

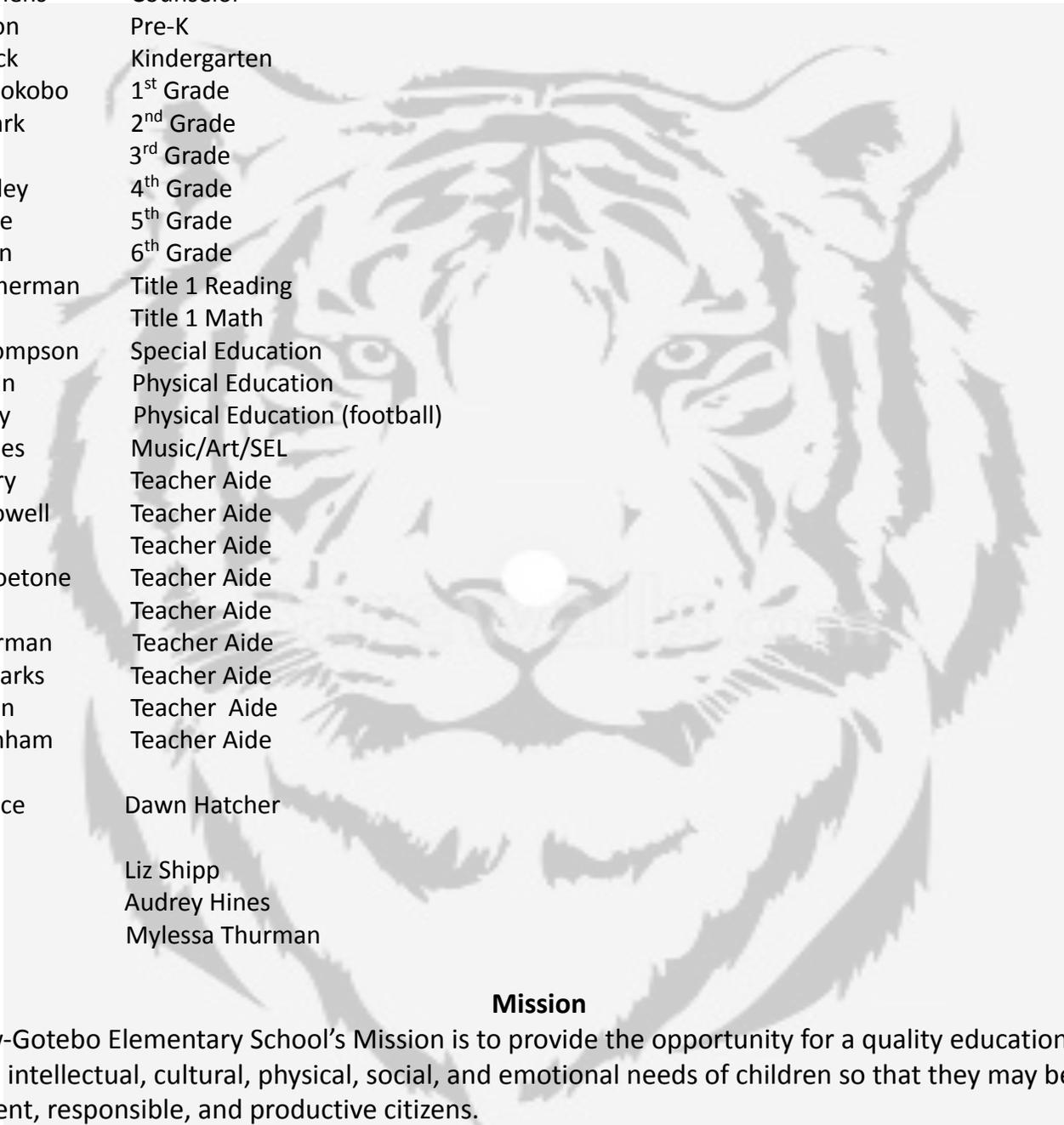
Mountain View – Gotebo
Public Schools

Student Handbook

2022-2023
Elementary

Home of the Tigers!!

