visit by canines, we will be checking the lockers, common areas, gym areas, perimeter of school property, parking lots and other areas as assigned. We encourage all students to ensure that their vehicles are free from prohibited items while parked on school property. If firearms, drugs, or alcohol are detected, a thorough search of the vehicle will be conducted by the canine detection agency and the student's parents will be contacted. If the student or parents refuse to allow the vehicle to be searched, the student will be subject to an out of school suspension of not less than 3 days. Any controlled dangerous substance seized from a student will be immediately turned over to law enforcement authorities.

We are committed to providing an environment conducive to learning and free from unwanted contraband that impacts the safety and security of our campus. Once the announcement has been made that the Canine Agency is touring our campus, all students and teachers will remain in their classrooms and no vehicles will be allowed to leave the campus.

***Unwanted contraband that should not be brought to school: (not all inclusive)***

1. Firearms, automatic 1 year suspension
2. Illegal drug (any type), automatic suspension
3. Alcohol, automatic suspension
4. Ammunition, Principal will determine appropriate disciplinary action.
5. Fireworks, Principal will determine appropriate disciplinary action
6. Prescription Drugs, Principal will determine appropriate disciplinary action.
7. Other unwanted contraband, the Principal will determine appropriate disciplinary action.

**Activity Student Drug Testing Policy**

The Mountain View - Gotebo Board of Education, in an effort to protect the health and safety of its extracurricular activities students from illegal and/or performance enhancing drug use and abuse, thereby setting an example for all other students, and to protect the health and safety of everyone from the adverse effects drug use may have, proposes to adopt the following policy for drug testing of activity students.

**Statement of Purpose and Intent**

Although the Board of Education, administration and staff desire that every student in the Mountain View - Gotebo Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Mountain view - Gotebo Public School District regarding possession or use of illegal drugs.

Participation in school sponsored interscholastic extra-curricular activities at the MVG Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and performance enhancing drugs.
4. To prevent injury, illness and harm for students that may arise as a result of illegal and performance enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance enhancing drug use.

Illegal and performance enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Mountain View - Gotebo Public School District. For the safety, health and well being of students in extracurricular activities the Mountain View - Gotebo Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades seven - twelve. (7-12)The administration may adopt regulations to implement this policy.

## **I. Definitions**

"Activity Student" means a member of any grade 7-12 Mountain View - Gotebo Public School District sponsored extra-curricular organization. This includes any student that represents Mountain View - Gotebo Schools in any extra-curricular activity, such as FFA, 4-H, TSA, STUCO, Academic Team, Competitive Art, Cheerleading and Athletics, Junior Class and Senior Class organizations, which raise funds for a Senior trip, are considered extra-curricular organizations under this policy.

"Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance enhancing drugs or the metabolites thereof in a person's urine or saliva.

"Random Selection Basis" means a mechanism for selecting activity students for drug testing that:

A. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

B. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

"Illegal drug" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over the counter drugs being used for an abusive purpose.

"Illegal drugs" shall also include alcohol.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term

"performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over the counter transactions.

"Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

"Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, parents, or patrons.

## **II. Procedures**

Each activity student shall be provided with a copy of the "Student Drug Testing consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. Another consenting adult may sign "Consent Form", upon request of the student's legal guardian. The consent requires the activity student to provide a urine sample or a mouth swab;

(a) as part of the student's annual physical or for eligibility for participation,

(b) when the activity student is selected by the random selection basis to provide a urine or saliva sample; and

(c) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs.

No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Prior to the commencement of drug testing each year an orientation session will be held with each Activity Student to educate them on the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor or administrative staff shall be responsible for the explanation of the Policy to all prospective students, and for arranging for or preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

All Activity Students will be required to provide a saliva or urine sample before the student may participate in an extracurricular activity under this policy. A student who moves into the district after the school year begins will be tested as part of the next random testing. Such students will be eligible immediately providing all OSSAA eligibility requirements have been met.

Drug use testing for Activity Students will be chosen on a random selection basis throughout the year from a list of all Activity Students who are involved in off-season or in-season activities. The Mountain View - Gotebo Public School District will determine a number of student names to be drawn at random

to provide a urine sample/ mouth swab for drug use testing for illegal drugs or performance enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, sponsor, or parent has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Upon request from a legal guardian, any student of Mountain View - Gotebo Public Schools may be added to a random testing group. A properly signed "Student Drug Testing Consent Form" must be on file before any student will be drug tested.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Mountain View - Gotebo Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed "written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the urine specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, school employee or professional laboratory employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds or urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### **III. Confidentiality**

The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Mountain View - Gotebo Public School District will rely on the opinion of the laboratory,

which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

#### **IV. Appeal**

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent's Appeals Committee. Such a request for a review must be submitted to the Superintendent in writing within three (3) calendar days of notice of the positive test. A student requesting a review by the Superintendent's Appeals committee will remain eligible to participate in any extra-curricular activities until the review is completed. The superintendent's appeals committee shall then determine whether the original finding was justified. No further review of the Superintendent's appeals committee's decision will be provided and the committee's decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent's committee, which shall be final and non-appealable.

