

Garber High School Student Handbook

Home of the Wolverines

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CHANGE OF SCHEDULE

Students desiring to drop a course or to make some other change in their class schedule should make the request at the principal's office. If a change is desirable the student will be given instructions for making the necessary change in the schedule. No changes in schedule may be made after the first full week of school except at the request of a teacher.

EMERGENCY WARNINGS

In order to be prepared for any emergency, fire, tornado drills will be conducted each year.

CLOSING OF SCHOOL

In case school has to be dismissed to bad weather the announcement will be made over Radio Station KGWA and KCRC in Enid and KTVY Television Channel 4 in Oklahoma City as soon as possible.

DEFICIENCY AND PROGRESS REPORTS

Report cards are issued following the end of the nine weeks period. Deficiency reports and progress reports will be mailed to parents, when necessary, and at mid-point of each nine-week period.

Parents should not hesitate to phone or visit the school in case of unsatisfactory work on the part of any student.

COUNTY CAREER TECH SCHOOL

Garber students in grades 11 or 12 may enroll in any of the courses offered at the County Career Tech School and receive two units per semester toward graduation. Transportation is provided to and from the school for both the morning and afternoon classes by bus. All Career Tech students will ride the Career Tech bus, unless given permission to drive by the High School Principal. The bus will leave Garber at such times as to arrive at the Autry Tech for classes to begin.

BUSES

1. Buses will start at such a time that they will arrive at 8:00 a.m.
2. Bus drivers will have the same control over pupils while riding on buses as the teachers have while the pupils are in school.
3. Please be on time at the bus stops.
4. Any damage to a bus by a student must be replaced and student will be disciplined.
5. Every student should help to make their bus as safe as possible.
6. Buses will only let students off at school and at their homes or bus stops.

SCHEDULING STUDENT ACTIVITIES

Any school group desiring to have a party, picnic or any other school affair should first secure the approval of their sponsor. The sponsor will then check with the principal who may or may not give his approval and schedule the event on the school calendar. All requests for such school activities will be made at least one week in advance.

All trips must be well organized, properly sponsored, and scheduled in advance through the principal's office.

School will furnish transportation for all school-sponsored activities. Principal or sponsor of activity will approve any exception to this regulation.

SCHOLASTIC ELIGIBILITY RULE

1. Weekly Rule-A student must be passing all subjects in order to be eligible to participate in any school sponsored extracurricular activity.

Eligibility will be checked on Friday of the third week and on each succeeding Friday thereafter. If a student is failing any subject they will be placed on probation the following week, but may continue to participate. The ineligibility period will begin on Monday and end on Sunday.

2. Semester Rule-A student will be required to have passed five-graduation credit subjects the previous semester in order to be eligible. If a student has not met this requirement he/she will be ineligible for six weeks of the next

semester. At the end of six weeks a student may regain eligibility by achieving passing grades in all subjects in which he/she is enrolled.

3. Attendance Rule-All students must attend 90% of the time to be eligible.

POLICY OF FUND RAISING ACTIVITIES

1. All fund raising activities must be approved and scheduled by the principal.
2. Organizations that wish to promote a fund raising activity must submit a preliminary estimate of needs, including the purposes of the fundraiser. necessary forms may be secured from the High School Principal.
3. Each organization may have one (1) fund raising activity per school year.
4. No fund raising activity may extend beyond five (5) school days. Both adjoining week-ends may be included.

CARE OF SCHOOL PROPERTY

Anyone who damages or defaces any school property will replace or pay for the property damages.

RULES OF CONDUCT

Students who attend Garber School should treat other students as they wish to be treated. Students' speech and deeds will be expected to be above adverse criticism.

CONDUCT AT SCHOOL SPONSORED ACTIVITIES

Supervision of students attending any school-sponsored activity is the responsibility of the school officials. Policies of student control apply to students attending school-sponsored activities after school hours the same during the school day.

Good conduct and attention of the audience at any activity is most important to persons performing and is considered proper etiquette.

USE OF TELEPHONE

Students will be contacted during the school day for parental emergency messages.

HARASSMENT, INTIMIDATION AND BULLYING PROHIBITED

“Harassment, intimidation and bullying,” as defined by Oklahoma Statutes at 70 OS. 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s education mission or the education of any student.

“Harassment, intimidation and bullying” include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, gender, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

“At school means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation and bullying are specifically prohibited by the Garber School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

REPORTING PROCEDURES

Any student who believes he/she has been subjected to these acts as specified above shall **immediately** report such incident to one of their teachers or to the principal. The incident will need to be documented in writing (reporting forms are located in the office).

Upon notification of such an incident by the student or the student’s teacher, the principal shall investigate the incident to determine its severity and its potential to result in future violence. Investigation may include interviews with students or faculty and collect documentary evidence.

