

FORT GIBSON ELEMENTARY



PARENT/STUDENT HANDBOOK

**Early Learning Center – Phone (918) 478-4841
Intermediate Elementary - Phone (918) 478-2465
www.ftgibson.k12.ok.us**

2018-2019

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Dear Students and Parents,

Welcome to Fort Gibson Elementary Schools! This handbook has been prepared to familiarize you with our school. Our desire is that this year will be an enjoyable experience for all of us. We want you to learn and grow in a positive direction this school year.

The policies in this handbook are established for the welfare of the entire student body. You are expected to comply with our rules for behavior and conduct yourself properly. This handbook is a guide; however, it may not cover every situation that may occur throughout the school year. As situations arise, changes/additions may be made to this handbook. Teachers, intercom and/or the elementary school bulletin will inform your student of any changes or additions. Please keep this handbook throughout the school year and refer to it often for information. If you have any suggestions that may improve our handbook, please notify the office. Have a great year!

Shelly Holderby, Early Learning Center
Sherry Rybolt, Intermediate Elementary
Principals

Note to parents:

We welcome you to visit our school at any time. We realize that student learning is maximized with the cooperation and participation of parents in the learning process. We suggest you acquaint yourself with the information in the Parent-Student Handbook so you may be better informed concerning the policies and procedures of our school.

Our Vision

Fort Gibson Schools will provide students a premier education for an ever-changing tomorrow.

Our Mission

Empower Students To Achieve!

ADMINISTRATION

Scott Farmer	Superintendent
Tom Stiles	Assistant Superintendent
Gary Sparks	High School Principal
Chuck London	Assistant High School Principal
Ben Pemberton	Middle School Principal
Carrie Willis	Assistant Middle School Principal
Sherry Rybolt	Intermediate Elementary Principal
Shelly Holderby	Early Learning Center Principal
Patty Pereira	Special Services Director
Chuck London	Athletic Director
Sherry Grooms	Child Nutrition Director

The Fort Gibson School District I-3 does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status.

ABSENCES/ATTENDANCE

The purpose of this policy is to provide for uniformity of student attendance recording and the penalty assessment for absenteeism.

According to Senate Bill 234, it is the responsibility of the parents to notify the school officials or counselors when a student is to be absent from school. When a student is unable to attend school, parents should call the office between 8:45 and 9:15 a.m. Parents should give the student's name, teacher's name, and the reason for the absence. Parents may also send a note concerning the absent student. Please have the note delivered to the office. If a parent does not call, the attendance clerk and/or an automated calling system will attempt to contact the parent to confirm the reason for the student's absence.

Elementary Attendance Regulation Pre-K through 5th Grade

In accordance with the policy of the Board of Education, this regulation shall govern attendance and absenteeism in grades Pre-K through five.

Student Attendance Rationale - Believing there is a proven correlation between good attendance and academic performance; and believing good attendance is the responsibility of the student and the parent; and knowing the state mandates daily attendance for all school-age children; therefore, be it known that Fort Gibson Schools expect every student to be in attendance at school every day.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. There are two kinds of absences - excused and unexcused. Excused absences are those due to illness or personal injury substantiated by a Doctor's statement, medical and dental appointments, court appearances, religious holidays, and family emergencies. It is the sole responsibility of the student/parent to make arrangements with each teacher for completing the work missed.

It is the parent's responsibility to inform the school about the circumstances surrounding their child's absence. If a child has more than six (6) days of unexcused absences in a **trimester**, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to (Title 10 of the Oklahoma Statutes.)

Unexcused absences shall not exceed six (6) during each trimester. The total for the year(18) still remains the same. Violation of the six (6) day attendance policy by elementary students will be used as one of the factors considered in reviewing their academic program. Grade level promotion will be determined following a conference.

An absence due to illness, substantiated by a doctor's note, may not be counted in the six (6) day total. It is the parents' responsibility to provide documentation from a doctor to the principal's office no later than three days following the student's return to school.

