

Grove High School 2019 - 2020 Student Handbook

Grove High School
P.O. Box 450789
Grove, OK 74345-0789



Home of the Ridgerunners!

GROVE PUBLIC SCHOOLS
Notice of Nondiscrimination

Grove Public Schools does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or **identity, national origin, religion, disability, alienage, veteran status, sexual orientation, age, or genetic** information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following person has been designated to handle inquiries or complaints regarding the district's nondiscrimination policies, including requests for accommodations or access to district buildings and programs:

Compliance Coordinator for Section 504 of the Americans with Disabilities Act (for questions or complaints based on disability) and Compliance Coordinator for Title VI, Title IX, and the Age Discrimination Act (for questions or complaints based on race, color, national origin, sex, pregnancy, gender, gender expression or identity, and age):

Rebecca Mease, Special Services Director
800 Center Street
P.O. Box 450789
Grove, Oklahoma 74345
918-786-3003, ext. 1005
rmease@ridgerunners.net

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may also contact Rebecca Mease, Special Services Director.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri, 64106, (816) 268-0550 (voice), or (877) 521-2172 (TDD), or ocr.kansascity@ed.gov (E-mail), or (816) 268-0599 (Fax)

Additional information, including the District's anti-discrimination policies, grievance procedure, and discrimination complaint form, is provided on the Grove Public Schools website at www.ridgerunners.net

Grove Public Schools BOARD OF EDUCATION

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MISSION STATEMENT

Together Growth
Everyone Through Responsibility
Achieves Organization
More Values
Education

GHS strives to have 100% of our students to be college, career and/or citizen ready when they leave Grove High School.

PARENT-TEACHER

CONFERENCES

Parents are encouraged to come for conference with the school faculty. Conferences should be scheduled before or after school and during the teachers planning period. The principal's and superintendent's offices are open to parents at all times. Parent-Conferences will be held on October 16 (pm) and 17(am) for the Fall 2018 semester and March 12(pm) and 14(pm) for the Spring semester of 2019.

EDUCATIONAL

OBJECTIVES

In accordance with this stated, approved and adopted philosophy, the Board of Education, administration, faculty and students of the Grove Public Schools have set forth the following objectives to help the individual have:

1. A command of the knowledge, skills, habits and attitudes essential for effective learning throughout life.
2. An understanding of man and society, and the skills necessary for effectiveness in communicating ideas and feelings.
3. A knowledge of understanding of one's characteristics and motivations, and appropriate development of individual abilities and interests.
4. A proficiency in recognizing and defining problems, thinking critically, objectively and creatively about them, and acting constructively toward their solution.

STUDENTS ENTERING GROVE HIGH SCHOOL

FOR THE FIRST TIME

Students entering Grove High School for the first time must bring with them:

1. A copy of their current high school transcript.
 2. A copy of their withdrawal grades from the preceding school attended.
 3. A copy of their immunization records.
 4. A copy of their utility bill showing current address in Grove Public School district.
- Students moving to Oklahoma from another state and enrolling in a senior high school (10th, 11th, or 12th grades) may graduate without Oklahoma History if the out-of-state student is unable to take the course due to scheduling of classes.

IMMUNIZATION

Students must have a complete immunization record to attend Grove Public Schools.

Immunization records found to be incomplete will be referred to the school nurse immediately. Immunization deficiencies must be satisfied before the student can continue in attendance in Grove Public Schools.

ENROLLMENT &

CLASSIFICATION

All high school students are required to be enrolled in seven (7) courses each semester.

High School students are classified as follows:

- Freshmen - until 5 units are acquired
Sophomores- until 11 units are acquired
Juniors - until 17 units are acquired
Seniors - those who have 17 units or more

GRADUATION

REQUIREMENTS

Students who have had the opportunity to participate in seven period class day for one year will be required to have 21 credits, two years opportunity 22, three years 23 and four years 24. No student shall graduate

with less than the minimum state requirements.

Minimum requirements for high school graduation:

4 units of English

3 units of mathematics

(Algebra I and above)

3 units of science

(1 Biology; 1 Physics and 1 additional of either)

3 units of history &

Citizenship

(US, Oklahoma, & Government are required plus an additional half credit)

*1 additional unit of mathematics or laboratory science to be taken during the 12th grade year.

*2 units of the same foreign language or 2 units of computer technology (If student chooses 2 years of foreign language they must take one unit computer technology approved for college admission requirements.)

1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements;

1 unit of fine arts or set of competencies of fine arts.

6 units of electives

24 Total

In addition, students must be trained in CPR, Aids Awareness and Personal Financial Literacy. Students must also participate in SDE testing as required.

Students desiring to enter a distributive education (work-study) program may attend Oklahoma Career Technical School at Afton, Oklahoma, during their junior and senior years.

PROFICIENCY BASED

PROMOTION

For students who would like to work ahead, Proficiency Exams are offered at the beginning and the end of each academic year.

Students must sign up in the counseling office and complete the appropriate paperwork prior to taking the exam. To have the grade recorded on the student's official transcript the student must pass the test with a minimum of 90%. Students interested in

taking proficiency exams should contact their counselor.

CHANGING A CLASS & DROPPING A SUBJECT

Subjects cannot be dropped more than two weeks after the semester begins, unless a parent, teacher, principal

conference is held and all agree to decision reached. If this decision is reached the student will receive no credit for the classes changing into and out of. The proper procedure for a student to drop a subject is to get special permission from his or her parents, principal, teacher, and counselor. Any student who drops a subject without this permission will receive an "F" in that subject, and his/her parents notified why he/she has failed.

PERMANENT

WITHDRAWAL

A student moving out of the Grove School District is required to withdraw formally with a parent/guardian signing withdrawal forms. Withdrawal forms originate in the counselors' offices. A copy of the final form and a copy of the student's immunization record will be provided to the student and his transfer school upon its completion, payment of dues or fees, and proof that all text and library books have been returned.

SENIOR CLASSES

Oklahoma state law requires that students be enrolled in 6 hours per day. Because seniors require fewer classes to fulfill graduation requirements, they are permitted to enroll in the following classes: School to work (7th hour only, must have employment), Concurrent College Enrollment (must have taken ACT by August of Junior or Senior year) and have 19 in the sub-area of the class they want to take. If student drops the class before the semester is over/ they must enroll in classes at the high school. The class that was dropped will show up as a failed

class on student transcript. To be an office aide, a senior must have met all graduation requirements and be passing all classes.

GRADUATION CEREMONY

No student shall participate in graduation ceremonies or activities if that student is not enrolled in academic credit classes necessary to complete graduation as required by the Grove Board of Education. All students are required to wear a cap and gown purchased through the school. Caps and gowns are not to be altered in any way. Male students must wear collared shirts, dress pants and closed toe shoes. Female students must wear dresses or slacks and a blouse with dress shoes. Flip flops and house shoes will not be permitted. Failure to abide by these regulations will result in removal of that student from graduation ceremonies.

In order for a student to speak at graduation, a student must be Valedictorian or Salutatorian. Beginning with the class of 2020, in order for a student to speak at graduation, he/she must be an Oklahoma Academic Scholar and have the designation of Valedictorian or Salutatorian.

POLICY ON SELECTION OF TOP SCHOLARS

The TOP SCHOLARS for the classes of 2018 & 2019 are to be determined by the student's rank in his/her class on an average point basis on the weighted grading scale. All TOP SCHOLARS will be recognized at the commencement ceremony. The first and second ranking students will receive the title of Valedictorian and Salutatorian respectively. Top Scholars must earn a 4.0 + GPA and complete a minimum of curricular courses in the following areas to be considered:

- 2 credits of AP English
- 1 credit of AP Science
- 1 credit of AP Math
- 1 credit of additional credit of any AP

curriculum.