When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation, or bullying.

ATTENDANCE POLICY

A careful study over a period of years shows a direct relationship between attendance and scholarship. Irregular attendance is a chief cause for failure and subsequent withdrawal from school.

The ultimate responsibility for regular attendance rests with the parents. If a student has excessive absences he may expect to find it difficult to receive a passing grade in his class work.

Absences will be classified as one of the four types which follow:

1. **Excused Absence** is an absence in which the parent or guardian has notified the principal's office on or before the day the student is not in school. Acceptable reasons for excused absences:
 - a. Illness
 - b. Death in the family
 - c. Medical appointments
 - d. Court cases involving student
 - e. Emergency deemed unavoidable by principal.
 - f. Religious observances
 - g. Pre-arranged family trip

Make up work will be allowed for excused absences. It is the student's responsibility to see that his/her work is made up within the same number of days that he/she was absent. Five (5) days maximum. The time and nature of the make-up will be determined by the teacher and may be before, during, or after regular school hours. Any absence not cleared in 2 days will be an unexcused absence. Parents will not be called to clear absences.

2. **Unexcused Absence** is an absence for reasons other than those listed above which are not approved by the school even though the parents condone absence. Examples of unexcused absences:
 - a. Missed the bus
 - b. Overslept
 - c. Car trouble when it wasn't necessary to drive
 - d. Haircuts
 - e. Truancy

- f. Suspension
- g. Failure to clean up an absence in 2 days
- h. Family conveniences
- i. Leaving building without permission

It is recommended that the student make up the work, but a grade of zero will be recorded for any work due during such absences.

3. **Truant Absence** is an absence with or without the parents' knowledge or approval. No make up work is allowed and the student will be subject to disciplinary action.

Examples of truant absences:

- a. Leaving school without checking out through office. (parental note or telephone call will be required)
- b. Leaving class without permission.
- c. Skipping School

4. **School Authorized Absence** is an absence for a school-sponsored activity. The student will not be counted absent and will have one day to make up work for each day absent if needed, may be determined by principal. Students will have an activity sheet filled out by each teacher. Students should get as much of their work done as possible.

Examples:

- a. Athletics
- b. FFA
- c. Field Trips
- d. College Day (Limit 2)

POLICY FOR MAKE UP WORK

*A student missing only the day of an exam is expected to make up the exam on the day they return.

*Homework due the day they missed will be due when they return.

*A student missing a day immediately before a test will be given one day to review.

LIMIT ON ABSENCES

After a student has been absent 5 times from any class, an attendance letter indicating the number of absences by a student will be mailed home to the parent/guardian. Only one letter per semester will be sent

It is the parent's responsibility to notify the school if their son or daughter is to be absent from school. Please call between 8:00 and 9:00 on the morning of the absence. To receive a grade in any class students may not miss more than 10 days a semester.

Exceptions:

1. Extreme illness, hospitalization, under a doctor's care. A note from the doctor is required.
2. Extenuating circumstances

TARDY POLICY

Students are expected to be in the classroom with necessary books, paper, and pencil when the tardy bell rings. Any student who is late or lacks the necessary materials will be recorded as tardy on the absentee slip. The principal will keep a list of students' tardies in the office to monitor excessive tardiness.

On the third tardy the student will receive a detention. A note from another teacher is required to prevent a student from being counted tardy. Oversleeping and car trouble will not be excused.

Three tardies equal 1 unexcused absence. A tardy of 15 minutes or more will be counted as an absence. The student will be required to make-up work during 30 minutes of detention.

A parent/guardian can only excuse a child for 2 tardies each nine weeks for first and fifth hour.

CAFETERIA RULES - REGULATIONS

Meal tickets may be purchased in the school secretary's office from 8:00 a.m. to 8:15

a.m. throughout the week. Breakfast is served from 8:00-8:20 a.m. and lunch from 12:00 to 12:25 each school day.

ADMIT SLIPS, DOCTOR OR DENTIST NOTE

After an excused absence from school, a pupil's parents or guardian must call or send a signed note indicating the reason for the absence. The student always reports to the principal for a permit to enter class. Admit slips must be signed by all teachers. Students must have made application for an admit early enough so they will not be tardy to class.

PERMITS

Permits (Leave School) Jr.-Sr. High School principal and the Grade School Principal only, shall issue permits to leave school, (with parent consent-telephone call or signed note).

Permits (Leave Class) must be approved through the teacher and building principal. (Only when necessary or when going on a school-sponsored activity)

Permits (Absences)

1. Student is absent because he is representing the school in some activity.
2. Student will be required to make up work.
3. Activity sponsor must turn in a list of these students to the building office and to each teacher at least one day in advance of the activity.
4. Teachers do not record students absent that are on school related activities.