Definitions:

Excused Absence: An excused absence does not count as part of the six (6) day unexcused absence

policy. An absence will be considered excused with proper documentation for the following reasons:

- Personal or family illnesses, personal injury (Substantiated with a Doctor's note)
- Bereavement due to a death in the family. (Memorial folder handed out at the funeral service or obituary notice will suffice for documentation)
- Medical appointments. (Doctor, Dentist, Optometrist, Counselor, etc.) Doctor's admit needs to be turned into the office upon return to school
- Legal matters (substantiated with documentation)
- Observance of holidays required by student's religious affiliation
- Extenuating circumstances deemed necessary by the principal

*** The above excused absence policy also applies to excusing tardies and early departures.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

Unexcused Absence: Examples

- Vacations or trips with relatives or friends
- Shopping trips with relatives
- Medical appointments **without** documentation
- Illnesses not substantiated by a Doctor's statement
- Other types of absences which do not meet the criteria for excused absence

Truant: A student is identified, as truant when he/she is absent and neither the parents nor school officials know of his/her whereabouts.

Tardy: Late arrival disrupts class and causes loss of instruction time. A student is considered tardy when they arrive after the first bell. Three tardies will be considered a half-day absence.

Early Departure: Early departure disrupts class and causes loss of instruction time. Early departures will be considered a "tardy". Three early departures will be considered a half-day absence.

*** Tardies and early departures may be excused following the same guidelines for excused absences.**

**** The school has the responsibility to refer chronic attendance problems to the appropriate juvenile authorities and the district attorney.**

Consequences:

Pre-K - 5th

- Parents will be notified of excessive unexcused absences/tardies/early departures.
- Attendance habits will be used as one of the factors considered in reviewing student's academic program.
- Grade level promotion decision may be affected by poor attendance habits.
- Ft. Gibson Schools will follow the mandatory attendance policy as set forth in state law.

AGE OF STUDENTS ENTERING SCHOOL

A student entering Pre-Kindergarten must be four (4) year of age on or before September 1.

A student entering Kindergarten must be five (5) years of age on or before September 1.

A student entering the First grade must be six (6) years of age on or before September 1.

ARRIVAL AND DISMISSAL

Parents delivering students or picking up students from school should use the drive in the front of the building. Bus traffic will use the parking lot on east side of the buildings off Willey road. Students should not arrive at school before 8:15 a.m. and should leave for home promptly at 3:30 p.m. except on Wednesdays when dismissal will be at 2:30. Students participating in the breakfast program may be delivered to the cafeteria no earlier than 8:15 a.m. (Phone calls to make changes on how your student is getting home need to be made to the office by 3:10)

BICYCLES

Students who ride bicycles to school are cautioned to yield to bus traffic. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked in the school bike racks. Bicycles are never to be ridden on the school track located around the football field.

We suggest that students record their bicycle serial numbers. In addition, when traveling to and from school, students must obey all traffic regulations.

ATV, rollerblades, scooters, and skateboards are not allowed to be ridden on school grounds.

BUS RULES AND REGULATIONS

BUS TRANSPORTATION DIRECTOR (478-2474)

The Fort Gibson Board of Education has the authority to make reasonable and necessary rules governing the behavior of students on the school buses. These rules will apply to all students during loading, unloading, and riding school transportation.

Questions pertaining to routes, drivers, discipline, loading and unloading times, route numbers, stops, etc., should be directed to the transportation director. Parents who wish to make requests for changes in routes or stops should contact the transportation director. Students and parents are encouraged to notify the school immediately of any safety hazards, which they have observed during bus operations.

All buses will be loaded and unloaded at assigned loading areas. Students will be expected to ride their assigned bus home in the afternoon. Permission for students to ride a bus other than their regular assigned bus must be obtained from the principal or the transportation director. Authorization to ride an alternate bus (late bus) will be restricted to the building principals or transportation director.