Only AP classes will be weighted and the grade point will be calculated as follows:

- 90% - 100% = 5.0
- 80% - 89% = 4.0
- 70% - 79% = 3.0
- 60% - 69% = 2.0

Alternate Selection process:

In the event there are no students in the graduating class with a 4.0 or above, the next three highest grade averages will be designated as honor students. A senior student with less than 4.0 cumulative GPA who enters Grove High School must have been enrolled in GHS for two consecutive semesters prior to selection in order to be designated a Top Scholar under the alternated selection process. If a 4.0 or above senior enters GHS in a year- where there are no 4.0 seniors, he/she will be designated an honor student in addition to the three seniors to be selected by the alternate selection process.

Beginning with the class of 2020, top scholar will be replaced with Oklahoma Academic Scholar. To meet the requirements of Oklahoma Academic Scholar, a student must:

- 1) Accumulate over the grades 9'10'11 and the first semester of grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the top 10% of their class.
- 2) Complete or will complete the curricular requirements for a standard diploma.
- 3) Achieve a 27 composite score on the ACT or 1220 combined reading and mathematics score on the SAT 1. The ACT or SAT 1 must have been taken on a national test date.

Beginning with the class of 2020, the Valedictorian and Salutatorian will be selected by:

- 1) 4 consecutive semesters at GHS.
- 2) Computed to the nearest thousandth.
- 3) Use weighted grade-only AP classes will be weighted.
- 4) In case of tie, we will have co-valedictorians or salutatorians.

Beginning with the class of 2020,

- class rank will be determined by:
- 1) Using weighted grade(s).
 - 2) Computed to the nearest thousandth.
 - 3) Only AP classes are weighted.
 - 4) Logically ranked.
 - 5) All classes count towards rank.

GRADES

The following letter grades will appear on report cards and in the student's permanent record:

- 90-100 - A - Excellent
 80- 89 - B - Above average
 70- 79 - C - Average
 60- .69 - D - Below average
 Below 60 - F - Failing

"I" - Incomplete: All incomplete work must be completed within two weeks after the close of the semester or the incomplete work becomes failure. Grades will be available to parents. Report cards may be picked up at end of first and third nine weeks during Parent-Teacher Conferences.

Report cards are given directly to students at end of the second nine weeks. Report cards for the fourth nine weeks must be picked up from the school in the principal's office.

A student who repeats a class taken previously shall have only the higher grade entered on his/her high school transcript. The lower grade will be entered as "No Credit". Only the higher grade will be included when computing a student's grade point average.

ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving the other person credit. Examples of plagiarism include discussing and/or copying answers to homework assignments with other person's, copying or paraphrasing information found on the internet or in another reference source without citing the information as coming from a secondary source, and copying or paraphrasing research papers. After review by teachers and an administrator, student found guilty of plagiarism may be subject to a zero for the

assignment. Repeat offenders may be subject to receiving no credit for the semester as determined by the review panel. Pre-AP and AP English students are subject to the plagiarism policy in the AP contract.

SEMESTER TESTS

All students must take a Semester Exam. The Semester Exam will count 10% of the student's grade. There will be no school sponsored activities during the week of semester exams. All Exams will be authentic and comprehensive.

Students are required to take their semester tests at the scheduled times. Principals may use their discretionary powers to grant additional time for any scheduled semester exam.

If students fail to get prior approval to miss the scheduled exam date, a zero will be given for the missed test(s). Students who receive prior approval to miss the test date must take exam within five school days after the scheduled date to receive credit for the exam.

STUDENT ATTENDANCE INFORMATION

Absence is the cause of many of the failures in school. Unless a student's health forbids or unless some serious emergency arises at home, students should be at school. Parents or guardians of students missing four or more days or parts of days during any four week period will be notified, a copy of notification may be sent to District Attorney's office in attempt to keep truancy at a minimum. Responsibility for making up work lies entirely with you. Students should make appointments with their teachers to ascertain just what they are to make up. Students then have the entire burden of getting this work done and handed it in to their teachers. Punctuality and regular attendance are essential to success in school and later on the job. BE ON TIME AND IN YOUR CLASSES EACH DAY!

Grove High School encourages

students to be in attendance at school on a regular basis. Students with perfect attendance at the end of a semester will receive an athletic pass to attend all sporting events at no cost for the following semester. The only excused absences will be for students attending school sponsored activities such as, but not limited to: athletic contests, band trips, Ag trips, etc. All other absences will be counted against a student for the purpose of attaining this free athletic pass. The administration will make the final decision on any contested absence.

ABSENCE & MAKEUP WORK

School law provides that all males and females between 5 and 18, unless he/she has finished high school, must attend school 90% of the semester period. This allows students to have 9 absences each semester. The attendance office will check all absences and notify the District Attorney's office of any student that is not in compliance with this Compulsory Attendance Law. Absences because of school activities, illness substantiated by a doctor or dentist note, religious observation of a holiday or those deemed unavoidable by the principal will not be counted against the 90 percent attendance requirement. Extended illness such as chicken pox, mononucleosis, etc., may be marked documented upon immediate notification by a parent/guardian and review of the building principal. Death in family will not count toward the 90 percent attendance requirement. Professional documentation must be turned into the attendance office within 48 hours of the missed school day in order for it to be a documented absence. If a student is absent from school, it will be necessary for the parent/guardian to notify the attendance office in order for the student to receive an explained absence for that day. If a student is checked out of school early for any appointment,

it will be considered excused. However, if the student is checked out early for a funeral, medical or dental appointment then documented proof must be turned in to the attendance office by the second day of return.

For each day absent the student will be allowed two school days to make up work missed. For each day absent due to scheduled school activities, the student will be allowed one school day for each day missed to make up work assigned while absent from those classes. The student is responsible for obtaining assignments or tests from the teacher. If a student is present on the day an assignment is given and present on the day it is due, they must turn it on that day, provided the teacher has not presented relevant information during the student's time of absence. A student who has not been in attendance 90% of the grading period (more than 9 absences) will receive an "F" for that class.

It will be the student's responsibility to keep informed of the number of absences they have in each class.

Students who go over the allowed nine absences (excused or unexcused) per semester may attempt attendance remediation by attending Saturday school. It will be up to the Administration to adjudicate any appeal of this policy.

TYPES OF ABSENCES

A. Unexplained: There has been no parent contact and makeup work will be made with a grade adjustment. (This type of absence counts towards a students allowable nine absences and is considered truancy.)

B. Explained: There has been parent contact either by phone or a note from the parent/guardian and makeup work is allowed. (This type of absence counts towards a students allowable nine absences)

C. Documented: This requires an explanation of absence on professional stationary from a

doctor, court, counselor, funeral, etc. (This type of absence does not count against the allowable nine absences). Documentation must be turned in within 48 hours of the last absent day.

D. School Activity: This is ~~school-sponsored~~ or ~~sanctioned~~, make up work is allowed (does not count against the nine allowable absences).

Truancy

The Oklahoma Compulsory Education law states that "a truancy consists of any unexcused absence of the child for a school day or any part of a day". In other words, the child being late to **any class is a truancy. A child** having 4 unexcused absences in 4 weeks or 10 unexcused absences in a semester will be subject to truancy court.

TARDY

Any student arriving in class after the tardy bell has rung is considered tardy and must go to the attendance office for a tardy slip. A tardy to any class 1st through 7th hour will result in a detention. Three tardies to any one class will be counted as an absence in that class. Students will be allowed one "1" excused tardy per semester. Excessive tardies may result in Saturday detention, in school suspension and possibly truancy court. Tardies that are 15 minutes or longer will count as an absence.