WITHDRAWALS

Sometimes it is necessary to withdraw from school. Students should bring a checkout report signed by your parents, stating the date of withdrawal and where you expect to go. Students obtain a checkout sheet from the office, have it signed by each teacher you have, the librarian, and school secretary. Return the completed check out sheet to the office to complete your withdrawal.

LIBRARY REGULATIONS

Fines and costs of materials in the library are subject to the discretion of the librarian.

GRADING SCALE

All teachers will use this grade key issued on the basis of percentage.

- A - 100-90%
- B - 80-89%
- C - 70-79%
- D - 60-69%
- F - Below 60%

Honor rolls will be announced each nine weeks and semester. All A's-Superintendent's Honor Roll, A's & B's-Principal's Honor Roll.

HONOR SOCIETIES

1. State: Membership shall be in accordance to the regulations of the State Department of Education.
2. National: Membership shall be determined in accordance with the regulations set forth in the National Honor Society Handbook.

IMMUNIZATION FOR SCHOOL ENTRY

Legislative Act 1203 requires that parents of a minor child present certification that the child is adequately immunized against Diphtheria, Pertussis, Tetanus, Rubeola, Rubella, Hepatitis A & B, and Poliomyelitis, before initial admission into a public school in the State of Oklahoma. The Oklahoma State Board of Health recently added a new vaccine requirement for seventh grade students. Beginning in the Fall 2011 semester, all seventh grade students must show proof of having received one dose of Tdap (tetanus, diphtheria and pertussis) vaccine **before attendance is allowed.**

GROOMING - STUDENTS DRESS AND APPEARANCE

The District prohibits *any* manner of *apparel, shoes, accessories or appearance* likely to cause a substantial disruption of, or a material interference with, the educational process, student health or safety, or campus order. All students are expected to comply with the District dress code and regulations. A student who violates these standards shall be subject to appropriate disciplinary action.

Students and parents share primary responsibility for student compliance with the dress code. If the parent/guardian or the student has a question regarding whether an item of clothing is or is not allowed by this code, they have the responsibility to approach the principal before the article is worn to school to obtain a decision regarding its admissibility under this code. If in doubt, the student should bring a change of clothes to school. If needed, one warning will be given, then the parent/guardian will be called and the student will be sent home to change clothes. If a parent/guardian cannot be contacted, the student will sit in the office until the parent is reached. The 2nd time a student is sent home to change, he/she will be given zeros for time missed.

School personnel shall be responsible for enforcing the dress code when students are on campus, at school functions, extracurricular activities or other special school activities.

1. Students are to wear their hair well-groomed and clean at all times. Clothes should be neat and clean. Students will not be allowed to attend school or school activities with multicolored hair or wildly colored hair.
2. The wearing of inappropriate shorts will be prohibited. (too short or tight)(Jams or shorts of similar length are appropriate) Cutoffs must be hemmed.
3. Students wearing tights must wear a top of appropriate length over them
4. Fingertips will be used to determine appropriate length of shorts, skirts/dresses, and tops worn over tights.
5. Sleeveless garments resembling tank tops, halter tops and blouses or shirts with bare midriffs and/or backless are considered inappropriate school dress. Also, tops, which reveal cleavage, should not be worn.
6. Others with writing on it must be fully appropriate in a public school educational institute. Those with alcoholic, drug, tobacco, sex symbols, and cutting remarks are considered highly inappropriate as well as see through shirts.
7. Appropriate dress will be worn by all students during all school

- sponsored activities. The sponsor will determine appropriate dress
8. Headbands of any kind will not be permitted. Hats and caps will not be worn in the school building.
 9. Baggy pants (those that fall nearly half way down rear end) will not be permitted. Pajamas are not appropriate for school
 10. Pants or shorts cannot have holes above the knee.
 11. Earrings and studs are allowed to be worn in the traditional place, the ear. Students will not be allowed to wear them on eyelids, nose, chin, tongue, naval or any other spot except the ear, while attending school, or school activities. Clear studs in place of piercing are not permitted.
 12. Other items not to be worn: Sock hats, sunglasses, do-rags, head sets, billfold chains.
 13. Shoes must be worn at all times. House shoes are not appropriate.