Students are not permitted to ride a school bus other than their assigned bus except in the case of extreme hardship or emergency reasons. Students are not permitted to ride other buses in order to attend such non-related activities such as:

- Birthday parties
- Church functions
- Scouting groups
- Day-care centers and baby sitters

RULES FOR BUS BEHAVIOR

Students' behavior on the bus plays a major role in determining just how safe the bus ride will be. It is essential that the bus driver be able to concentrate on driving the bus and not to be distracted by disruptive behavior. The bus driver is authorized to assign seats. All school rules apply to all bus riders.

All passengers are expected to comply with the following rules and guidelines:

1. Be courteous, no loud talking or loud noises. Use no profane language.
2. Do not eat and/or drink on the bus
3. No tobacco products, alcohol, or drugs of any kind allowed
4. Keep the bus clean.
5. Cooperate with the driver
6. Do not damage/vandalize the bus or another person's property
7. Stay seated at all times. Do not move to another seat without the bus driver's permission. If bus driver assigns seats, then stay in your assigned seat.
8. Keep head, hands, feet, and all objects inside the bus
9. Keep all items secured in book bags, and/or sack. Musical instruments must be with band student. No items are to be thrown inside or thrown out of the bus.
10. Bus aisles must remain clear of all items.
11. Do not fight, push, shove, pinch, pull hair, spit, trip, etc.
12. Be on time at the bus stop and always board the bus per bus driver's instruction
13. Do not tamper with bus equipment
14. Do not bring live animals/insects on the bus
15. Using pagers, telephones, headphones, CD tape players, or any type of electronic device is not allowed unless permitted by driver
16. Do not bring flammable materials, inflatable items, glass containers on the bus
17. Be sensitive to persons with allergies to perfumes, deodorants, hair sprays, etc. Do not use these fragrant items on the bus.
18. No weapons are allowed on the bus.

BUS DISCIPLINE PROCEDURES

1. Drivers may take the following actions for bus violations:
 - a. Verbal warning. Immediately separate students if necessary
 - b. Assign seats
 - c. Send conduct report to principal
2. A conduct report is automatically sent to the building principal if a student commits the following violations:
 - a. Physically/verbally abuses another student
 - b. Fighting
 - c. Endangers the safe operation of the bus or safety of the passengers
 - d. Verbally belligerent/defiant to the driver (failure to cooperate)
 - e. Vandalism (Student will be responsible for cost of repairs)

3. Bus drivers may assign seats for chronic misbehavior at any time and for any length of time deemed necessary. All seats on the bus may be assigned, or drivers may direct students to load/unload in any order.
4. Other disciplinary action may include but is not limited to the following:
 - School counseling
 - Parent conference
 - After school/Saturday detention
 - Student report on bus rules and other disciplinary measures deemed appropriate
 - Loss of school privileges/activities
 - Corporal punishment
 - Suspension from the bus
 - Suspensions from bus are progressive; 2 weeks, 4 weeks, remainder of school year
 - Suspension during the last 45 days of the school year may be carried over into the next school year.
 - Suspension from school

CAFETERIA RULES

The same general rules for behavior that apply in the classroom are also required in the cafeteria. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line or at the tables. Microwaves are not available for student use. It is the responsibility of all students, when they have finished their lunches, to throw all papers in the containers and to return dishes, glasses, and silverware to places provided for them. Do not take any food or milk from the lunchroom. **In keeping with the spirit of Oklahoma's initiative to reduce childhood obesity/diabetes, pop will not be allowed as a drink for lunch.**

Breakfasts and lunches may be purchased daily or weekly at the school cafeteria. Students need to pay ahead on meals. Parents usually write a check for the month and deposit the money in the student's lunch account at the cafeteria. As the student goes through the lunch line, their card will be swiped through a machine, and the amount of lunch will be deducted from their account. Students may also use cash. Your free and reduced forms should be taken to the Cafeteria clerk. At that time the cafeteria clerk will be able to tell you if your child qualifies for free or reduced lunches.

Due to changes in Federal Guidelines, the Early Learning Center (Pre-K through 2nd), qualifies for free breakfast and lunch for all students.