PERMIT TO LEAVE SCHOOL

A student who leaves the school at any time during the day must check out at the attendance office with the permission of the principal. If he/she returns before school is dismissed, he/she must check in at the attendance office. Parents must phone or come in person to check a student out. Notes will not be accepted. Because of the closed campus policy, students must check out in the presence of their parents or guardian between the hours of 11:30 a.m. and 1:30 p.m. In emergency situations a

phone call from parents or guardians may be accepted. Students must sign out in attendance office before leaving campus even if parent has notified the office. After checking out through the office, students must leave the building. ~~Students who check out~~ ~~will not be allowed to check back~~ ~~into the same class during that~~ ~~school day. Students who check~~ ~~out and return before the class~~ ~~hour is completed will sit in the~~ ~~office waiting area for the next~~ ~~class to start. This rule is to~~ ~~help prevent interruptions of~~ ~~classes already in progress.~~

EXTRACURRICULAR

ACTIVITIES

PARTICIPATION

REQUIREMENTS

All students who are members of school activity groups, including 4H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.

It is the responsibility of the student to plan and be responsible for these absences. The student should check with the sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.

The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.

Any absence over the maximum of ten without the written permission of the Internal Activities Review committee shall be counted as an unexcused absence in accordance with local board policy.

10 Day rule Exceptions

a. Participation in school sponsored state/national contest by which the student earns the

right to compete.

b. Any activity held on campus, sanctioned by the principal.

c. **Serving as a Page in the Legislature.**

d. On campus visits by college **representatives/vocational representatives.**

e. College entrance exams.

f. Field trips in conjunction with a unit being taught in an academic class; interscholastic competition.

g. Students excused for appearances before local civic groups.

h. Grade level field trips to our Career Tech Center.

i. Juniors are allowed two college visits. Seniors are allowed three college visits. Students who wish to have a college day must have taken a college entrance exam and have the score on file in the counseling office. Students must bring proof of college visit upon their return.

j. Activities scheduled by the OSDCT.

CRITERIA FOR EARNING THE RIGHT TO REPRESENT THE SCHOOL IN ACTIVITIES OR CONTESTS BEYOND 10 DAYS

1. Athletics - Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

2. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

3. FFA and 4-H:

A. Stock Shows - In qualifying to attend state and national shows, the student must meet the following criteria:

1. Own animal to be shown no less than 60 days prior to competition.

2. Students showing livestock must attend a grooming clinic prior to the county or district competition. The clinic will consist of feeding and

Animal Care.

3. Must show in local or county show to qualify for district.

4. Must rank in top seven in a class at district to qualify for a state show (Oklahoma City or Tulsa).

5. Student and/or animal must rank in top ten in class at state to qualify for a national show.

Absences due to attendance at state or national stock shows that do not meet the above criteria are chargeable to the ten activity absences.

B. Speech Contests:

1. Contestant must have participated in a speech workshop of have given the speech locally a minimum of 2 times.

2. Participant must place in the top two in the PI speech contest before being eligible to go to district contest and top two in order to qualify for state.

3. To qualify for state speech contests during state fairs, a student must have placed in the top two in a Speech contest of a county level or better the previous year. If a first year student wishes to participate in a state fair contest, the student must challenge other members of local chapters and it will be the responsibility of the local chapter advisor to set up a chapter run-off with qualified judges determining who shall represent the local chapter in state fair contests.

C. Judging Contests

1. Students must participate in at least five chapter judging workouts before contest and be selected as member of the team.

2. Student must have participated in a minimum of two contests that did not require school time and/or spent 2 Saturdays working out before

participation in a contest that requires school time.

3. Team winning state contest will represent Oklahoma in National contest.

D. State and National Conventions and Conferences

Students eligible to attend shall be officers, award qualifiers, and those students' activities in 85% of all chapter activities as specified by the Chapter Advisor.

Policy FMA-R2

DRESS CODE

The Board of Education of the Grove Public Schools believes that a student dress code is appropriate to maintain good order and decorum as an essential part of the school district's educational mission. Students are expected to dress appropriately and to conduct themselves in a manner that will bring credit to themselves, their families and the school.

Although it is impossible to identify and label every variation in student attire as acceptable or unacceptable, the School District provides these guidelines concerning student attire at school, at school-sponsored or authorized functions and on school vehicles.

Clothing must conceal undergarments at all times. No halter tops, strapless tops or dresses, spaghetti straps, or low cut tops will be permitted. Tank tops or dresses that have thin shoulder straps must measure 2 inches across at all parts of the strap. Muscle shirts, undershirts, or cut out sleeves are not to be worn. All shirts must be able to be tucked in when the arms are extended above the head. Shirts, sweaters, tops, etc must cover the front and rear end completely if leggings are worn.

Students will not wear hats, caps, sunglasses, or any other type of headgear in school buildings. Exceptions to the requirements concerning hats/caps

and sunglasses may be made by the building principal for medical reasons on instructions from the student's physician or a legitimate affiliation with a recognized and established religion.

Pants, shorts, skirts, and dresses must be no shorter than 6" from the seat of a hard chair with the student's knee bent placed on the chair. Holes, rips or tears must be below the same area of measurement which is 6". Pajama pants are not acceptable. Students will not be allowed to wear blankets while in building.

Students will not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive, obscene, sexually suggestive or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items, drug paraphernalia, tobacco, or other items or activities that are illegal for the general population or for minors.

Hairstyles, jewelry/body jewelry or piercings and makeup should not cause a distraction in the school environment or cause a health or safety hazard for the student or other students. Facial, tongue, or body (lip) piercings (with the exception of the ears) are limited to the "stud" variety and of a modest size. Extreme make-up and the wearing of inappropriate accessories will not be allowed.

For safety reasons, students will not wear heavy chain necklaces or chains that would not break when grabbed, including wallet chains.

Students participating in activities which represent the school are required to meet dress regulations, as directed by the sponsor and administration.

School administration may deem attire as inappropriate as they see it causing a disruption or distraction to learning or causing concern for the student's safety. Students in violation will be asked to change their

attire on the first offense. If they cannot reach someone to bring them new clothing they will be detained in ISI until the dress code violation is corrected. Future violations will result in Administrative discretion.

LOCKERS

Backpacks are not to be used during the school day. Backpacks may be used to transport items to and from school but are then to be placed in the locker for the remainder of the day. Lockers are assigned in the registrar's office. Locks are provided on all lockers and must be used. Students will be given a combination to the lock upon locker assignment. Students are required to remain in assigned lockers for the duration of the year. Students are not to share lockers with other students. Lockers are not to be damaged or defaced in any manner. Any student found to have a locker that has been damaged or a lock that has been damaged or lost will be required to compensate the Grove Public Schools for any repairs not to exceed the monetary amount of replacement or repair. Students are responsible for the cleanliness and appearance of lockers at all times. Writing on lockers as well as stickers and contact paper will not be allowed. Violations will be considered an act of vandalism and disciplinary action in accordance with the discipline code will be enforced. Students have no reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School lockers, desks and other school property may be opened and examined by school officials at any time, and no reason shall be necessary for such search. Lockers will be checked periodically throughout the school year. Students are responsible for all material in the assigned locker. The school will assume no liability for

money or valuables lost from school lockers.

TEXTBOOKS

All students are responsible for and will be asked to pay for unnecessary damage or loss of books. If you find that books have been misplaced, please turn them in at the office so they can be returned to the owner. Students will be assigned one textbook per class. If that book is lost or stolen students must pay replacement cost before obtaining another book. If books are returned or found later, students' will be reimbursed for payment previously made.