SCHOOL CONDUCT

1. Every student can be neat and clean in appearance. Pride in one's self and one's school is being clean and keeping his school clean. No food or drink allowed in the school building.
2. Student courtesy to one's peers and to visitors will be a major priority at all times.
3. Using or having tobacco, smoking paraphernalia (e-cigarettes, etc.) or drugs in any form by students is not permitted at all on the school grounds. Use of, or possession of, tobacco, or drugs in any form is also forbidden by any student representing or attending Garber School Activities. All students are forbidden from smoking and/or dipping on or near school property. This includes school property, the area surrounding the school, which is in view from school property, and vehicles in the parking lot.
4. Parents or guardian for student to receive medication at school must sign medication forms
5. Fighting on school property will not be tolerated under any circumstances
6. Students should not run to class, gym, or cafeteria.
7. Public Affection: In order to protect the reputation of both girls and boys, please refrain from public displays of affection toward each other
8. Cheating: Any student who is caught cheating or is aiding another student to cheat will be liable for immediate disciplinary action as determined by the teachers and the administrators. The parents will be notified of the action taken. The student will receive a zero on all material on which he/she cheated and will not be given an opportunity to make up that work. If the teacher and the administrator deem it necessary, the student may lose credit for the class in

which the incident occurred.

GARBER SCHOOL DISCIPLINE PLAN

One of the most important lessons educating should teach is discipline. Discipline helps one to develop self-control, which is the basis for maturity and building sound relationships with others. In order to provide quality education for all students, the school will not tolerate disruptive acts that would interfere with its orderliness, the safety of its students, or the damaging of its property. Disruptive behavior is defined as, but not limited to, inviting, encouraging, promoting, or participating in activities, which interfere with the education process or the normal operation of the school. When a student chooses to disregard school policies, effective punishments will be chosen from the following:

1. Warning
2. Advise parents
3. Detention
4. Extended Day Detention-Student stays after school until 4:00
5. Removal from class-no more than 5 days
6. In School Suspension
7. Parental Conference
8. Suspension
9. Expulsion
10. Financial Restitution
11. Noon Restrictions
12. Any other disciplinary action deemed appropriate and necessary under the circumstances.
13. Suspended for the remainder of the current semester and the next semester if the suspension is during the last nine weeks of the semester. This will be done at the Principal's discretion.

DISCIPLINARY ACTION SCHEDULE

LEVEL 1 (MINOR)

1. Disruption of Class
2. Dress Code Violation
3. Food or Drinks in School
4. Public Display of Affection

5. Disorderly Conduct
6. Failure to Comply with Class Rules
7. Unnecessary items brought to school

	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
1.	3,11	4,6,11	6,8
2.	1,2,3,11	4,6,11	6,8
3.	3,4,11	3,4,11	3,4,11
4.	1,2,3,4,11	3,4,11	3,4,7,11
5.	1,2,3,4,5,7	3,4,6,7,12	4,6,12
6.	1,2,3,4,6,7	3,4,6,12	4,6,8,12
7.	1,2,3,4,6,7	3,4,6,7,12	3,4,6,8,12

LEVEL 2 (MAJOR)

1. Excessive Tardies
2. Going to Car Without Permission
3. Intentional Lying to Teacher or Principal
4. Disrespect toward Faculty
5. Obscenity
6. Driving Without Office permission
7. Total Lack of Effort in Class
8. Threats and Verbal Abuse
9. Precipitating a Fight
10. Bullying

	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
1.	3,4,5,11	4,5,8	5,8
2.	3,4,11	6,8	6,8,9
3.	3,4,6,7	6,8,12	8,9,12
4.	3,4,5,6	5,6,8,12	8,9,12
5.	4,6,11	6,7,11,12	8,11,12
6.	4,6,11	6,7,8,11	8,11,12
7.	3,4,5,6,7	5,6,12	6,8,9,12
8.	3,4,6,7,12	6,8,12	6,8,9,12
9.	3,4,6,7,12	4,6,8,12	6,8,9,12

10. 1,2,3 4,6,7 8,9,12

LEVEL 3 (SERIOUS)

1. Smoking or Chewing or Possession of Tobacco
2. Truancy
3. Theft
4. Fighting
5. Assault (Physical or Verbal)
6. Destruction of Property
7. Use of or Possession of Drug or Alcohol
8. Defiance of Authority
9. Pulling fire alarm

	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
1.	8 (3 days)	8 (7 Days)	13
2.	4,6	6,8	8,9
3.	6,7,9,10,11,12	8,9,10	8,9,13
4.	6,8	8,9	8,9,13
5.	6,7,8,11,12	8,9,12	8,9,13
6.	4,6,7,8,9,10,11	8,9,10	8,9,13
7.	8,9	9,13	13
8.	6,7,8,12	8,9,12	8,9,12,13
9.	6,8,9,12	8,9	8,9

Levels could change with succeeding violations.

This schedule will be interpreted by the administration in a manner deemed just, given the circumstances of the individual case. Administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary action schedule.

REMOVAL FROM CLASS

When necessary, a student who has created chronic classroom problems preventing a teacher from teaching or a student from learning may be removed from the classroom by the principal, given a "Withdraw Failing" on his/her transcript.