#### **V. Consequences**

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

##### *A. For the First Offense*

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, principal and/or athletic director concerning the positive drug test. Student will be suspended from participation in all activities covered under this policy for seven (7) calendar days. The student may not participate in any scrimmages, performances, or competitions during this period. In order to continue participation in the activity, the student and parent/guardian must, within five (5) school days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity, which is approved by the school administration. The District will furnish a list of counseling providers for consideration by the student and parent/guardians. Some of these services are free of charge. However, any fees incurred through counseling services will be the sole responsibility of the student. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks of the aforementioned meeting in accordance with the testing provisions of this policy.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such a student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive. This self-referral provision may only be used once per school year and only if the activity student has no previous positive test(s). Any further self-referrals shall be considered a positive test and offense restrictions shall be implemented as dictated in this policy as per the offense.

Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

*B. For the Second offense (in the same school year)*

Suspension from participation in all activities covered under this policy for fourteen (14) calendar days and successful completion of four (4) hours of substance abuse education/counseling from a school approved, qualified drug treatment or counseling entity. The student may not participate in any meetings, practices, scrimmages, performances, or competitions during this period. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Such a period of ineligibility will extend into a succeeding school year if necessary to fulfill the period of ineligibility.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test.

*C. For the Third Offense (in the same school year):*

Complete suspension from participation in all extra-curricular activities including all meetings, practices, scrimmages, performances, and competitions for the remainder of the school year, or eighty-eight school days (1 semester) whichever is longer. The Activity Student will be given a drug test, which must be negative prior to being reinstated into any extracurricular activities. After reinstatement into extracurricular activities the Activity Student will be tested monthly for the remainder of that school year. Any further positive tests in that school year results in re-initiating sanctions for the third offense.

Such a period of ineligibility will extend into a succeeding school year if necessary to fulfill the period of ineligibility.

## **VI. Refusal to Submit to Drug Use Test**

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances, and competition for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Mountain View - Gotebo Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Mountain View - Gotebo Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

### **Eligibility**

Students failing to have a passing grade in all subjects and at least a 90% attendance rate will not be allowed to participate in any extracurricular activity, including athletics, cheerleading, FFA, 4-H, music, technology, or art activity. Students will not be allowed to participate again until they are passing all courses and have not been listed on the ineligible list (for grades or attendance). Students may be allowed to make up attendance by attending before/after school detention or Saturday School. Ineligible students will not be allowed to participate in any form (including transportation, wearing of the team

uniform or standing/sitting in the bench area before, during, or after said event). After School Tutoring may be required if improvement in their failing grades are not made.

Semester Tests will be required for all ineligible students, and students that are not exempt. This will give them another opportunity to improve or pass their classes.

Closed Campus may be assigned to all ineligible students if improvements in grades are not accomplished by the end of each nine week period.

### **Athletic Enrollment**

Students enrolled in athletics are expected to compete in two sports in two separate seasons. Students failing to participate in two sports will not be considered for honors at the Athletic Banquet or allowed to enroll in athletics the following year.

### **Equal Opportunity**

It is the policy of the Mountain View – Gotebo Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Sam Belcher, Coordinator of Title IX and Section 504 responsibilities, Mountain View – Gotebo Schools 1003, Rt. 2, Box 88, Mountain View, OK 73062, phone (580) 347-2211.

### **Fire and Storm Drills**

In case of a fire emergency, the signal to evacuate the building will be a high-pitched fire alarm. In case of a storm emergency the signal will be the sounding of an emergency siren throughout the school. After hearing the signal, each student will rise and proceed in single file along the proper route. There should be no pushing, running, or loud noises while exiting or returning to the building. A list of shelter areas and proper routes is posted in each classroom. Teachers are responsible for ensuring that their classes are aware of their exit routes. Students who set off a false fire alarm will be subject to suspension.

### **Grade Classification**

Students must have completed a specified number of units to be recognized as a member of a specific class. Those guidelines are as follows:

- Seniors 16 total units
- Juniors 10 total units
- Sophomores 4 total units
- Freshmen Less than 4 total units

### **Grade Reports**

Mountain View-Gotebo School operates a nine-week reporting system. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss their student's progress or lack of progress. The grading scale used on report cards for students in grades 7-12 is as follows:

A	Superior Work	90 - 100
B	Above Average	80 - 89
C	Average	70 - 79
D	Below Average	60 - 69
F	Failing	0 - 59
I	Incomplete	Excessive absences or failure to turn in work

Driver Education will be graded on a pass/fail basis. Driver Education will count in total units toward graduation, but will not be considered in a student's grade point average. A completed semester in summer school where a grade is given will be figured in the student's overall grade point average. Eighth grade students may earn high school credit when enrolled in a high school course.

### **Graduate Honors**

The following guidelines will be used to determine the valedictorian and salutatorian for the graduating class each year.