Staff Directory



Brett Banker	Superintendent
Tammy McCollom	Principal
Tiffany Hazle	Administrative Asst.
Linda Stephens	Counselor
Toni Newton	Pre-K
Mindy Brock	Kindergarten
Tarrah Ahdokobo	1 st Grade
Melissa Clark	2 nd Grade
Katie Lack	3 rd Grade
Angela Lasley	4 th Grade
Laura Payne	5 th Grade
Staci Troglin	6 th Grade
Paula Zimmerman	Title 1 Reading
Pat Fritz	Title 1 Math
Chandi Thompson	Special Education
JB Kimberlin	Physical Education
Jeff Coakley	Physical Education (football)
Brandy Jones	Music/Art/SEL
Louise Berry	Teacher Aide
Roberta Howell	Teacher Aide
Rene Law	Teacher Aide
Shirley Quoetone	Teacher Aide
Cathy Ross	Teacher Aide
Debra Thurman	Teacher Aide
Porsche Sparks	Teacher Aide
Sheila Justin	Teacher Aide
Alison Branham	Teacher Aide
Maintenance	Dawn Hatcher
Cafeteria	Liz Shipp Audrey Hines Mylessa Thurman

Mission

Mtn. View-Gotebo Elementary School's Mission is to provide the opportunity for a quality education to meet the varied intellectual, cultural, physical, social, and emotional needs of children so that they may become independent, responsible, and productive citizens.

Mountain View-Gotebo Elementary Public School
124 S. 1st
Mountain View, OK 73062-0705
(580)347-2214

Approved by
Mountain View – Gotebo Board of Education

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(Any situation not specifically covered in this handbook is left to the discretion of the Mountain View-Gotebo School Administration.)

ATTENDANCE

Regular attendance is extremely important to all students. No other single factor does more to aid student progress than regular attendance. However, when they must be absent, parents/guardians are asked to notify the school and present documentation from doctor, dentist, optometrist, etc. upon return.

Limits on Absenteeism

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. Absences in excess of ten (10) days will result in no credit being given for that semester. 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.
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 stationery. If faxed, the receipt must be faxed from doctor's office directly to office at (580) 347-2214. It is advisable to schedule all appointments after school hours.
 - c. Pre-arranged family involvements (funerals, etc.)
 - d. Students cleared by school administration

In the event of an illness the school should be called by 8:35 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 in to 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. This rule applies to both tests and daily work.
 - b. Example of unexcused absences include but are not limited to the following: shopping, hair appointments, oversleeping, and truancy.
 - c. Truancy counts towards the 10 days and occurs 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 attempts by parents to minimize the absenteeism. The MVG School Board will make a final determination about credit.

Make Up Work

Parents may make arrangements to pick up make up work by calling before 9 AM to pick up work after 2:30 PM. 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 may also pick up work before an absence. Students will be given one school day to make up work for each school day missed plus one extra day. Failure to make up work during the allotted make up time will result in the student receiving a zero (0) for each assignment. Students who were present when the assignment was made, but absent when the assignment was due, must submit the assignment the very next school day attended.

- 1 day absent - 2 days 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
- After school tutoring may be assigned in an effort to assist students in completing makeup work.
-

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 without permission from the principal and parent. Parents must sign the check-out sheet in the office before leaving the building. Students may not be allowed to return home because they forgot something.

Partial Day Absences

Students arriving after 8:40 a.m. must pick up an admit slip from the office to be allowed into the classroom. Three tardies whether arriving to school late or leaving early will result in one absence and will not have perfect attendance for the Shamrock Bank reward party or prizes. Students who are absent for one hour or more during either morning or afternoon session will be counted absent $\frac{1}{2}$ day. **Parents are encouraged to schedule students' doctor and dental appointments outside the school hours.** In order to participate in extra-curricular activities, a student must be in attendance at least $\frac{1}{2}$ school day on which the activity occurs or be excused from school on a school-sponsored activity.