There will be a \$1.00 charge for replacement of any lost, stolen, defaced, or bent lunch cards. Students may not use each other's lunch cards for any reason. If you have questions about the lunch program, please contact the school cafeteria at 478-2191.

CANCELLATION OF SCHOOL

Classes will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation, including Alert Now, Social Media, email, text messaging, and TV. In the unusual circumstances where school must be canceled during the

school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

CELL PHONES/ELECTRONIC DEVICES:

Students may possess electronic devices to include cell phones on school property during the school day. Students may only use electronic devices in the classroom under the direct supervision and with the permission of the teacher for the purpose of reading electronic media (AR books) or for the purpose of teacher directed instruction.

Electronic devices are not to be used making calls, texting, playing non-educational games, listening to music, surfing the internet, etc.

Violations of the policy will result in disciplinary action. The school is not responsible for lost or damaged electronic devices.

Students on extra-curricular trips may use cell phones at the sponsor (coaches) discretion.

CHANGE OF ADDRESS AND TELEPHONE

It is important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. **A number where a parent can always be reached is required.**

CLASSROOM PARTIES

The major classroom parties are Fall Festival, Christmas, and Valentine's Day. Teachers may choose to have a party at the end of school. Treats may be brought in for special occasions with prior teacher approval. **Birthday party invitations are not to be passed out at school unless every student in the class is invited.**

CODE OF CONDUCT FOR STUDENTS

1. Students must display proper conduct to and from school, and in school;
2. Students entering the classroom will ...
 - Begin board work immediately upon entering class.
 - Direct their attention at the teachers signal.
 - Address adults with "Yes Ma'am/Sir, or No Ma'am/Sir."
 - Remain in seats until the teacher dismisses them from class.
 - Learn the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship (TeRRiFCC).
3. Students must be diligent in study by;

- a. Completing all assigned work on time.
- b. Paying attention to the teacher at all times.
- c. Practicing good citizenship at all times.
- d. Cooperating with teachers and other students.
- e. Being regular and punctual in attendance.

The behavior expected from students at school is a combination of common courtesy and safety considerations.

The following types of conduct are never permissible:

- Physical, emotional, and social intimidation ... verbal and non-verbal
- Defiance of school staff
- Assaulting students or school staff
- Leaving campus without permission
- The use of profanity
- Possession of weapons or other dangerous objects
- Possession or use of tobacco
- Possession or use of any controlled substance
- Vandalism

COMPUTER USE

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY

The Fort Gibson Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra and inter-district, statewide, national, and global opportunities for staff, students, and the community. **Students will be able to access the Internet and local network under the supervision of their teachers.** Individual student and patron accounts and E-mail addresses will not be provided and the user will not be permitted to use an address to send and receive mail at school. However, individual employee accounts and e-mail addresses will be provided and employees will be permitted to use the address to send and receive mail at school.

Since the Internet constitutes an unregulated collection of educational resources that change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. **Students and other users will refrain from intentionally accessing and downloading any text, picture, or on-line conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.** Users will not solicit or receive any information or service that could result in unauthorized expense to the district.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, **users must be aware that any message or information posted on the Internet may be access by others for whom it is not intended.** E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Staff, students, and the community must agree to attend orientation that will address the issues of appropriate use of the school network, Internet, copyright laws, Internet etiquette, and fees (if any) incurred during the use of the services. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provide by the school district.

Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint of inappropriate use of the networks, user privileges will be suspended.

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy of usability of any information found on the Internet.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

(Revised 4-10-06)

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the networks. If a student wishes to post personal information for fund raising, scholarships, etc., they must have a Release of Liability form signed by their parents and on file in the office before posting this information.
6. Illegal activities are strictly prohibited.
7. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines (including instant messaging, messaging, blogging, online forums, and chat rooms), or downloading excessively large files.
8. No charges for services, products, or information are to be incurred without appropriate permission.
9. Be aware that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
10. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Respect the privacy of others. Do not read the files of others without their permission. Copyright and licensing laws will not be intentionally violated.

12. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
13. Report security problems to the supervising teacher or system administrator.
14. Do not disguise the point of origin or transmission of electronic mail.
15. Do not send messages that contain false, malicious, or misleading information, which may be injurious to a person or a person's property.
16. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

*The above items are monitored in the lab by the use of NetOp software and in the classroom by teacher observation.

CONFERENCES

Parent-teacher conferences occur twice during the school year. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times are valuable to the overall education program.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

COUNSELING SERVICES

The Elementary counselor visits classrooms regarding subjects such as career opportunities, social problems, and crisis situations. Group counseling will be provided on an as needed basis. Site based counseling services are available upon approved referrals to CREOKs, an outside counseling agency. Students and parents are encouraged to make use of the school counseling services by scheduling an appropriate time.

DISCIPLINE

One of our goals is to teach students to behave in an appropriate manner and to take responsibility for all their actions. Several types of disciplinary action **may** be used ...

- Warn student (verbally and/or written)
- Remove from class or group (temporarily)
- Conference with parent
- Written assignments
- Lunch detention
- Loss of privileges
- Assigned 7th hour
 - 7th hour may be assigned due to misbehavior, failure to work, and/or any other behavior that detracts from the student's academic success.
- Out-of-School Suspension (short term)
- Out-of-School Suspension (long term)

- Financial Restitution
- Refer to other social agencies (D.H.S., Drug Agencies, Juvenile Services)
- Law Enforcement Agencies (local, state, federal)
- Community/School Service

SCHOOL SEARCHES

70 O.S. §24-102 states, “pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.”

DOCTOR AND DENTIST APPOINTMENTS

Students/Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Parents must check out students in the office. Upon student’s return to school, turn into the office a Doctor’s admit to receive an excused absence.

DRESS CODE

Good grooming promotes pride and good behavior. It is a very important part of the development of young people. Good grooming is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion and at the same time restrict extremes and indecency in grooming *which distracts from the main purpose of the education program*. Attire will be appropriate at all times. Please remember to dress appropriately for the weather. The following dress code is established:

The following items are prohibited:

○ Spaghetti straps	○ Halters
○ Midriffs	○ Sleeveless t-shirts with <i>huge</i> armholes
○ Bicycle shorts/sliders	○ Other similar attire
○ Hats in the building	
○ Clothes with inappropriate holes	
Clothing that promotes/or displays:	
○ Alcoholic beverages	○ Put downs
○ Tobacco products	○ Graphics which display scantily clad individuals
○ Pictures of grotesque and/or violent material	○ Confrontational language/pictures
○ Suggestive comments	

- a) Extremely thin “see through” clothes, mesh, or clothing with inappropriate holes may not be

worn.

- b) **Dresses/skirts and shorts** are permitted but must be of appropriate length. When a student is standing straight with arms at their sides, the fingers should not touch skin. ** Capri pants make an attractive substitute for shorts. Shoes must be worn in the building.
- c) **Tops:** Any shirt, blouse, or sweater shall not be indecent and must meet the following conditions:
1. There must be at least two finger widths of fabric between the neck and shoulder on clothing. Sleeve openings must not expose the torso or undergarment.
 2. Sleeves must be hemmed (no cut outs).
 3. Bare midriffs, abdomen, immodestly low cut necklines, off the shoulder, or bare backs are prohibited.
 4. **NO SKIN SHOULD BE SHOWING IN THE MIDRIF/ABDOMEN AREA AT ANY TIME.**
- d) **Pants:** Pants, jeans, Capri pants, or slacks must be properly hemmed.
1. Pajamas, pajama style bottoms, or house shoes may not be worn.
 2. No writing on the seat of the pants.
- e) **Shoes:** Shoes with metal taps, roller shoes (Heelys), flip flops, open-toed shoes, and house shoes may not be worn at school.
- Students are encouraged to wear athletic shoes on PE day. Please find out which day(s) your child has PE and make sure they are dressed appropriately for physical activity. For safety purposes during PE, if your child is not wearing the appropriate shoes, they may have to do an alternate activity. Wear shoes at all times.
- f) **Accessories:** Examples of accessories that are not acceptable include the following:
- Armbands, leg bands.
 - Hoods on jackets worn inside the building.
 - Hats, ball caps, sweatbands, leg bands, or head bandanas.
 - Sunglasses
 - Billfold chains
 - Tongue or facial jewelry.
 - Any other conspicuous or distracting accessories.
- g) Head covering worn for religious/medical purposes are acceptable.
- h) **Hair:** Hair must be clean and neatly groomed, and worn in a style not conspicuous or extreme.