1. The valedictorian will be the student or students achieving the highest cumulative GPA through the first semester of their senior year. Ties will occur only when GPA is exactly the same.
2. The salutatorian will be the student or students achieving the second highest cumulative GPA through the first semester of their senior year. Ties will occur only when GPA is exactly the same.
3. Students who achieve a 3.75 grade point average will be recognized as an Honor Student.
4. Grades used to calculate GPA for these honors will exclude Driver Education. Regular classroom classes, homeschool classes, and Career Tech Classes [STEM-Bio-Med and Pre-engineering classes will be raised ½ grade (5 points)]--will be used to calculate GPA for these honors. Concurrent Enrollment (College Classes) will be used in the GPA calculation but will be raised one letter grade from the report issued by the college, except an A or a F. An A will count 4 points and an F will count 0 points.
5. Grades used will be those qualifying grades that are earned through the first semester of the senior year.
6. Students not completing all local graduation requirements by the end of the current school year will not be considered for these honors. (Example: credits earned in summer school after the senior year but needed for graduation would make that student ineligible for honors).

Only board approved cap and gown colors will be accepted for graduation ceremonies. Honor stoles worn must also be approved.

### **Semester Tests**

All Students are required to take semester tests unless they qualify for one of the following exemptions. Seniors will not be exempt from spring semester tests unless they meet the following qualifications.

Total Semester Absences	Grade	Reward
3 Absences	A	Semester Test Not Required
2 Absences	B	Semester Test Not Required
0 Absences	C	Semester Test Not Required

## Graduation Requirements

The following are required for graduation from Mountain View - Gotebo High School:

- A. Four (4) units of English
- B. Three (3) units of Lab Science
- C. Three (3) units of Mathematics (\*taken in 9th grade and above)
- D. Three (3) units of Social Studies
- E. Two (2) units of a Foreign Language OR two (2) units of computer Technology
- F. One additional unit of subjects listed above or any Advanced Placement course
- G. One unit of Fine Arts
- H. Personal Financial Literacy
- I. CPR
- J. ACT or SAT with Writing (provided by the school)
- K. Science and US History Assessment
- L. ICAP requirements
- M. United States Citizenship Test- \*Beginning with the class of 2025

A total of 24 units are required for graduation.

Credit for extracurricular activities may be earned as follows:

- A. 1 unit per year in athletics.
- B. 1 unit per year in annual/yearbook.

*Internet based courses must be approved by the local board of education.* Students in grades 11 & 12 attending Caddo-Kiowa Technology Center may receive a Math and/or Science Credit from the tech center if a certified teacher teaches the subjects.

Students must complete all (24) graduation requirements in order to participate in graduation ceremonies. Juniors desiring to graduate early must make senior declaration before November 1. If a student decides after November 1st to graduate at the end of the term, he/she may be included only in the senior panel for the following school year.

## Bullying and Harassment Policy

It is the policy of the Mountain View-Gotebo Board of Education that bullying and harassment are not allowed in the school. While this statute does specifically discuss students, adults are also held to this same standard. Bullying in any shape, fashion or form shall not be tolerated. The Supreme Court has upheld this and the Oklahoma Legislature has voted on laws to prohibit such acts. The following acts will be considered, but not limited to, bullying:

- 1) Mentally tormenting another person.
- 2) Physically threatening another person.
- 3) Ridiculing another person.
- 4) Subjecting another person to continual negative comments and pressures.
- 5) Behaving in such a manner that is not aimed at positive interaction with another person.

The penalties for this kind of behavior are:

1<sup>st</sup> Offense-Counseling by the principal if no physical contact is involved and assigning a Level 2 infraction. This will be assigned by the administrator at their discretion.

2<sup>nd</sup> Offense-treated as a Level 2 or 3 infractions

3<sup>rd</sup> Offense-treated as a Level 3 or 4 infractions

4<sup>th</sup> Offense-treated as a Level 4 infraction

It is the responsibility of students and/or parents to inform the school if bullying is occurring. It is the responsibility of the bullied party to report this within a timely manner, not weeks or months after it occurred. If the bullying is reported to the administration the chain of command will be followed and reported to the appropriate teacher for their investigation into the instance in their classroom or activity. If bullying is seen by teachers or administrators actions will be taken to stop the bullying or harassment. It should be noted here that if physical contact occurs all parties may or may not be treated the same. A person guilty of bullying is in violation of an Oklahoma Statute and repeated action of this type will result in the student's removal from the regular school environment. All bullying files are cumulative and will move with the student throughout their career. The school is responsible for dealing with bullying during the school day, delivery of students, or during activities.

### **Cyber bullying**

Cyber bullying is the act of using telecommunications devices, computers, or a combination thereof to bully another person. This can include Facebook, Twitter, Instagram etc... If these actions occur during the school day the school will investigate and follow the above stated policy for bullying. However, in this case it is incumbent on the school to report all cyber bullying to the local police in accordance with state and federal law. All instances of cyber bullying reported to the school will be reported to the proper authorities. Instances of cyber bullying outside the school day are not addressable by the bullying policy but will be turned over to the appropriate authorities upon being reported.