Detention-Detention will be held from 8:00-8:30 a.m. or 3:10-3:40 p.m. Detention will be served on the day following notification of student. Work or any outside activity does not postpone or delay serving an assigned detention. The Principal may assign detention before school or after school. Teachers supervise their own detention at 12:00-12:15. These rules will be observed.

1. Students will bring work to do.
2. Detention will begin on the day following its assignment.
3. Students will not talk.
4. Failure to serve detention according to the rules will result in In-School Suspension.

In-School Suspension-ISS will be held in the study center in the Principal's Office. The student will report to the study center at 8:15 with all books. Students are not allowed to leave the study center without permission. If a student is out of the center without permission an additional day will be served. All work done may be handed in for full credit. Lunch will be brought to students in ISS. A student may only be placed in ISS twice a semester, after that they may be suspended from school.

SUSPENSION OF STUDENTS

It may become necessary at times to suspend a child temporarily because of his inability or unwillingness to conform to the school situation and an accepted standard of behavior. When such action becomes necessary, the actions and reasons therefore should be reported to the child's parents or guardian and the superintendent of schools. Administrative suspension shall not exceed ten (10) school days, unless the situation so demands. The Principal has the authority to classify certain short term suspensions as Home Time Outs, which will allow students to do class work for partial credit.

EXPULSION OF STUDENTS

For gross acts of misbehavior on the part of a student detrimental to the morale of the school, the principal may recommend to the Superintendent of Schools and the Board of Education that the child be suspended from school for the remainder of the school term, or the remainder of the semester and the next semester. Expulsion for bringing a weapon to school is one (1) year. Such suspension may be temporary or permanent provided that the child may appeal to the Board for reconsideration of his action. Such appeal will be in writing to the Superintendent of Schools who will

arrange for the Board of Education to hear the appeal within a ten-day period from the time the letter of appeal is received by the Superintendent of Schools. The decisions of the Board will be final.

OFFENSES FOR WHICH PUNISHMENT MAY BE SUSPENSION

The principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or at any school function authorized by the school district or when present on any facility under the control of the school district:

1. Immorality and Profanity.
2. Violation of written school rules, regulations or policies.
3. Possession, threat, or use of a dangerous weapon as defined by the State Statute.
4. Assault and Battery.
5. Possession or use of any narcotic drug, stimulant, barbiturate or alcohol.
6. Violation of dress code, tobacco rules, parking lot regulations, Study center rules, or other acts of outright defiance.
7. Conduct, which jeopardizes the safety of others.
8. Conduct calculated to disrupt the operation of the school.
9. Willful neglect of obeying school officials.
10. Possession or use of Tobacco products
11. Continued absenteeism and tardiness
12. Theft
13. Destruction of School Property
14. Improper use of motor vehicles
15. Refusal to attempt academic achievement
16. Intentional lying to teacher or principal
17. Truancy

The principal shall conduct a full investigation and hearing of the matter and hear all persons involved and determine the guilt or innocence of the pupil.

When the principal has determined that a pupil is guilty, he may suspend said pupil from school for a period not to exceed ten (10) school days. Notification will be given to the Superintendent of any suspension of any students. (When any pupil is determined to have threatened or attempted to use a dangerous weapon or to have used a dangerous weapon, the principal shall for the tranquility of the school and the

safety of others, expel the pupil for the balance of the current school year.)(A principal may suspend for repeated violations, which suspension shall not extend beyond the current school year.)

Due process (Steps to suspension handed down by the State Supreme Court 1975)

1. Student should be given oral or written notice of charges against him.
2. The student may have an opportunity to relate his side of the story.
3. Efforts will be made, immediately, to notify parents or guardians of the suspension.
4. If the presence of the student poses a danger to persons, property, or a threat disrupting class process, the student may be immediately removed from the school.
5. Suspended students will not be allowed on school grounds or to attend school activities during the length of suspension.
6. Parent must accompany student to conference with principal before student will be re-admitted to class.

Reporting students under influence of or possessing non intoxicating beverages, alcoholic beverages, or controlled dangerous substances. Any teachers who has reasonable cause to suspect that a student may be under the influence of or said student has in his possession:

1. Non-intoxicating Beverages.
2. Alcoholic Beverages; or a
3. Controlled Dangerous Substance; shall immediately notify the principal of such suspicions. The principal shall notify the Superintendent and a parent or guardian of the matter. The teacher will be immune from all civil liability. References: OS Title 70 Section 24-133.