COMPUTER/NETWORK & INTERNET POLICY

It is the policy of the district to: (a) prevent user access over its' computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination or personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

WIRELESS

TELECOMMUNICATION DEVICES

It is the policy of the Grove Board of Education that students may possess wireless communications devices (cellular phones) but may not possess two way radios, or other devices using radio frequencies for communications while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Cellular phones may only be used during breakfast (prior to 8:20am), the student's lunch period, in between classes (5 minute passing periods) or after school. A student may not

use their phones during any class times unless authorized by the classroom teacher. Therefore a student may not use their phone during 5th hour unless it is their designated lunch time or authorized by their 5th hour teacher. A student with his/her phone must turn the phone in to the teacher. The phone will be turned into the office by the teacher and put in the school safe until the end of the day to be returned to the student. Failure to turn the phone over to faculty/staff will result in additional punishment for disrespect. Personal wireless devices shall be turned off and out of sight in locations such as restrooms, locker rooms, changing rooms, etc (private areas). Violations of this policy will result in a detention for a first offense, Saturday School for a second offense, ISI for a third offense, and multiple days of ISI for additional offenses. (Ref: 70 O. S. 24-101.1)

TELEPHONE

Students will not be permitted to use the telephone in the offices except in the case of extreme emergency. No student will be excused from class to make or receive phone calls unless it is an emergency. Messages will be delivered to students. Students will be subject to tardy rules if that student is tardy because of using the telephone.

LIBRARY

A librarian will be in charge of the library with student librarians appointed as assistants as approved by the building principal.

Regulations:

Library will open at 8:00 a.m. and close at 4:00 p.m.

Teachers may schedule classes in the library for special assignments. Students will be permitted in the open stacks during regular library hours. Magazines are filed for future reference; please handle them carefully.

Books may be checked out for two

weeks, except for special ones marked for 1 day and 3 day checkouts. Books may be renewed once upon request. Reference books are to be used in the library.

A fine of five (5) cents a day will be charged on overdue books. Students must pay for lost books. Mutilation of books and magazines will be subject to replacement costs of items.

MONEY OWED

A student who owes Grove Public Schools money for missing textbooks and/or missing library books will not be allowed to attend Prom. Prom is a privilege for students and not a requirement. During the Spring Semester, a hold list of students owing money will be given to the Junior class sponsor to not allow students to buy tickets. The list will be gathered by the High School office secretaries and will only state a student's name. The student will then go to the High School office and correct the issue with the High School secretaries.

VISITOR'S PASSES

All visitors (student or adult) will enter the building from the main office (off of Ford Road) and check-in with the office upon arrival at school. A photo ID is required to obtain a pass to access the school building. Parents are encouraged to visit the school.

CLOSED CAMPUS /

SR LUNCH OPEN CAMPUS

All students are restricted to campus from arrival to the completion of seventh period. Students leaving off campus at lunch or any other time without permission/checking out will receive Saturday school punishment for a first offense and ISI for future offenses. A student cannot check out of school from 11:30 a.m. to 1:30 p.m., except in case of illness, emergency or in the presence of a parent/guardian. Students may go to the commons area, student

center or media center or the courtyard outside of the student center. Any other area is off limits and students will face disciplinary action if found in unauthorized areas. Students attending morning Career Tech classes are restricted to campus upon arrival.

The Seniors only open campus lunch policy is a privilege that is earned by each student throughout his/her high school experience.

Seniors that choose to take underclass students off campus without permission of the principal's office will be subject to permanent ineligibility for the Senior open campus program. Seniors are students with a minimum of 17 units of credit AND are in their fourth year of high school.

STUDENT ENTRANCE

The student entrance (student parking lot) door will be locked at 8:30 each morning and remain locked until 3:30pm. If the student does not drive they will need to be dropped off at the main entrance.

EMERGENCY PROCEDURES

Fire & Tornado Procedures/Drills

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.

TORNADO: (signal) a series of short bell rings.

When instructed by teacher, move in line to designated tornado shelter in the PAC. Remain quiet for further instructions.

"All Clear" will be one long bell

FIRE: (signal) one long continuous bell.

When instructed by teacher, students will move outside in a double line to a safe distance from the building, remain quiet for roll call and additional

instructions.

"All Clear" will be a series of short bell rings.

PARKING

The student parking areas are off limits to the students during school except those authorized by the office. Upon arriving to school the person responsible for the vehicle will remove the necessary school materials from his/her car, lock the doors and will not be in or near the car until a time when he/she is authorized to do so. Lockers are provided for storage of school materials; therefore, visits to the parking lot are unnecessary. All students using parking privileges are required to register their vehicles at a cost of \$5.00 to the student. Parking will be on a "first come, first served basis". Parking registration forms are available from the office. To obtain a parking registration form, the student must have his/her vehicle physically present on campus, provide proof of insurance, and present a valid drivers license. Any request for parking registration shall be made in the office before or after school or during lunch. As a safety precaution, the speed limit of 5 M.P.H. on campus has been established. Students who insist on driving in a careless or reckless manner will face disciplinary action. Violation of parking lot regulations will lead to detention, loss of automobile privilege, In-School-Intervention or out of school suspension. Grove Public Schools is not responsible for loss, theft, or damage (including vandalism) or accidents to vehicles on school property.

TRANSPORTATION

All buses used by the Grove Schools meet State Department of Education requirements and operate in cooperation with their regulations.

Students, who ride the school buses to and from home and on school trips, should be careful

about loading and unloading. Always wait for the bus to STOP. Safety is stressed at all times. Students are urged to regard the **bus as a classroom as far as conduct is concerned; the driver is to have absolute authority and is expected to maintain discipline, in order to prevent serious accidents.** No student is to depart from the **bus until it reaches the school.** Students are only allowed 1 (one) drop off point during the evening bus route.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the **bus rider rules.**

Previous to loading students should:

1. Be on time at the designated **bus stops keep the bus on schedule.**
2. Stay off the road at all times **while waiting for the bus.**
3. **Wait until the bus comes to a complete stop before attempting to enter.**
4. **Be careful in approaching bus stops.**
5. Not move toward the bus at the **school-loading zone until the bus has been brought to a complete stop.**
6. Respect people and their property while waiting on the bus.
7. **Receive proper school official authorization to be discharged at places other than the regular bus stop.**

While on the bus students should:

1. Keep all parts of the body **inside the bus.**
2. **Refrain from eating and drinking on the bus.**
3. **Refrain from the use of any form of tobacco, alcohol, or drugs.**
4. Assist in keeping the bus safe **and clean at all times.**
5. Remember that loud talking and **laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.** (The life you save may be your own.)
6. Treat bus equipment as you

- would valuable furniture in your **own home. Damage to seats, etc., must be paid for by the offender.**
7. Should never tamper with the bus or any of its equipment.
8. **Maintain possession of books, lunches, or other articles and keep the aisle clear.**
9. **Look after the safety and comfort of small children.**
10. Not throw objects in or out of the bus.
11. **Remain in their seats while the bus is in motion.**
12. **Refrain from horseplay and fighting on the school bus.**
13. **Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.**
14. Remain quiet when approaching a **railroad-crossing stop.**
15. **Remain in the bus during road emergencies except when it may be hazardous to their safety.**

After leaving the bus students should:

1. Go at least ten (10) feet in **front of the bus, stop, check traffic, wait for the bus driver's signal, then cross road.**
2. Go home immediately staying **clear of traffic.**
3. Help look after the safety and **comfort of small children.**

Extracurricular Trips

1. **The above rules and regulations should apply to all trips under school sponsorship.**
2. Sponsors should be appointed by the school officials.

BUS SCHEDULE

All buses shall arrive at the East Campus (high school) by 8:00 a.m. and depart for the West Campus (lower/upper elementary, middle school) by 8:05 a.m. At **the conclusion of the school day,** buses will depart from the high school by 3:45 p.m. in case of delays.

Oklahoma School Law Article VI

Section 155: Control & Discipline of Child: The teacher of a child attending a public school shall have the same right as a parent or guardian to **control and discipline such child according to local policies** during the time the child is in

attendance or in transit to or from school or any other school function authorized by the school district or classroom presided over by the teacher. (70-6-114)

TRANSPORTATION TO CAREER TECH

Students enrolled at the career tech school in Afton, OK, are required to travel to and from the career tech on the school bus that leaves at 7:50 a.m. unless parents have signed release allowing student to drive his/her own vehicle or to ride with another student.