### **Hazing**

Hazing Prohibition: The Mountain View-Gotebo Board of Education prohibits hazing activities within any organization or activity within its control and supervision. When planning activities for initiation or membership into any organization, activity, or school group, the sponsor shall obtain advance approval from the principal. Oklahoma State Law 21-1190 defines hazing as:

1. An activity which recklessly or intentionally harms the mental health or physical health or safety of a student for purposes of initiation or admission in to or affiliation with any organization subject to the sanction of the public or private school or of any institution of higher education in this state.
2. "Endanger the physical health" shall include but not limited to brutality of physical nature, such as whipping, beating, branding, force calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs or any other forced physical activity or safety of the individual.
3. "Endanger the mental health" shall include any activity which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced contact which could result in embarrassment.
4. Any student found involved in hazing will forfeit the remainder of the season in which they are involved in hazing activity.

## Sexual Harassment Policy

The Mountain View-Gotebo Board of Education disapproves of and does not tolerate sexual harassment of any kind! Any student or faculty member who feels he/she has been sexually harassed should report the incident to the counselor, principal or superintendent.

District policy prohibits sexual harassment such as, but not limited to: unwanted sexual advances or threats, unwanted verbal or physical conduct of sexual nature; suggestive comments or off color language, humor, drawings, photo, etc...

**Consequences for Behaviors** (These are placed in no particular order)

**Level 1 Discipline Steps:** Lunch detention (which may include Lunchroom cleanup or Grounds cleanup), After School detention which includes Grounds cleanup or Flower Bed Duty.

**Level 2 Discipline Steps:** After School Detention, or Corporal Punishment, and/or Loss of Special Privileges.

**Level 3 Discipline Steps:** Saturday School, Corporal Punishment, or Suspension, and/or Loss of Special Privileges.

**Level 4 Discipline Steps:** Suspension, and/or Loss of Special Privileges.

### Explanation of Behavior Consequences

- 1. After School Detention** is held after school. Students that are assigned to detention have the responsibility of informing their parent of the discipline and bringing the appropriate discipline form back to the detention room for the school's records. A student's discipline will not be rescheduled due to a ballgame or a practice.
- 2. Grounds Duty** is held after school. Students are required to police the school grounds and clean desks. This discipline is served for 60 minutes after school.
- 3. Saturday School** (which may also be held on Friday if we are out of school) is held in a room and/or outside on the High School campus. Students are required to appear for Saturday School at 8:00 a.m. The students are then released at 12:30 p.m. Students are expected to work during their time in Saturday School; students completing their assignments will be given alternate work (which may include cleaning and grounds pick-up) which they will do. Student school work is returned to the school by the Saturday School supervisor. Students are required to sign a contract along with their parents. If the contract is not returned, the student may have another day added to their Saturday School. Students that are in Saturday School are not eligible to participate in **any** extracurricular activity or attend any after school function.
- 4. Loss of Special Privilege** is reserved for several different items. If the student has failed to behave according to policy the student may forfeit the right to go on a field trip, No Zero Party, athletic event, or other activities. This may include Prom and /or Graduation if on a Long Term Suspension.
- 5. Suspension** is the removal of the student from school. This falls into two categories, Long-term and Short-term suspension. Suspension days will count as absences for semester tests.  
*A.) Short-term Suspensions:* A student receiving a short term suspension (less than 10 days) will not be eligible for extracurricular activities or any after school activity. A student may appeal a short-term suspension to the Mountain View-Gotebo High School Suspension Hearing Committee. The parents of the student will have two days from the receipt of notification of suspension to appeal the suspension. Decisions of the Appeals Committee will be final.
  - a. Students suspended for four days or less may or may not be given grades on their work, but they will be required to turn in their work. The assignments may be held by the teacher until the end

of the semester to preserve a grade if necessary. All decisions on grades are at the discretion of the teacher.

b. Accommodations may be made for students to take nine weeks tests and semester tests due to the high percentage of their grade from these tests.

I. The tests will be given in solitary conditions (teacher and student).

II. The student will only be allowed to come to school for a time adequate to finish the nine weeks or semester tests if the student is already suspended.

III. It is the responsibility of the parent to provide transportation and to acquire the review materials from the school.

c. Students will have to have their work completed, turned into the office, and approved by their teachers prior to returning to class.