BUS POLICIES

Travel To & From School

Riding the school bus is a privilege for all students. This privilege can be taken away by improper conduct on the bus. The school bus driver has authority over the passengers on the bus. All students in our school system who ride a bus 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. Always 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 board and leave 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 action deemed necessary

2nd Offense – Suspended from bus for 1 week

3rd Offense – Suspended from bus for 1 semester

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

When a student is suspended from riding the route bus, it is 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, which 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 “first on – first off”. The administrator will determine the boarding points.

Travel To & From Activities

Students who travel to school-sponsored activities on the bus will return on the bus unless parents personally see the group sponsor for permission to take their children. Students may not return home with anyone but parent/guardian without a note or phone call to the principal.

GRADING POLICIES

Eligibility

In order to participate in extra-curricular activities, the student must be passing in all classes. The first week the student is on probation. If the student does not bring his grade up to passing by the end of the second week, he or she will become ineligible. Ineligible students will not be allowed to participate in any activities other than daily scheduled classwork, this includes athletics, 4-H, music, art, and other activities. Ineligible students will not be allowed to show livestock. 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).

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 1-12 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 absence or Failure to turn in work

Pre-K and Kindergarten will use a checklist report with markings as follows:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Progress Reports

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

HEALTH POLICIES

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 back up emergency use
- Sign authorization for releasing liability of school from any injury. This form is required at enrollment.

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 parents, a physician, a principal and a designated trained volunteer the plan will be initiated. All volunteers will be by the Oklahoma Departments doing current training.

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 office. Do not leave school without office approval. Students who leave without signing out may receive disciplinary action.

Immunizations

The District's student immunizations must follow Oklahoma State Law. Students must be in compliance to participate in extracurricular activities. Further, students out-of-compliance could be barred from attendance. Certificates of Exemption can only be issued by the Oklahoma State Department of Health.

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

**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.

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 b) the District's administrator verifies that the student is free of lice and/or nits.

Medication Administration

If a student must take prescribed or over the counter medication at school, the medication is required to be in a labeled bottle with the student's name and dosage and should be left at the office to be administered by appropriate personnel. A note signed by the child's doctor must be on file in order for the staff to administer the medication. It is necessary that emergency numbers are accurate.

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 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.

LEGAL NOTICES & INFORMATION

Asbestos Notice

In compliance with the Asbestos Hazard Energy Response Act and related Oklahoma and Federal Regulations we had our school buildings inspected in 1988 and updated yearly since that time. This inspection proved that we have no immediate health hazards in our school system. If you would like to know more about our Asbestos Management Plan, it is available to you in the superintendent's office.

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.

FERPA Rights - Annual Notice

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, the junior high counselor's office and the high school 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

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, RR 2, Box 88, 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 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.

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.

Search-Find-Serve

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.

Search & Seizure

The superintendent or, 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.

READING AND TITLE I PROGRAMS

Reading Sufficiency Plan for Grades 1 - 3

Each student enrolled in the first, second and third grades shall be assessed for the acquisitions of reading skills. Students who are not on an IEP alternate assessment who are found to be reading below grade level shall be provided with a reading assessment plan which addresses that student's particular weaknesses in reading. That plan shall be followed during the school term.

The reading sufficiency plan shall consist of ongoing assessments, both formal and informal and additional instruction through the Title I program to assist students in the acquisition of reading skills. The program of instruction shall continue until the student is determined to be reading at the appropriate grade level. a varied approach in reading instruction shall be used as determined by the Literacy First Assessments to direct needed intervention based on his/her particular reading weaknesses.

A committee consisting of the classroom teacher, Title I reading teacher, principal, and the parent shall determine the plan for each student.

Any third grade student not reading at or above third grade level as determined by the Literacy First Assessment by the end of the second quarter shall be given a new reading plan which includes notification to the parent, reading level of the student, program of reading instruction, the potential need to participate in a summer reading program, and it may include a recommendation as to whether the student should be retained in the third grade.