GENERAL STUDENT

BEHAVIOR EXPECTATIONS

In effort to give the students a general idea of what behaviors are expected of them, we offer these guidelines.

- A. Students should be prepared for each class.
- B. Students should understand and follow school policies.
- C. Students should respect the worth and dignity of each individual including other students, teachers, administrators, coUnselors, clerical staff, custodians, food service workers, maintenance personnel, substitute teachers, and all high school staff.
- D. Students should be prompt in getting to their assigned places and in attendance daily.
- E. Students should observe a code of conduct for all citizens by the use of proper language, etiquette, topics of conversation, and appearance.

PUBLIC DISPLAY OF AFFECTION

As Grove High School encourages moral character, we believe that students should be aware of the image reflected from publicly displaying affection. Students may hold hands on campus, but further displays of affection will not be allowed. Students will be given a detention for the first offense, two detentions for the second offense, Saturday school for the third offense and

ISI for a fourth offense and multiple days of ISI for additional offenses.

DISCIPLINE POLICY

The following recommendations are being made in order to improve Grove School's Discipline Policies. Teachers are to document problems and what steps have been taken to alleviate the problems. Steps should reflect assertive discipline techniques. Teachers should document steps in writing. If the above procedure fails, then the student is sent to the principal's office.

Pursuant to 70 O.S. 6-114 as amended by the Oklahoma legislature, the Grove Board of Education has adopted the following policy for the control and discipline of all children attending this school. The parent or guardian of every child attending this school may receive a copy of the policy if they so request.

In response to the legislative call, Grove Public Schools has drafted a Discipline Action Schedule. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior and to equip school personnel for their disciplinary responsibilities. Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeal, counsel, and due to process in cases, which may end in suspension.

The principals will have the authority to remove or suspend any student for a violent act or an act showing deliberate or reckless disregard for the health and safety of faculty or other students.

Students committing criminal acts in Grove Public Schools may have criminal charges pressed against them. Examples of criminal acts include, but are not limited to the following: fighting, theft, tobacco, alcohol, vandalism, bullying, harassment and videotaping illegal behavior. Students using electronic devices

to record and/or distribute illegal activities in Grove Public Schools are due to receive punishment. Examples of illegal acts include, but are not limited to the following: fighting, theft, tobacco, alcohol, vandalism, bullying and harassment. The students could also receive a subpoena to go to court to display the evidence in a criminal case. The school video security system shall keep video for a minimum of two weeks and may be erased after that time period.

If there are "reasonable grounds", a student, their possessions or vehicle may be searched. A refusal to submit to a search will result in additional consequences.

DETENTION

Students missing school time because of truancy or cutting class will be placed in Saturday detention or ISI according to the GHS discipline policy.

Parents of students riding the bus will be responsible for arranging transportation for those students receiving detention. When assigned to detention the student must report to the class on time, remain seated for the duration of the period, and work on academic assignments or write sentences the entire time. If a student is in attendance at school on the day assigned to detention, he/she must report to detention class. Detention was created to avoid some suspension, but if the student does not comply with the detention rules he/she will face Saturday School, ISI or suspension. AM detention starts at 7:40 and runs to 8:10. PM detention starts at 3:20 and runs to 3:50. Lunch detention starts and runs throughout the students entire lunch period.

SUSPENSION

A student may be suspended by the principal when such a student is found to be guilty of any of the following:

1. Willful violation of any

published regulation for the student conduct adopted or approved by the Board of Education, or

2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or

3. The use and/or possession of alcohol, non-intoxicating beverages (as defined by state law), or narcotics, or

4. Conduct which substantially infringes upon or invades the rights of others, or

5. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can be reasonably anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material infringement upon or invasion of the right of others.

6. Willful destruction or theft of any property belonging to the school, other students, or school personnel.

SUSPENSION POLICY OF THE GROVE SCHOOL BOARD

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process right of students in-discipline cases. The policy of the School District must be consistent with the due process right of students and must provide proper machinery for fair and consistent treatment of students.

Pre-Suspension Conferences:

1. When a student violates board policy or a school rule or regulation, the principal will conduct an informal conference with the student.

2. At the conference with the student the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule or regulation.

3. The student will be asked whether he/she understands the **policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.**

4. If it is concluded that a **suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.**

5. The principal will immediately notify the parent by phone and in writing that the student is being suspended from school by the principal. Elementary and middle school students will not be dismissed before the end of the **school day without advance notice to the parent.**

Immediate Suspension Without a Pre-Suspension Conference:

1. A student may be suspended without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that **the continued presence of the student in the building will constitute a danger to the health or safety of the students, or to school property, or a continued substantial disruption of the educational process.**

2. In such cases, a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Further review of the suspension policy is available in each principal's office.

SUSPENSION MAKE-UP WORK

Students suspended from Grove Public Schools will follow these guidelines in regards to make up work:

Short Term Suspension (9 days or less) An educational plan is set up for the parent to pick up the work and credit is given as earned. The work is due on the day of the student returning.

Long Term Suspension (10 or more days)

An educational plan is set up for the parent/guardian to pick up the work and credit is given as

earned. The work is due on each Friday between noon and 3p.m. Additional work is given when the prior week's work is turned in. Students who are long term suspended will make up their semester tests at the High School library at dates and times to be determined by the administration. State testing will be arranged by the counselors.

When a student violates school rules or exhibits inappropriate or illegal behaviors, he/she may receive a variety of disciplinary actions dependent upon the severity of the offense. Students may be suspended out of school for serious offenses (per handbook policy). Suspension options will be discussed at the pre-conference meeting held with building administration.

GUN FREE POLICY

The Grove Public Schools Board of Education has adopted a zero tolerance "Gun Free Policy", which is available for review upon request in the Office of the Principal. This includes "look-alikes" i.e., BB/pellet, paint, water, or any facsimile of a fire arm.

WEAPONS

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

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

Firearms are defined in Title 18 of the United States code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device including any explosive, incendiary or poison gas, bomb,

grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

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

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

"... any pistol, revolver (including "look a likes"), dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee

may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

The superintendent or principal, teacher, or security personnel upon reasonable suspicion shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises. (Section 492)

REFERENCES: 18 U.S.C. 921
21 o.s. 1280.1

CROSS-REFERENCE

Policy FNCG, Weapons
Policy FOD, Suspension of Students
Policy FOD-R, Suspension of Students, Regulation
Policy FODEA, Student Discipline
Procedures for Handicapped Students
Policy FODEB, Suspension of Disabled students

TOBACCO FREE

Smoking and/or possession or use of all forms of tobacco will not be permitted in the school, on school vehicles, on school grounds, or at any school sponsored activity at any time. If a student has possession of any form of tobacco, it will be confiscated and discipline will be three days of ISI for a first offense and additional days added for future offenses. E-cigarettes and other vapor products will be treated as tobacco products. As defined by state law, it is unlawful for minors to be in possession of tobacco products. It is the policy of the Grove Public Schools to contact local law enforcement when state law has been violated on school property.

At Grove High School we encourage students to abstain from the expensive and injurious habit of smoking.

DRUG-FREE SCHOOLS

It is the policy of the Grove

Board of Education that in **recognition of the clear danger** resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of **students, employees, and the community, the board has** implemented a developmentally based drug and alcohol education and prevention program for grades Pre-K through twelve.