*B.) Long-term Suspensions:* A student receiving a long-term suspension (over 10 days) will be eligible for a modified education plan to ensure the students ability to progress in their studies. Students will be allowed to do work for their core classes and return it for grades. A student may appeal a Long-term Suspension to the MVG School Suspension Committee by submitting a written request for an appeal to the Superintendent within three (3) days after receipt of the building administrator's decision to impose a long-term suspension. If a student or the student's parent or guardian wishes to appeal to the Board of Education the decision of the School Suspension Committee, within five (5) days of receipt of the decision of the School Suspension Committee they must submit to the Superintendent a written appeal of the decision. Decision of the Board is final. During the appeal process the student will be placed in either ISD or on short-term suspension. Students are guaranteed Due Process Rights in all suspension cases. (S.L.O.488.2; 70-24- 101.3) (S/B 0495) It is board policy that students that are under long term suspension may not participate in any extra-curricular activities or any activities associated with the school. Students are not allowed on school property once a long term suspension is given.

### **Suspendable Offenses** (not all inclusive)

#### **A Disruption of School**

A student may not by the use of violence, force, noise, threat, fear, passive resistance, or any other means, intentionally cause the substantial and/or material obstruction of any function of the school.

#### **B. Damage or Destruction of School or Private Property.**

#### **C. Assault or Causing Personal Injury**

A student shall not intentionally cause injury or behave in such a way as could reasonably cause physical injury to any person during school, or while engaged in school activities, or while going to and from school.

#### **D. Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit any object that can be reasonably considered a weapon, at any time during school hours, school activities, or while going to or from school.

#### **E. Narcotics, Alcoholic Beverages, Stimulant Drugs, and Tobacco**

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or any paraphernalia of any kind while in any way connected with the school during regular hours, school activities, or going to and from school.

#### **F. Repeated School Violations**

A student shall not repeatedly fail to comply with school district policies, or school rules, or with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized

school personnel during any period of time when the student is properly under the authority of school personnel.

### **Student Behavior**

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all inclusive. Students may be disciplined or suspended for any of the following:

1. The possession, transmission, and/or use of weapons, ammunition, fireworks, tobacco (“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and include, ecigarettes/vaping or any other product packaged for smoking or the simulation of smoking), drugs, alcohol, or other contraband. Students holding a cigarette/e-cigarette/vape will be presumed to be smoking.
2. Insolence, disrespect or insubordination.
3. The use of improper language.
4. Rowdy behavior: running, pushing, shoving, yelling or whistling.
5. Leaving a classroom or leaving school without permission. Skipping class will result in detention.
6. Tardiness or truancy
7. Vandalizing, damaging, or stealing school or private property.
8. Threatening, intimidating or causing bodily harm to any person (Fighting).
9. Violation of written school rules, regulations or policies.
10. Possession, threat, or use of a dangerous weapon as defined by state statute.
11. Willfully and openly disobeying a teacher or administrator. These rules are in effect during school hours, including time between classes in hallways.
12. Possession of a firearm on campus is a one year suspension. (State Law)
13. Students found in possession of ammunition, fireworks, and gun powder may be suspended from attending school.
14. PDA – Public Display of Affection PDA is considered inappropriate behavior during school or on school sponsored activities.
15. Inappropriate dress.
16. Skateboards, roller blades, or any type of skates will not be permitted into the building.

These rules are in effect during school hours, at all school sponsored activities, and in transit to and from school.

## **Health Policies**

### **Illness or Injury:**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher or the office. All students who leave school must check out through the principal's office and may not leave until a parent or responsible adult has been contacted and agrees to be responsible for the student. A sign out sheet will be located in the Principal's office and secretary's office. **Do not leave school without approval from the office. Students who leave without signing out may receive disciplinary action.**

### **Medication Administration:**

If a student must take prescribed or over the counter medication at school, a labeled bottle with the student's name and dosage is required and should be left at the office to be administered by appropriate personnel. It is necessary that emergency numbers are accurate.

### **Asthma Medication:**

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications. This policy requires the following procedure:

The parent/guardian completes the form that:

- Give permission for student to have inhaler
- Provide written statement from physician that inhaler is needed
- Provide inhaler (to be kept at school) for backup emergency use
- Sign authorization for releasing liability of school from any injury. This form is required and obtained at enrollment.

### **Lice:**

In order to attend school, students must be free from head lice and nits (eggs). If a student is identified as having head lice and/or nits, the parent or guardian will be contacted to pick up the student. The student will not be allowed to return to school until: a) the parent or guardian submits a written statement from a health professional which states that the student is free from head lice and/or nits and our health professional designee verifies that the student is free of lice and/or nits.

### **Immunizations:**

The District's student immunizations must follow Oklahoma State Law. Students must be in compliance to participate in extracurricular activities.

To register as a student a certificate from a physician or State Department of Health, to show that the student has or is in process of receiving immunizations or a properly executed Certificate of Exemption is presented

PK thru 6th	7th thru 9th	10 <sup>th</sup> - 12 <sup>th</sup>
5 DTP/DTaP/Td/Tdap	5 DTP/DTaP/Td/Tdap Booster	5 DTP/Td/Tdap
4 Polio	4 Polio	4 Polio
2 MMR	2 MMR	2 MMR
2-3 Hep B	2 - 3 Hep B	2 - 3 Hep B
2 Hep A	2 Hep A	2 Hep A
Varicella	Varicella	Varicella

\*\*Along with the requirements of immunizations there are also recommended vaccinations. These immunizations are for the following diseases: a) Meningitis b) Pertussis c) HPV (female). These are deadly diseases that can be avoided with proper immunizations.