STUDENT SEARCHES

Authority is given to school administrators to conduct a search of any pupil or property in the possession of a pupil, including a car, on any school premises, or while in transit under the authority of the school, or while attending any function sponsored by the school, when reasonable suspicion exists to suspect the possession of the following:

1. Dangerous weapons.

2. Controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act.
3. Intoxicating beverages or lighters.
4. Non-intoxicating beverages, as defined by Section 163.2 of Title 37 of Oklahoma Statutes.
5. Communication Device.
6. Missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities.
7. Tobacco products.

Students shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of lockers, desks, or other school property.

REPORT CARD HOLD

Students who owe money or have not turned in equipment or other items will have their report cards held until these matters are taken care of.

LEAVING SCHOOL GROUNDS

Students leaving school during the day are to check out through their respective building principals. Students must have written permission or verbal confirmation from parents before they check out. Leaving school during school hours without checking out will be considered an unexcused absence. Personal businesses such as haircuts, etc. are not considered excusable absences. The principal will determine all other absences.

POLICIES

Line of Sight Rule-All rules and regulations of Garber Schools will be enforced as far from the school as the administrator can see while standing on school property to maintain a reasonable, normal educational process.

Loitering-Students should go to class as soon as they have left preceding class. Students visiting or loitering in the hall between classes can be given detention. Teachers should not allow students to leave room to go to restroom or get a drink the first 20 minutes of class.

CELL PHONES AND DISCIPLINE POLICY

Once at school students must leave cell phones and any other communication device powered off (not just silenced). 6th-12th grade students will be allowed to use their phones during the lunch period. Picture and video taking is not permitted.

1. Students phone is not turned off and rings.
 - a. **First Offense:** phone taken away and given back at the end of the day. Warning.
 - b. **Second Offense:** phone taken away and given back at the end of the day. Detention.
 - c. **Third Offense:** phone taken away and given back at the end of the day. ISS.

2. Students caught using phone (includes looking at the time) during school hours.
 - a. **First Offense:** phone taken away and given back at the end of the day. Detention.
 - b. **Second Offense:** phone taken away and given back at the end of the day. ISS.
 - c. **Third Offense:** phone taken away and given back at the end of the day. Suspension.
 - d. **Further Violations:** 3 Days Suspension.

TEXTBOOKS

Textbooks are provided by the school district for students use. They are the property of the school district and are on loan to the student. It is each student's responsibility to take good care of the book they are given. Students should not write on or in the book, and they should protect the appearance of the book.

LOCKERS

Each student is provided a school locker. It is the student's responsibility to keep the locker clean and neat. Lockers are the property of the Garber school district and may be inspected at any time by school authorities.

PARENT-TEACHER CONFERENCE

Parent-Teacher conferences will be held at the end of the 1st and 3rd nine-week periods. Conferences will be held on one evening and one morning to accommodate the parents' schedules. These conferences are an excellent opportunity to visit with teachers concerning the progress of the students and also to check the results of the student's achievement tests.

TECHNOLOGY CODE

The use of technology in the Garber School System is an opportunity extended to students, faculty, and staff to enhance learning, productivity, and information processing. The computer hardware and software the Garber School System has shall be used solely for educational purposes specified by the Board of Education. The use of computers and related equipment for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited.

OPEN CAMPUS

Students in grades 9-12 may have the privilege to go off campus during the lunch period if they have a parental permission form on file in the office. They may not drive or go to cars during this time. Students in grades 6, 7 and 8 are not allowed to leave campus. Excessive tardies caused by getting back late from lunch or misconduct on or off campus can result in loss of noon privilege.

ATHLETIC LETTERING REQUIREMENTS

There will be four lettering sports for boys.

- | | |
|-------------|---------------|
| 1. Football | 2. Basketball |
| 3. Baseball | 4. Track |

There will be four lettering sports for girls.

- | | |
|------------------------|------------------------|
| 1. Basketball | 2. Track |
| 3. Slow Pitch Softball | 4. Fast Pitch Softball |

REQUIREMENTS FOR LETTER IN ALL SPORTS

Students must go out for the sport and remain out for the entire season in order to letter in that sport. Managers must remain with a team the entire season to be eligible to letter. Only students in grades 9-12 can earn a letter.

PURCHASING OF LETTER JACKET

When any athlete meets the requirements for lettering in any of the above-mentioned sports, he or she will be permitted to order a school letter jacket. Students pay for full cost of the jacket.

CHEERLEADERS

Cheerleaders are selected in the spring. Selection is based upon teacher evaluations, which count 50% of the score, and performance, which is judged by college cheerleaders, which counts as 50% of the score. Girls who are selected must attend the cheer camp. There will be 8 selected from high school (9-12) and 6 from junior high (6th, 7th and 8th). See cheerleader policy for more.