Students are hereby notified the **use, possession, or distribution of illicit drugs, non-intoxicating beverage (as defined by state law) and alcohol is wrong and harmful. Therefore,** standards of conduct that are applicable to all schools in this district, prohibit the **unlawful possession, use, or distribution of illicit drugs, non-intoxicating beverages (as defined by state law) and alcohol by students on school premises or as part of any of its activities.** Drug Dogs will be periodically used at Grove Public Schools to identify drug possession by students. **Passive alcohol detection devices will also be used periodically to check for the use of alcohol.**

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation and suspension as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. To assist in providing a drug free school random drug dog sweeps of the building will be conducted throughout the year. Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the **disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:**

"The Drug Free Schools and

Communities Act Amendments, P.L. 101-226 Requires that State, as well as local educational **agencies, must certify that it** has adopted and implemented a program to prevent the **unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."**

(Federal Regulations can be examined through school office.)

REFERENCES:

Public Law 101-226 70 O.S. 1210.221, et seq.

CROSS REFERENCES:

Policy DCC, Drug-Free Workplace
Policy DCCA, Use of illegal Chemical Substances by Employees
Policy FFB, Teaching about Drugs, Alcohol, and Tobacco
Policy FFBA, Drug and Alcohol Use by Students
Policy FNCE, Reporting Students Under the Influence.

USE, POSSESSION OF, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR NARCOTICS ON SCHOOL PROPERTY OR AT SCHOOL EVENTS

The Board of Education, will to the full extent of its legal powers, attempt to insure the control of the use of alcohol, non-intoxicating beverages (as defined by state law) or narcotics on school properties and at school events.

Intoxication, under the influence of, or the possession or use of non-intoxicating beverages (as defined by state law), alcoholic beverages or narcotics of any description on school premises, school buses, or at any school-sponsored activity will be grounds for immediate suspension from school for up to two semesters. (New 1995) The Grove Public School and Board of Education believes in following a **Zero Tolerance Policy towards this Violation.**

A student suspected to be under the influence of alcohol, non-intoxicating beverages (as defined by state law) or

narcotics, may submit to a voluntary blood alcohol or drug test within two hours of the alleged incident. The cost of a drug or alcohol test that returns with positive results will be the responsibility of the student. The cost of a drug or alcohol test that returns with negative results will be the responsibility of the school district. The parents and students must obtain a request for testing from their own physician. Failure to complete testing within the two hour window constitutes a positive drug/alcohol test.

RANDOM ALCOHOL AND DRUG TESTING

It is the desire of the board of Education, administration and staff that every student in the Grove School District refrains 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 OSSAA activities and/or parking on school grounds. The sanctions imposed for violations of this policy will be limitations solely upon the opportunity of any student determined to be in violation of this policy to participate in extra-curricular activities and/or park on school grounds. 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 Grove Public School District regarding possession or use of illegal drugs. Participation in school-sponsored interscholastic extra-curricular activities at the Grove 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 complete version of Random Alcohol and Drug Testing Policy is available in the high school Principal's office and at www.ridgerunners.net.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against or harassment of any student on the basis of gender or sexual orientation. The Grove Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteer, whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment

A. For the purpose of this policy, sexual harassment includes written, verbal or physical sexual advances, including subtle pressure for sexual activity; touching; pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing" double meanings and jokes.

B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment.

Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

2. A. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting themselves to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

B. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

C. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

REFERENCES:

Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000e-2

29 C.F.R 1604.1, et seq.

CROSS REFERENCES:

Policy DA, Sexual Harassment (employees)

Policy DAA, Nondiscrimination

Policy DAAB, Grievance Procedures, Sex Discrimination, Regulation (emp.)

Policy DAAB-R, Grievance Procedures, Sex Discrim., Regulation (emp.)

Policy DO, Termination, Certified Teachers

Policy DO-R, Teacher Termination Procedures

Policy FBA, Grievance Procedures, Sex Discrim./Harassment (students)

Policy FBA-R, Grievance Procedures, Sex

Discrim./Harassment, Regulations

(students)

Policy FO, Student Discipline
Policy FO-R1, Control and
Discipline Policy

Hazing

Hazing constitutes unethical and unacceptable conduct that will not be tolerated in Grove Public Schools. Hazing means any activity **which** recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization. Students violating these prohibitions shall not be permitted to participate in any extra-curricular activity sponsored by the district for a period of time as determined by the administration and possible further punishment including possible legal action.

SCHOOL BULLYING AND PREVENTION ACT

The Oklahoma Legislature's 2002 session included passage of the *School Bullying and Prevention Act*. Senate Bill 992 is codified as 70 Okla. Stat. os 24-100. This policy is to prevent a pattern of harassment, intimidation, and social, physical, emotional, gender, or sexual orientation bullying in an effort to "create an environment free of unnecessary disruption" and requires districts to actively pursue programs for education regarding bullying behaviors.

The *School Bullying Prevention Act* defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student
2. Damage another student's property
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. Insult or demean any student or any group of students in such a way as to disrupt or interfere with the

school's educational mission or the educational mission of any student. In 2008, the Act was amended to include bullying through electronic communication which includes any written, verbal, pictorial information communicated by telephone, cellular phone, or computer, popularly known as cyberbullying. Threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school, or interferes with the educational process or causes a disruption to the school day, the student will be subject to disciplinary action that may include detention, ISI, or an out of school suspension.

70 O.S. § 24-100.3, S.L.O. § 487.1 Student Reporting: Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. A bully box is located in the cafeteria to report any acts of bullying.

Parental Reporting: Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs
2. Take advantage of school opportunities to talk with counselors, administrators,

teachers and other school employees.

3. Inform the school immediately if they think their child is being bullied or is bullying other students.

4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and

5. Cooperate fully with school personnel in identifying and resolving incidents.

Further information on the *School Bullying Prevention Act* is available at ridgerunners.net and viewing the parent portal.

Grove Public Schools District Bullying Coordinator Mr. Kreutz

Email: bkreutz@ridgerunners.net

Phone 918-787-2207

Oklahoma School Security

Institute bullying reporting

site: www.tipline.ok.gov or 1-855-337-8300.

For more information, visit

www.schoolsecurity.ok.gov

NATIONAL HONOR SOCIETY

Students will qualify for the National Honor Society providing they were enrolled at Grove High School the previous semester, and provided they show no semester grade below a B for that previous semester, and providing they were enrolled in at least five (5) academic subjects the previous semester. Selection is also based on careful consideration of your scholarship, leadership, service, citizenship and character. National Honor Society dues are \$5 and due annually. Sophomores must have taken Algebra I to be eligible for National Honor Society. Juniors and Seniors must have taken two (2) math classes (Algebra I or above) or two (2) science classes (Biology I and above) to be eligible for National Honors Society.

GHS Extra-

Curricular Activities

The following is a comprehensive list of extra-curricular activities available at Grove High School: Interact, Heritage Club, Yearbook, Band, Jazz Band, Choir, Show Choir, Color Guard

Character Counts, DECA, FCCLA, FFA, Speech/Drama, National Honor Society, Spanish Club, Student Council, Teen Court, Math Club, International Club, Robotics, Baseball, Softball, Basketball, Football, Tennis, Golf, Soccer, Cross Country, Track, Cheerleading, Swimming, Fishing team, Wrestling and the Safe School and Healthy and Fit kids coalition.

ELIGIBILITY FOR CLASS/ORGANIZATION OFFICERS

Students must have a combined grade point average of 2.0 with no "F" in any class in the semester prior to election. Students must have at least a grade point average of 2.0 in the current semester of election.

ATHLETICS

Grove High School has an organized athletic program, set up with teams participating in interscholastic sports prevalent in Oklahoma. Oklahoma Secondary Schools Activity Association rules will govern all participants in athletics. Each student is urged to know the eligibility rules and protect his or her eligibility.

If an athlete chooses to drop a sport, he or she must do so no later than one week after the first competitive event in order to participate in another sport being played concurrently. If the athlete drops a sport after the allowable time frame, he or she will receive a failing grade for those nine weeks. The athlete will be allowed to drop and change one time.