### **Vision:**

Pursuant to Oklahoma Law SB 1795 requires parent or guardian of each student enrolled in Kindergarten, First, and Third grades at a public school provide proof that their student passed a vision screening within the last twelve months. To ease this requirement an annual free service is provided at the District for vision screen. if your child is enrolled after the annual screen, the school nurse will administer a screen. If your child fails the screening process the parent/guardian will be notified with a request for a follow up exam by an ophthalmologist (eye doctor). Financial help is available if guidelines are met.

### **Diabetes Management:**

Diabetes management in Schools Act (OK. Stat. Title 701210.196)

When a diabetic student is presented to the district the personal health care team will develop a written diabetes medical management plan for each student who seeks care while at school or while participating in a school activity.

The plan will identify the specific needs of each enrolled diabetic student. With the assistance of the person a health care team that consists of parent, physician, principal and designated trained volunteer the plan will be initiated. The National program, HANDS, will be used as guidelines. All volunteers will be trained by the Oklahoma Departments doing current training.

### **Leaving Campus**

After boarding the bus or arriving on campus, a student is considered to be the responsibility of the school system and is not allowed to leave without checking out in the school office. A student may not leave campus, except Juniors and Seniors during the lunch period (if eligible), without permission from the principal and parent. Students must sign the check out sheet in the Administration Office before leaving the building. Students may not be allowed to return home because they forgot something.

### **Lockers**

Lockers are assigned during enrollment. Each student will be held responsible for the condition of his/her locker. Locks and keys for locks will not be furnished by the school, but may be furnished by the student. Lockers will be inspected periodically at the discretion of the administration. Students will not

change lockers during the school year without permission from the principal. Students should not go to their lockers during the class period. Lockers will not be decorated on the outside, and inside decorations will be done in good taste. Students caught writing on or defacing the outside of the lockers in any way will be disciplined.. Do not use empty lockers to dispose of trash or to hide candy and pop. Book bags and athletic bags should be stored in appropriate areas and not on the floor in front of student lockers. Students should remove athletic or book bags each day so hallways can be cleaned.

**All lockers are property of the school and loaned to the student. All lockers are subject to search at any time by the administration or certified personnel.**

### **Lost and Found**

Articles that have been found, other than library books, should be taken to the office. Library books should be taken to the librarian. Lost articles can be claimed by proper identification. Articles turned into the office will be kept for thirty days. After that time they may be discarded or given to the person who turned them into the office.

### **Make Up Work**

It is the student's responsibility to make up all assignments (including but not limited to tests, projects, reports, and/or lab work) that they missed due to their absence. Students will be given 1 school day to make up work for each school day missed. All make up assignments must be turned in by the end of each grading period to receive credit. The principal must approve any extensions. Failure to make up work during the allotted make up time will result in the student receiving a zero (0) for each assignment. If a student misses multiple days, they may pick up some of their assignments before they are absent, however they will still have the same number of days as missed to make up that work. Students who were present when the assignment was made, but absent when the assignment was due, must complete the assignment the very next school day attended.

1 day absent - 2 day for make-up

2 days absent - 3 days for make-up

3 days absent – 4 days for make-up

\*No more than 1 week for make-up time

### **New Students**

Students moving into MVG Schools will be eligible for credit for the semester only if they were eligible for credit at the school that they moved from. Also seniors coming to MVG for the first time must be eligible to graduate at the school they are coming from to be eligible to graduate at MVG that year.

### **Parent Conference**

Parent-Teacher conferences will be scheduled at various times throughout the year. In addition to these scheduled conferences, parents are welcomed and encouraged to email their student's teacher and set up a time to talk with teachers any time during the year. Appointments must be made to coincide with the teacher's schedule. This should be done through the office. Call 347-2211 to set up a conference with a teacher. All parents & visitors must sign-in at the main office, receive a Visitor's Pass, and check with the Principal's Office before visiting a teacher or student during the school day.

## **Possession of a Firearm**

A. Any pupil who has been found in possession of any firearm while on any public school property or while in any school bus or any other vehicle used by a public school for transportation of students or teachers shall be suspended as directed by Section 24-101 of Title 70 of the Oklahoma Statutes. Lengths of suspension will be decided on a case by case basis and shall be modified or appealed by the Mountain View-Gotebo Board of Education.

B. For purposes of this section, the term "firearm" shall mean and include all weapons as defined by 18 U.S.S., Section 921.

C. The right to appeal provisions provided for in Section 24-101 of Title 70 of the Oklahoma Statutes shall apply to suspension provided for in this section.

## **Progress Report**

Progress reports will be prepared midway through each nine-week grading period. These will be given to the student to bring home. If your child fails to bring one home please feel free to contact the teacher in that class for information regarding your child's progress.