STATEMENT OF EDUCATIONAL RIGHTS

"Under the provisions of the Family Educational Rights and Privacy Act (34 CFR Part 99), you as a parent of a currently enrolled student at Garber Schools (or as an eligible student if 18 years of age) have the right to

1. Inspect and review your child's educational records.
2. Request the amendment of your child's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in your child's educational records, except to the extent that the Act and its regulations authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act;
5. Obtain a copy of the district's policies adopted under the Act. Copies of these policies are located in the counselor's office at Garber School.

6. Have an explanation of these policies in your own language if it is other than English.

Call your school office (405) 863-2231 for further information."

CONCURRENT CLASSES

Students who qualify may take concurrent classes. These classes may not be used to meet state mandated core curriculum requirements. Coursework taken above the state mandated core curriculum may be counted toward meeting minimum graduation requirements. These classes will count towards student's G.P.A.

SUMMER SCHOOL

Students may only receive credit for summer school classes that they are taking to make up a class they have failed previously. These must be class specific, i.e. Algebra I for Algebra I, Biology for Biology.

8TH GRADE GRADUATION REQUIREMENTS:

To be eligible to participate in 8th grade graduation exercises, students must have 9 credits in core classes during their 6th, 7th and 8th grade years. Three of the Nine must be during their 8th grade year. Core classes include but are not limited to; Math, English, Reading, Science, and Social Studies. In addition students must be in attendance 90% of the time during their 8th grade year. Policy subject to P.L. 94-142 procedures. Aug. 95

HIGH SCHOOL GRADUATION REQUIREMENTS:

Students graduating from Garber High School, must have the 23 units required by the Garber Board of Education. These 23 units must consist of:

- 4 units of English,
- 3 units of Mathematics,
- 3 units of Laboratory Science,
- 3 units of History and Citizenship Skills
- 2 Units of Foreign Language or Computer Technology.

- One more unit from any of the areas listed above.
- The rest can be electives. State required courses that may count as an elective: Personal Financial Literacy and CPR/AED.

SENIOR HONOR STUDENT

All graduating seniors who have a G.P.A. of 3.25 or above and have completed the college required curriculum for admission would be identified as Honor Students. This will start with the class of 2006. These courses include, but are not limited to:

- English I, II, III, and IV, (Vocational English does not count)
- Algebra I, Geometry, Algebra II or any other higher-level math.
- Three high school level science classes.
- Oklahoma History (semester), Government (semester), U.S. History, plus at least one more credit of high school social studies.

VALEDICTORIAN AND SALUTATARION

Seniors who wish to be Salutatorian or Valedictorian must take English I, English II, English III, and English IV (Vocational English or online English course will not count). They must earn a total of seven credits in math and science. Of the seven, four must be in math or science, then three from the other subject. The math courses must be earned from Algebra I, Geometry, Algebra II, Trigonometry, or Calculus. The science can be from any course that is for high school credit. They must also have three social studies course which must include: U.S. History, U.S. Government, and Oklahoma History.

GRADUATION CEREMONIES PARTICIPATION POLICY

Any senior student who has not completed the requirements for graduation will not be allowed to participate in the senior graduation ceremonies.

EXCEPTION

1. Students with an I.E.P. will be governed by guidelines and regulations of P.L. 94-142, Individuals with Disabilities Education Act.
2. If a student is lacking only 1(one) or fewer credits and is enrolled in a correspondence course that will allow the student to fulfill graduation

requirements they will be allowed to participate in graduation ceremonies.

VISITORS

NO VISITORS will be allowed to attend school with student of Garber Schools for any reason.

PROM RULES

1. After arriving at the prom, if a student leaves for any reason that student may not return to the dance.
2. Students inviting guests to the prom that are not attending Garber High School must notify the Principal at least 2 days prior to prom date for permission to bring guest. All guests must follow Garber High School dress and behavior guidelines. Dress is formal. The sponsoring student is responsible for the guest while at the prom. Prom dates must be 9th grade or above.

STUDENT DRUG TESTING

All students grade 9-12 involved in any extracurricular activity and those who drive onto school grounds will be drug tested at the beginning of the school year. After the first test a minimum of six students a month will be randomly drug tested. For more information see the Garber Schools Drug Testing Policy.

STUDENT AUTOMOBILES

- Licensed students who drive cars, motorcycles or other motor driven vehicles, to school must park them in the proper parking area.
- The west access to the school grounds is an entrance only. The east access is both an exit and entrance. However, the drive in front of the school is one way only going east.
- Speeding and reckless driving will not be permitted. Speed limit on the school grounds in 10 m.p.h.
- Students are not allowed to go to their cars or drive their cars without permission from the principal. Permission will only be granted in case of

emergency or special circumstances.