All senior high school students participating in athletics are encouraged to purchase school accident insurance unless they have equal or better accident insurance.

LOCAL AND STATE ELIGIBILITY

To be eligible for competition in any kind of interscholastic activities, a student must meet

the following requirements:

1. Be under 19 years of age on September 1.
2. Have a physician's examination and parental consent certificate on file with the principal.
3. Be in attendance 90% of the time for the semester.
4. A student whose conduct of character outside the school is such as to reflect discredit upon the school or results in disciplinary action, shall be ineligible until reinstated by the principal.
5. A student who is disqualified during a game or contest because of flagrant or unsportsmanlike like conduct shall be ineligible until reinstated by the principal or athletic director.
6. A student may be placed upon disciplinary probation by the principal. During such probationary period, the principal shall be allowed to impose reasonable restrictions upon the student and in no event shall such student participate in any extracurricular-school activities.
7. Grades will be pulled from the student information system at 8:00 AM each Thursday. This will affect eligibility for the following Monday thru Sunday (Oklahoma Secondary School Activities Association.)
8. All extra-curricular activities will be governed by the OSSM guidelines.

SPECIAL NOTE: The following academic eligibility guidelines have been developed by the State 4-H Office, Oklahoma FFA, State Fairs, and State Livestock Show Officials to provide for appropriate participation in both educational and extra-curricular activities by 4-H and FFA members. These are not State 4-H policy, but these standards have been recommended for use by all Oklahoma youth livestock show committees.

Academic Eligibility: 1. Youth who have been declared ineligible to participate in extra-curricular activities by their local school administration will

be declared ineligible to participate in this show.

* SEE OSSAA Guidelines for further reference.

**Oklahoma Secondary Schools
Activities Association**

Section 1 - Semester Grades

a. A student must have received a passing grade in any five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.

(This requirement would be five school credits for the 7th and 8th grade students.)

b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the semester they attend.

c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

d. Students enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2 - Student Eligibility During The Semester

a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his probationary one-week period they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

c. A student who has lost eligibility under this provision

must be passing all subjects in order to regain eligibility. A student regains eligibility under rule 3 with the first class of the new one week period (Monday through Sunday).

d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3 - Special Provisions

a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).

b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/he eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.

c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardship would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two weeks to apply this exception).

d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3,

Section 1-a for the end of spring semester.

e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4 - Grove Graduation Requirements (See Graduation Requirements)

Students, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the Principal as doing quality work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

LOCAL BOARD POLICY ON NON-OSSAA ACTIVITIES

Students who are ineligible for interscholastic competition shall not miss any class in order to attend school-sponsored or school-sanctioned activities. Senior exemptions under OSSAA regulations do not apply to the following activities that said policy may include but are not limited to:

1. Meetings of any organization or club
2. Assemblies for limited groups
3. Meetings for which the entire student body is not dismissed
4. Field trips
5. Gifted and talented field trips
6. Running errands
7. Decorating for dances, homecoming, etc.
8. All extra-curricular activities will fall under OSSAA guidelines. (Example: Cheerleading, Band performances.)

**GROVE PUBLIC SCHOOLS
HEALTH SERVICES
DEPARTMENT**

Illness

School children sometimes complain of illness at school but are able to continue with their class work without going home. Feeling that parents may wish to know what criteria is used in making decisions about whether to

send a child home or return a child to class, we are sending this list guidelines to you.

- A child with a temperature of 100 degrees or above is sent home.
- A child who vomits at school is sent home.
- A child who reports diarrhea and states that he/she is having difficulty getting to the restroom on time is sent home.
- A child with a questionable rash is sent home.
- A child with "pink eye" and who has discharge in the eye is sent home.
- Any child who is so uncomfortable that he/she is not able to function in school is sent home.

We try to take into consideration a child's report of having been sick at home or of illness in other family members. We never refuse to allow a child to call home if he/she states that a parent has requested this. Please make sure you give us your current phone numbers in case we need to contact you. If you have any questions please contact the school nurse at 786-2209.

Medication

If it is necessary for medication to be given during school hours, the medication must be brought to the school in its original container (both prescription and non-prescription medication with original label intact). Written signed authorization and/or request to Give Medication form must be filled out by the student's parent or guardian. Please include student's name, medication name, dose, time to be given, stop date, special instructions, and parent or guardian signature. All medication is kept in the office in a locked cabinet. If medication is not properly labeled and without written, signed authorization, it will not be given. Students are not allowed to carry medication with

them, without appropriate written authorization from parent/guardian and/or physician. If there are questions call the school nurse.

Grove Public Schools is strongly committed to providing a safe environment for staff and students in relation to communicable diseases.

As required by paragraph (c) of the occupational health standard for blood borne pathogens (29 C.F.R. 1910.130, "The Standard") promulgated by the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, Grove Public schools has an Exposure Control Plan in place.

Certain body fluids have been recognized by the Centers for Disease Control (CDC) as is directly linked to the transmission of the Hepatitis B Virus (HBV) and/or Human Immunodeficiency Virus (HIV).

Body fluids include: blood, pericardial fluid, blood products, cerebrospinal fluid, ~~sement~~, synovial fluid, vaginal secretions, amniotic fluid, peritoneal fluid, saliva, vomit, urine, pleural fluid, and feces (with blood)

*concentrated HBV and HIV Viruses

Blood borne diseases can enter the body in a variety of ways including:

open cuts, nicks, skin abrasions, dermatitis, acne, the mucous membranes of your mouth, nose, eyes, rectum, male and female reproductive organs

Should a student or a staff member be exposed to a body fluid, or lead to a body fluid exposure to another student or a staff member, further evaluation will be requested. However, you have the choice to decline further evaluation. It is in your best interest, though, to be informed and complete the evaluation process.

SCHOOL ATTENDANCE OF CHILD AFFLICTED WITH CONTAGIOUS DISEASE -

HEAD LICE

A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time the child is free from the contagious disease or head lice.

B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. (70-1210.194)

C. Students may be medically excused from school for head lice no more than one day.

PARENTS RIGHT TO KNOW

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers. Including, at a minimum, the following:

A) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

B) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

C) The baccalaureate degree major of the teacher and any other graduate certifications of degree held by the teacher, and the fields of discipline of the certifications or degree.

D) Whether the child is provided services by paraprofessionals and, if so, their qualifications. According to the Act the

information listed must only be provided to parents who request the information. The LEA/school site must notify parents that they have the right to request the information.

In addition to the information that parents may request, a school that receives funds under this part shall provide to each individual parent -

A) Information on the level of achievement of the parent's child in each of the State academic assessments.

B) Timely notice that the parent's child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified. The act also requires that this information be provided to parent, to the extent practicable in an understandable format and in a language that parents can understand.

McKINNEY-VENTO HOMELESS ASSISTANCE ACT

If your family lives in any of the following situations (1) In a shelter, motel, vehicle or campground (2) On the streets (3) In an abandoned building, trailer, or other inadequate accommodations or (4) doubled up with friends or relatives because you cannot afford housing then you may be eligible for services through the McKinney-Vento Homeless Assistance Act. The student enrollment questionnaire is used in helping to determine eligibility. It can be obtained from the school office or counselors. School staff will work with the students and families to assist with any barriers to education for those meeting the eligibility requirements. For more information contact Cindy Weaver, Homeless liaison for Grove Public Schools at 918-786-3003 ext 1107.

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA Policy)

The Grove School District hereby notifies parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records under the Federal Educational Rights and Privacy Act (FERPA). These rights are:

1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School official is a

person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as disciplinary or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Grove Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Grove Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Grove Public

School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production or musical event; The annual yearbook; Honor roll or other recognition -lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

After the parents or eligible students have been notified they will have two weeks to advise the school district in writing (a letter to the school Superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student. Grove Public Schools has designated the following information as directory information:

1. The student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Photograph

8. Degrees, honors, and awards received
 9. Date and place of birth
 10. Major field of study
 11. Dates of attendance
 12. Grade level
 13. The most recent educational agency or institution attended
- The District may provide this notice by any means that are reasonably likely to inform the parents or eligible students of the rights.