## **Promotion & Retention**

Seventh & Eighth grade students must pass a minimum of 5 semesters of course work in the core areas of Math, Science, English and Social Studies to be promoted to the next grade level. Seventh and Eighth grade students that fail to pass their end of the year OSTP testing will be assigned to a remediation class until they show mastery of the materials they failed to show mastery on in the OSTP testing.

## **Search & Seizure**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorized the search of any pupil or property in the possession of the pupil...While under the authority of the school or while attending any function sponsored or authorized by the school for dangerous weapons or, controlled dangerous substances, intoxicating beverages, low point beer, wireless telecommunication devices or for missing or stolen property. This search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person.

Pupils shall not have any reasonable expectation of privacy towards the contents of a school locker, desk, or other school property...in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened by school officials at any time and no reason shall be necessary for such search.

## **School Day**

The school day for Mountain View-Gotebo High School will be from 8:35 am to 3:30 pm. Students should not arrive at school before 8:15 am. Students should enter school through the HS/JH Tower entrance. Students will not be allowed in the hall before school or at breakfast unless they have an appointment to see a teacher. Students should stay between the flag pole and the south end of the HS building. Students are not allowed inside air conditioning screen walls at anytime. Students may use the school as a bad weather shelter.

## Daily Class Schedule:

1st Period	8:35 a.m. – 9:30 a.m.
Breakfast	9:35 a.m. – 9:45 a.m.
2 <sup>nd</sup> Period	9:49 a.m. – 10:41 a.m.
3rd Period	10:45 a.m. – 11:36 a.m.
4 <sup>th</sup> Period	11:40 a.m. – 12:31 p.m.
1 <sup>st</sup> Lunch	12:35 p.m. – 1:00 p.m.
5th Period	1:04 p.m. – 1:50 p.m.
6th Period	1:54 p.m. – 2:40 p.m.
7th Period	2:44 p.m. – 3:30 p.m.

\*\*The bell does not dismiss class. The teacher will dismiss the class.

## School Bus Policy

Riding the school bus is a privilege for all students. Therefore, this privilege can be taken away by improper conduct on the bus. The school bus driver has authority of the passengers on the bus. All students in our school system who ride a bus (route, shuttle or activity) are subject to the following regulations:

1. Enter and leave the bus in an orderly manner.
2. Follow the instructions of your school bus driver.
3. Remain in your seat facing forward while the bus is in motion.
4. Keep your head and arms inside the bus at all times.
5. Keep aisles clear at all times.
6. Yelling or screaming is not permitted on the bus.
7. Be courteous to your bus driver and fellow passengers.
8. Sunflower seeds will not be permitted on the bus, and drinks and candy will only be permitted by bus driver approval.
9. All students will obey and follow instructions given by the teacher on duty while students get on and get off of the bus.
10. Throwing of any object while riding the bus will not be permitted.

The bus driver will report any student who violates the above safety regulations to the respective building principal. The principal will follow the following disciplinary policy:

1st Offense, Warning or other actions deemed necessary

2nd Offense, Suspended from riding bus for one week

3rd Offense, Suspended from riding bus for the semester

4th Offense, Suspended from bus for the remainder of the school year

When a student is suspended from riding the route bus, parents will be notified and it will be the responsibility of the parent/guardian to provide transportation to and from school

The Mountain View – Gotebo Board of Education, in the interest of student safety, has adopted the following policy:

Bus routes will be run in a manner that ensures that the fewest number of students are on the bus for the fewest number of miles. This safety measure does away with the concept of the “first on – first off” policy. The administration and the transportation director will determine the boarding points and bus routes.

### **Search Find Serve**

Do you know of a handicapped child that has not been served in the Mountain View-Gotebo School District? Public Law 94-142 seeks to find children from birth through 21 who are not being or who have not been served.

Handicapping conditions include specific learning disability, mentally retarded, deaf, deaf-blind, hard of hearing, seriously emotionally disturbed, speech or visually impaired, multi-handicapped, orthopedically impaired and other impairments.

If you know of a child who you suspect as having one of the conditions above, please contact the Mountain View-Gotebo Schools for assistance in identifying and serving the handicapped by calling 580-347-2211.

### **Student Insurance**

The School system assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. The insurance company compensates neither the school nor any school official. There are insurance companies that provide student accident insurance through approximately 400 school districts in Oklahoma. Inquire at Administration offices if interested.

All students participating in athletics should have accident insurance. Students participating in football are required to have accident insurance. Parents of students not purchasing school accident insurance must sign a waiver stating that they carry their own health insurance before the student will be allowed to participate in football. The parents must pay the additional premium required for football coverage or they may sign a waiver if they already have the student insured.

### **Student Recruitment Policy Access to Students and Directory Information**

The Mountain View-Gotebo Public School District restricts access to a student’s directory information except to Military Service Representatives. According to the “No Child Left Behind” Law, military services representatives shall have access to student directory information unless such access is specifically denied in writing by the parent, legal guardian, or student age 18 or over.