- Cars and motorcycles are to remain in parking area each afternoon until buses have departed. State law prohibits the passing of buses, which have loading lights blinking.
- Motorcycles are to be parked in the designated area for them on the school parking lot. Motorcycles may not be driven from the school grounds during the school day for any reason.

GARBER PUBLIC SCHOOLS IS GUN/WEAPON FREE

- Possession of Guns/Weapons is PROHIBITED in school buildings, school property and in vehicles parked on school property.
- A student who brings a gun to school may be suspended for one year according to federal law, and arrested.
- Weapons of any kind brought to school or school grounds may result in a suspension of one semester to one year. This includes weapons found in cars parked on school property. A pocketknife with a blade longer than 2 inches is considered a weapon. Toy guns are not to be brought, either.

GARBER PUBLIC SCHOOLS ARE DRUG FREE FACILITIES

The use of drugs is PROHIBITED in school buildings, on school property and in vehicles parked on school property.

GARBER PUBLIC SCHOOLS ARE SMOKE FREE FACILITIES

Garber School policy PROHIBITS smoking in school buildings.

Garber Public Schools
Annual Notification
For Parents, Teachers and Employees
Date: August 1, 1997

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file

for public review. Upon request, you may view the plan, which is located at the Superintendent's office and at each campus.

The GARBER PUBLIC SCHOOLS annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material, which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

Will Jones
Designated Person

NOTICE OF NONDISCRIMINATION

The Garber School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy of nondiscrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and forms with which the board does business.

The following person has been designated to handle inquiries regarding the District's nondiscrimination policies and procedures and compliance therewith:

Will Jones
Superintendent of Schools
P. O. Box 539
Garber, OK 73738-0539
(405)863-2220

FILING A GRIEVANCE BASED ON A CLAIM OF DISABILITY DISCRIMINATION

It is the policy of the Board of Education that the District shall not discriminate against any person on the basis of disability. The District is committed to taking appropriate measures to remedy and prevent recurrence of any discrimination of which it has notice.

The Board has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. This law and accompanying regulations may be examined in the office of the District's Section 504 Coordinator. Below is the contact information for the Section 504 Coordinator:

Will Jones
Superintendent of Schools
P.O. Box 539
Garber, OK 73738
580.863.2220
Fax 580.863.2259

Any person who believes he or she has been subjected to discrimination on the basis of disability {"grievant"} may file a grievance under this procedure. It is against the law for the District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the availability and use of this grievance procedure does not prevent a grievant from filing a complaint of discrimination on the basis of disability with the Office for Civil Rights.

Procedure for Grievance Resolution:

1. **Informal Resolution:** Prior to filing of a written complaint, the grievant is encouraged to bring the matter to the attention of the Section 504 Coordinator. *In the event that the grievance directly involves the Section 504 Coordinator, the grievant may bring the matter to the attention of the Board of Education.* Reasonable effort will be made to resolve the problem or complaint informally.

2. Formal Grievance Filing: In the event the problem or complaint cannot be resolved informally, the grievant shall comply with the procedures outlined below for filing a formal grievance:
 - a. The grievance must be submitted to the Section 504 Coordinator within sixty (60) days of the date the grievance occurs. *In the event that the grievance directly involves the Section 504 Coordinator, the grievant may bring the matter to the attention of the Board of Education.*
 - b. The grievance must be in writing, containing the name and address of the person filing it, as well as the name of the grievant, if different. The grievance must state as specifically as possible the problem or action alleged to be discriminatory and the remedy or relief sought.
 - c. The Section 504 Coordinator shall conduct a thorough, reliable and impartial investigation of the grievance. The grievant will be afforded an opportunity to submit witness testimony and evidence relevant to the grievance and may be asked for additional information deemed necessary for investigating and resolving it.
 - d. The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) days after its filing. The Section 504 Coordinator shall maintain the files and records relating to the grievance at this level.

3. Appealing the Decision: In the event the grievant is not satisfied with the Section 504 Coordinator's decision, the grievant may appeal the decision, as follows:
 - a. The grievant must submit an appeal to the Superintendent of Schools within thirty (30) days of receiving the Section 504 Coordinator's decision. This appeal shall be in writing. The Superintendent shall issue a written decision no later than thirty (30) days after the appeal was filed. *In the event that the Superintendent of Schools is the designated Section 504 Coordinator, an appeal may be made directly to the Board of Education, as outlined below.*
 - b. If not satisfied with the Superintendent's decision, the grievant may appeal the decision to the Board of Education within thirty (30) days of receiving the Superintendent's decision. The Board shall place the grievance appeal on the agenda for its next regularly-scheduled board meeting and shall issue a written decision in response to the appeal no later than thirty (30) days after the meeting at which the appeal is addressed.