The District shall effectively notify parents or eligible students who are disabled.

The District shall effectively notify parents who have a primary home language other than English.

PARENT INVOLVEMENT POLICY

In addition to the information provided in this handbook, Grove Public Schools has developed a District Wide Parental Involvement Policy-Parents' Bill of Rights and Title 1-Part A Programs. These policies can be accessed on the school website, at the principals' office or at the Grove Public Schools Administration office.

SCHOOL PARENT COMPACT

Each Title 1 school within the district completes a School-Parent Compact at the beginning of a school year. This compact outlines how parents, school staff and students will share the responsibility for improved student academic achievements and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The School-Parent Compact forms are located in the main office at each site.

Grove Issues

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

**Title 1 District
Grievance Coordinator: Mrs.**

Cindy Weaver@ Central Office. 918-786-3003.

GROVE-PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -*
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.

B. *Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving

collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Grove Public School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review and pertinent surveys. Following is

a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW Washington, D.C. 20202-4605

HELP FIND HANDICAPPED CHILDREN

Any parent who resides in the Grove School District and who suspects their child to be handicapped and that child is not presently involved in school should contact the Office of the Superintendent of Schools.

The Bureau of Education for the Handicapped under Public Law 94-142 and P.L. 101-476 provides that Public School shall be responsible for the education of handicapped children age 0-21, regardless of the handicapping condition.

The child is considered handicapped if physically, emotionally, and/or intellectually impaired to such an extent that without the aid of special facilities, care, and methods, may not be able to function in a manner similar to that of other children not so impaired. Grove Public Schools would appreciate contact from parents, patrons and any persons who has knowledge of any child who needs this kind of help.

If you know of a Handicapped Child (age birth to 21 years) not receiving a free public education, please call 918-787-5208 or write to Rebecca Mease, District Special Services, Grove Public Schools, PO Box 450789,

Grove, OK 74345.

ASBESTOS AND OTHER HAZARDS

Grove Public Schools have building materials that contain asbestos. Information on asbestos and the dangers of lead hazards in the environment can be obtained from the Director of Maintenance.

www.ridgerunners.net

CAFETERIA

A hot lunch and free breakfast are provided at the school cafeteria for the benefit of all students. Students are urged to take advantage of the Type A Hot Lunch served daily in the cafeteria. The regular student charge is \$2.25 per meal (subject to change). An extra milk will cost the students \$.25. No Charges above \$10.00 will be allowed.

Lunches are not to be eaten on campus or in the school buildings other than the commons area, enclosed courtyard or student center. All lunch trays and utensils should be returned to the wash return and trash should be disposed of in proper trash containers. Students from low-income families may receive free lunches or a reduced rate for school lunches. For additional information contact your building principal.

High School students are divided into two lunch periods. "A" lunch begins after fourth hour class and "B" lunch begins after fifth hour class. Each student will be assigned lunch with their fifth hour class. Which lunch period ("A" or "B") each class attends is pre-determined by the principal's office. Any student that may have a medical condition such as diabetes, hypoglycemia, etc. shall notify the school nurse for special nutritional arrangements.

Students will not be allowed to order food and have it delivered to the front office. The front office will only hold food for a student from a student's parent, guardian or other family member.

At the end of each school year, any monies left in a student's lunch account will be put into the student's account for the next school year. If you would prefer the money to be refunded, a written request must be made within 2 days from the last day of school. No refunds will be made for amounts under \$5.00.

If a student is withdrawing from Grove Public Schools, the parent should check with the cafeteria during the withdrawal process to see if there is money left in the lunch account for that student. The parent then will have 10 days to turn in a written request to receive a refund of that money. If a written request is not received by the cafeteria office within 10 days, the money is considered to be a donation to the child nutrition fund. No refunds will be made for amounts under \$5.00. If a student leaves Grove Public Schools without going through the withdrawal process, any monies left in his/her lunch account will be considered a donation to the child nutrition fund after 10 days.

For additional information, call the Director of Food Services at 786-3546.

Child Nutrition Family Policy CHILD NUTRITION INFORMATION FOR FAMILIES

All district students may, but are not required to, participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition programs:

- * National School Lunch Program (NSLP)
- * School Breakfast Program (SBP)
- * Fresh Fruit & Vegetable Program (FFVP)
- * Farm to School
- * Breakfast in the Classroom

- Grab 'n' Go Breakfast
- Sack Lunch

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any individual who wishes to obtain more detailed information about the district's programs may contact the Cafeteria Manager.

Cafeteria Use

Except under special circumstances' all students will eat in the cafeteria or other designated location.

Guests must be cleared by the building principal prior to joining a student in the cafeteria. Non-district individuals or groups who wish to use the cafeteria must also be cleared by the building principal.

Meal Costs

The Child Nutrition Department will establish the cost for meals prior to the beginning of each school year. Meal costs will be widely publicized and posted in the cafeteria.

Meal Payments

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Students may pre-purchase meals. Multiple options for payment can be found in the cafeteria

¹ **Special circumstances include, but are not limited to, lunch detention, severe food allergies, and IEP requirements. The district will not separate students during meals based on a student's ability to pay.**

packet distributed to all students at the beginning of the school year.

The district provides several options to keep parents informed of their student's meal account balance. The district will send a daily e-bill to parents when a child's account balance is negative. Parents may also check their child's account balance online through the parent information system. Parents are also welcome to call the cafeteria clerk's office to check their lunch account balance.

Free and Reduced Price Meals

All families will have the opportunity to submit an application for free and/or reduced priced meals. A new application must be filled out each school year for families who wish to apply. The Cafeteria Clerk's Office will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. Cafeteria Clerk's Office is responsible for reviewing applications and determining eligibility. The Cafeteria Clerk's Office is responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the board clerk. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative

with them to any appeal hearing. School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc. Students receiving free/reduced price meals will not:

Use a separate cafeteria or area of the cafeteria

Use a separate serving line

Enter the cafeteria through a different entrance

Eat meals at a different time

Work for their meals

Use a different method at the checkout

Eat a different meal

Charging Meals

Students in grades PK-12 who do not qualify for free meals may charge a maximum of \$10.00 per family at school prior to May 1st. No charges will be permitted after May 1st. All meals which are charged will be a reimbursable meal.

Students who have exceeded the charge limit and students who are without lunch funds after May 1st will receive alternate meals if they do not have money to pay for their meals. The cost of these meals will be added to the family's delinquent account balance. The alternate meal will be presented to the student as a sack lunch.

Collecting Debt

The district must work to ensure that its child **nutrition services are run in** a fiscally responsible manner. Families will be notified when their child's account balance is negative so that the account can be replenished.

If a child's account has a negative balance, the following steps will be taken:

1 The Cafeteria Clerk's Office will attempt to contact families via phone, email, or through other personal contact.

2.. If the account remains delinquent despite these efforts to collect the debt, Superintendent will assess the situation to determine whether the account should be referred to an outside collection agency. Superintendent is also responsible for determining whether the debt should be reclassified as bad debt and how the funds will be restored to the child nutrition program.

3.No student will be permitted to participate in any extracurricular activities if their account as \$30.00 delinquent.

BAD WEATHER

Please listen to the following stations:

KGVE - Grove - FM 99.3

KRMG - Tulsa - 740

KGLC - Miami - 910

Channel 8 - Tulsa

Channel 12 - Joplin

Channel 7 - Pittsburg

STUDENTS: DO NOT CALL TEACHERS!

Our automated school calling system will call phone numbers provided to alert students and **parents to cancellations. Enotes** is the quickest way to stay **informed.**