Military services representatives shall have the same access to secondary school students as is generally provided to post secondary institutions or prospective employers. However, such access may be specifically denied in writing by the parent, legal guardian or student age 18 or over.

All directory information or class lists of student name, addresses, and/or telephone numbers shall not be distributed to other representatives without the consent of the parent or guardian of the student or the student age 18 or over.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

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

1. An explanation of the parent's right to request that information not be disclosed without prior written consent.
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.  
This policy is required by the "No Child Left Behind Act".  
Reference: (P.L. 107-107) (P.L. 107-110)

### **Student Withdrawal**

A student withdrawing from school should make arrangements through the principal's office. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, equipment, and fines must be cleared before the student secures a transfer record to another school.

### **Counseling Requirements for Suspended Students at Great Plains Youth and Family Services - Hobart, OK**

All Mountain View-Gotebo Students suspended from school for any of the following reasons will be required to attend the Positive Lifestyles Counseling Sessions:

1. Firearms- (1 Year Suspension)-- Group Sessions Required
2. Alcohol on campus----- Group Sessions Required
3. Illegal drug (any type)-----Group Sessions Required
4. Fighting -----Group or Individual Sessions Assigned
5. Truancy/Absenteeism----- Group or Individual Sessions Assigned
6. Extreme, or Excessive Inappropriate Behavior----- Group or Individual Sessions Assigned

Individual Sessions (1 Hour) will be assigned to all students during the suspension period.  
Assigned Group Sessions are 3-hours long, once a week, and extend for 4 weeks.

Parents must attend All Group Sessions  
Students must provide their own transportation.

Students who do not attend required counseling sessions will be referred to the Kiowa County District Attorney.

### **Tardy Policy**

# of Tardies Committed	Consequences
3 Tardies	2 Days Detention
4 Tardies	3 Days Detention
The number of detention days is one less than the total number of tardies.	
For every 3 tardies	1 Absence

Students who are tardy for class must receive a "Tardy Admission Slip" from the Principal's Office before he/she will be allowed to enter class late. Students who enter class 15 minutes late will be counted absent. Tardies and absences from tardies will be per semester.

### **Textbooks**

Necessary textbooks are provided for all classes. Students are expected to take good care of these books. Students will be required to pay for lost or damaged books along with any special supplies or individual requirements as needed. Once a book is checked out to a student it is the student's responsibility. A student's grades may be held by the school until textbooks are paid for or returned.

### **Visitors**

All visitors to Mtn. View – Gotebo School campus must check in at the school office. All visitors to MVG Elementary School will receive a Visitor's Badge that should be worn around the neck for the duration of the visit. Visitors will not be permitted to loiter on the school campus or in school buildings.

Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at times that do not interrupt or interfere with a teacher's class. Students must have office and teacher approval to have visitors during the school day.

### **Protection of Pupil Rights**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires schools to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys");

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility. This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

## Media Release

The Mountain View- Gotebo School District (MVG) offers many opportunities to highlight positive student, school and district events, activities, and accomplishments. Audio and visual footage of students, staff and parents significantly contribute to the communication value of MVG and school publications.

There will be times when MVG and organizations authorized by MVG, will seek to interview, photograph, or videotape students on school grounds or at student activities. This may lead to students being featured in print and electronic publications (i.e. social media, websites, brochures, flyers), television programs, radio shows, or video productions.

Parents/guardians are required to submit an opt-out form to restrict permission to release images, videos, audio or name to MVG or any other organization. The form is part of the student handbook provided to families at the beginning of the year. A hard copy can also be picked up in the front office.

Mountain View- Gotebo carefully screens any requests from outside organizations to help ensure that student work and accomplishments are highlighted in a responsible and appropriate way. MVG also uses media footage to promote school/district events, programs, and services.



*Mountain View-Gotebo Public School*

**MEDIA OPT-OUT FORM**

(Complete and return this form **ONLY IF YOU DO NOT GIVE PERMISSION** for your student to appear in school publicity images, yearbooks or videos, including postings on the school or district websites and social media.)

There are many activities and accomplishments that take place in our schools which Mountain View-Gotebo Public Schools feels are positive, newsworthy and of interest to the community. District representatives and program partners will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures, class pictures, yearbooks and other printed material published by Mountain View-Gotebo Public Schools and those acting under its permission. It is possible that those images might be used on school and/or district web sites and may also be submitted to the news media for possible publication.

If, for any reason, **you do not want** your child's likeness to be used by Mountain View-Gotebo Public Schools or by the news media for the purpose of positive publicity about school activities or student achievement, please fill out this form and return to your school office. A separate form is required for each child.

This form only applies to the current school year and to classroom activities or school events that are not already open to the public.

I do NOT wish to have my child photographed/videotaped for news media or school publicity purposes.

Student's full name (please print) \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent or guardian's name  
\_\_\_\_\_

Parents or guardian's signature & date  
\_\_\_\_\_

**Please return the signed form to your school office.**