Title I

As a result of having a school-wide Title I program, we are able to serve all students on an "as needed" basis with extra help in reading and math.

Therefore, all students may be served in these areas periodically throughout the year if he or she needs extra help or all year long. Title I classes utilize smaller groups and the students receive more individual attention. Title I may be utilized to catch students up on skills missed or forgotten skills that need to be reinforced. Math classes help students that need more one-on-one than can be provided in the regular classroom.

If you have any questions or concerns about this service, please call or come by for a visit. We are happy to be able to provide our students with these services, and feel this program truly enhances our pursuit of excellence.

Title I Parent Involvement Plan

A plan for the involvement of Title I parents in the education of their child will be developed, reviewed yearly, and revised as appropriate to include the following;

- Cover letter explaining the Title I program
- Permission slips for student participation
- A "Home-School Compact," which outlines how the parents may be involved in the partnership with the school in improving their child's achievement.
- An annual meeting for Title I parents to review and receive input for possible revisions of the policy.
- Reasonable access to staff and school as well as ways to inform parents of student progress.
- Communication with parents will include conferences, individual written reports, newsletters, phone calls and home visits as needed. Special notices and activity packets will also be sent home when appropriate. Parents are encouraged to call their child's teachers and visit classrooms.
- Provision of specific instructional strategies for assistance at home with reading and/or math.
- Parents will evaluate the content and effectiveness of the Title I parent involvement program. The evaluation will include an assessment of the status of parent involvement in Title I programs. The evaluation will be completed by October 1 of each year.

Title I Parent Involvement Statement

The faculty, staff, administration, and Board of Education of Mountain View - Gotebo School District recognizes the necessity and value of parent involvement to enable our school to provide opportunities for students served to acquire the knowledge and skills contained in the State's challenging content and student performance standards of No Child Left Behind that all children are expected to meet. In order to assure collaborative partnerships between parents and schools, Mountain View-Gotebo School District is committed to pursuing the following goals in ways that recognize and respect the diversity and differing needs of families.

- Involving parents as partners in the development and implementation of Title I instructional programs.
- Establishing effective two way communication with all parents.
- Developing strategies and programs which enable parents to participate actively in their child's education.
- Providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement at all grade levels.
- Utilizing community resources to enrich the educational environment and promote family and student success.
- Supporting parents in their roles as the child's first and most important teacher.

The overall goal of Mountain View-Gotebo School District's Title I program is to promote partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children.

SCHOOL FOUNDATIONS

Mission

Mt. View-Gotebo Elementary School's Mission is to provide the opportunity for a quality education to meet the varied intellectual, cultural, physical, social, and emotional needs of children so that they may become independent, responsible, and productive citizens.

Educational Goals

The Mtn. 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.

Educational Philosophy

"Building Learners for Life" – The Mtn. 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 Mtn. 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.

SCHOOL PROCEDURES

Curriculum

The curriculum at the elementary school will be determined by the principal.

Virtual students will be required to meet the same expectations and attendance policies as in-school students for eligibility, academic honors, and graduation/promotion requirements.

Emergency Drills

Drills will be conducted periodically for emergency situations such as: fire, storm, lockdown, etc. The drills will make everyone in the school more aware of their role in an actual emergency. 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. In case of a lockdown emergency, announcements will be made. 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 insuring that their classes are aware of their exit routes. Students who set off a false fire alarm will be subject to suspension.

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 library. 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.

Parent Conferences

Parent-Teacher conferences will be scheduled at various times through the year. In addition to these scheduled conferences, parents are welcomed and encouraged to come to school and 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 347-2214 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.

Parties in Classrooms

There will be a limited number of parties at school. Parents will often be asked to assist in hosting the events. Birthday Party invitations can only be delivered at school if every child in the class will receive one.

School Hours

The school day for students begins at 8:35 a.m. and ends at 3:25 p.m. In keeping with the philosophy that all students can learn, we believe that all students benefit from regular school attendance. Students need to be present every day for instruction from 8:35 a.m. – 3:25 p.m. No students should arrive before 8:20 a.m.

School Meals

The prices for school breakfast and lunch will be announced at the beginning of the school year. Students may turn in meal money to either their classroom teacher or the school secretary. Parents should apply for free or reduced priced meals by completing the application and returning it to school.

Student Insurance

The School system assumes no financial responsibility for 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. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

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.

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 the Mtn. View – Gotebo School campus must check in at the school office. All visitors to MVG Elementary School will receive a Visitor's Pass that should be worn 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.

Weather - Inclement

In the event of weather conditions becoming serious enough to close school, parents/guardians will be informed through the School Reach system by phone. Weather information may also be available through the following sources:

- TV Channel 4 - KFOR
- TV Channel 5 - KOCO
- TV Channel 9 - KWTW
- Radio Station 95.5 KWEY in Weatherford
- Radio Station 99.3 KCDL in Cordell
- Radio Station 105.9 KQTZ in Hobart

A decision concerning closure will be made prior to morning bus routes starting if at all possible. If school lets out early because of weather conditions, every effort will be made to contact student's parents/guardians through the School Reach system by phone.

The safety of the students will be a priority as we get students to their homes.

Withdrawal

If a student is being withdrawn the parent/guardian should make arrangements through the principal's office. All textbooks, library books, lunch payments, equipment, and fines must be cleared before the student secures a transfer record to another school. Records will be sent to the receiving school upon receipt of a transfer request from that school.

STUDENT BEHAVIOR

General Information

Candy, Food, Drinks, Etc.

Students shall not be allowed to consume or take candy, food or drinks, into the halls, classrooms, gymnasium or auditorium without permission. Candy & pop will NOT be allowed during class time or in the cafeteria 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 8:20 a.m. and 3:25p.m. Possession and use of cell phones during school-sponsored activities will be at sponsors' discretion. The school will not be liable for any items brought from home. 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 powered on and/or 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 3:25 p.m.**

First Offense: Device confiscated and will be released after school that day.

Second Offense: Device confiscated and will be released after school that day, and student will serve two days of assigned detention.

Third Offense: Device confiscated and will be released after school that day, and student will serve two days of ISD.

Any further offenses, discipline will be at principal's discretion. Suspension is likely.

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.*

Conduct and Courtesy at School

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for school property and to take care of books, desks, and other property, and equipment. Any student who destroys school property will be responsible for repair or replacement. Acceptable behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn.

Dress Code

Student dress should be comfortable and in good taste. Clothing advertising alcoholic beverages or tobacco products or containing inappropriate language or messages should not be worn. Clothing should also provide for the safety of your child. The following guidelines have been set.

1. Students' short and skirt length and shirt strap width should be appropriate to school.
2. Shirts will be worn at all times.
3. Sunglasses, hats, or head coverings will not be worn inside the building.
4. All students must wear shoes at all times for health and safety reasons.
5. If shoes are inappropriate for gym class or recess (flip flops, slings, high heels, high wedges), tennis shoes need to be provided for class or playtime.

Common sense should be used at all times concerning dress. Students may be asked to return home if apparel is not appropriate. This will count as an unexcused absence or tardy. Appropriate clothing may be loaned to your student for the school day. The administration will make the final determination as to what is appropriate.

Inappropriate Behaviors

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, drugs, alcohol, or other contraband. Students holding a cigarette 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 the school without permission will result in discipline measures being taken.
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 or drugs on campus is a one year suspension. (State Law)
13. Students found in possession of ammunition, fireworks, or gun powder may be suspended from attending school or could be sent to the ISD Center at Carnegie.
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 school activities, and in transit to and from school.

Serious Concerns

Bullying & 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:

1st 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.

2nd Offense – treated as a Level 2 or 3 infraction

3rd Offense – treated as a Level 3 or 4 infraction

4th 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. 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 to and from school, or during school 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, 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.

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. Please note that toy weapons are also prohibited. 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 incident.

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 insure 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 impact 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, Principal will determine appropriate disciplinary action.

Consequences for Behaviors

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 are not limited to the following:

Level 1 Discipline Steps: Detention (which may include Lunchroom cleanup or Grounds cleanup, or Flower Bed Duty).

Level 2 Discipline Steps: Prolonged 7:30 a.m. Grounds Duty or Flower Bed Duty, In School Detention, or Corporal Punishment, and/or Loss of Special Privilege.

Level 3 Discipline Steps: In School Detention, Saturday School, corporal Punishment, or Suspension, and/or Loss of Special Privilege.

Level 4 Discipline Steps: Prolonged in School Detention, Suspension, and/or Loss of Special Privilege.

Explanation of Behavior Consequences

1. The level of the infraction is determined by the administrator based on the seriousness of the incident and/or the frequency of incidences by the student.
2. Detention is held before, during, or after school at the principal's discretion. *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 In-School Detention.* 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. A student's discipline will not be rescheduled due to a ball game, practice, or other activity.
3. Grounds Duty is policing the school grounds and buildings.
4. Morning Grounds Duty begins at 7:30 a.m. Students failing to appear will be further disciplined. Parents must contact the administration for alternative arrangements, when needed.
5. In School Detention (ISD) is held on campus. Students are required to appear for ISD at 8:20 AM or upon arrival at school, if earlier. The students are released at 3:25 PM. Students eat lunch in the ISD room. Students are expected to work during their time in ISD; students completing their assignments will be given additional work. Students that are in ISD are not eligible to participate in any extracurricular activity or attend any after school function *except tutoring.*
6. Corporal Punishment is given for continued misbehaviors as a last means of discipline prior to suspension. Parents will be contacted by phone prior to this and signed permission is required.
7. Loss of Special Privilege is instituted with the student has failed to behave according to policy. The student may forfeit the right to go on a field trip, dress out for/attend an athletic event, or participate in other activities.

Suspension

Suspension is the removal of the student from school. This falls into two categories, Long-term and Short-term suspension.

An administrator may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Regulations, or directives received from school authorities and the behavior occurs while the student is:

- A. In attendance at school or any function authorized or sponsored by the District;
- B. In transit to or from school or any function authorized or sponsored by the District;
- C. On any property subject to the control and authority of the District; or
- D. not on District property but the student's actions;
 - 1. are a continuation of activity that was initiated under conditions A through C above,
 - 2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or district property, or
 - 3. disrupt school operations.

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 on suspension may complete make-up work. Parents/Guardians need to arrange to pick up the work in the office. Work should be completed and returned every day or two according to the arrangements with the office. b) All work should be completed and returned upon the student's return to classes to avoid point penalties. c) Accommodations will be made for students to take any tests given in their absence.

Long-term Suspensions: A student receiving a long-term suspension (over 10 days) will be eligible for a modified education plan to ensure the student's ability to progress in their studies. Students will be allowed to do work for their core classes and return it for grades. Parents/Guardians may only pick up work by arrangement through the office. A student must appeal the long-term Suspension to the Board of Education. This appeal must be made within two days after receipt of a certified letter notifying the parents of the Long-term suspension. During the appeal process the student will be placed in either ISD or on short-term suspension. The student must appear before the Board to appeal a suspension. Decision of the Board is final. 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:

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.

Damage or Destruction of School or Private Property.

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.

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.

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 drug paraphernalia of any kind while in any way connected with the school during regular hours, school activities, or going to and from school.

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.

**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
- Daily Individual Sessions (1 hour) will be assigned to all students during the suspension period.
 - Group Sessions are 2-hours long, once a week, and extend for 7 weeks. Sessions begin @ 7:00pm.
 - Parents must attend three (3) sessions.
 - Students must provide their own transportation.

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

(Any situation not specifically covered in this handbook is left to the discretion of the Mountain View-Gotebo School Administration.)