GARMENTS MUST BE OF APPROPRIATE LENGTH, CUT, AND/OR FIT TO MEET THESE REQUIREMENTS WHILE SITTING, BENDING, OR RAISING HANDS ABOVE HEAD.

Enforcement of Dress Code: Provisions of the dress code are applicable to the school day and to school-related activities. The teachers and principal are the delegated authority to determine the proper action to be taken in issues related to the dress code. The building principal for a specific school-related activity may authorize exception or modification of a provision of the dress code.

Students should remember that the code promotes neatness, cleanliness, and general good grooming and discourages indecency, poor taste, and extremes in dress and grooming. Following these guidelines will eliminate the necessity of correcting students for improper dress.

ELECTRONIC COMMUNICATIONS BETWEEN STAFF AND STUDENT

Fort Gibson Schools recognizes the growing use of electronic communication between teachers and students. This means of communication can be a beneficial tool, but could also be abused. Knowing that fact, staff is trained on appropriate communication practices.

Virtual day communication, communication about school activities and school reminders are all examples of positive uses of electronic communication. If you would like to limit or restrict electronic communication to your child please notify the school site for a form to specify your restrictions.

EMERGENCY PROCEDURES

Fire and tornado emergency procedures are posted in each classroom by the door and reviewed by each teacher. Fire, tornado, lockdown drills are held at irregular intervals throughout the school year. The following signals will be used for fire and tornado:

Fire:

Early Learning Center: A continuous signal tone throughout the building. All personnel and students will evacuate the building.

Intermediate Elementary: An intermittent signal tone will sound throughout the building. All personnel and students will evacuate the building.

Tornado: A continuous hi-lo tone will sound throughout the building. Staff member will move students to designated safe areas.

FIELD TRIPS/EXTRACURRICULAR ACTIVITES

While all students are encouraged to participate in field trip activities, the following requirements must be met:

- The student must maintain a passing average in all subjects.
- The student must be current on their assignments.
- The student must meet the school's attendance policy.
- The student must exhibit good behavior prior to the trip/activity.

All field trips require a signed permission form in order for a student to attend the event. All students must ride the bus to the activity. A student may ride home from the event with their parent, guardian, or lawful custodian personally gives written permission to the supervising teacher.

GRADING SYSTEM

Intermediate Elementary

A+	98 - 100	B+	87 - 89	C+	77 - 79	D+	67 - 69
A	93 - 97	B	83 - 86	C	73 - 76	D	63 - 66
A-	90 - 92	B-	80 - 82	C-	70 - 72	D-	60 - 62
						F	59 & Below

A	Excellent Progress	D	Below Average Progress
B	Above Average Progress	F	Failing (No credit)
C	Average Progress	I	Incomplete

** An Incomplete becomes an "F" if work is not completed within a two (2) week period at the end of a grading period.

The Honor Roll is a special recognition for academic achievements. The Superintendent's Honor Roll will include students with all "A's" in their academics. The Principal's Honor Roll will include students with all "A's" and "B's" in their academics. Honor Rolls will be announced each semester.

Early Learning Center

PreK & Kdg:

1st and 2nd

S - Satisfactory	A - 90-100
P - Progressing	B - 80-89
N - Needs Improvement	C - 70-79
U - Unsatisfactory	D - 60-69
	F - 59 and below

Parents and guardians can monitor their child's grades online. Your child has been assigned a unique pin number and password in order for you to access our STI home plus computer system. You may obtain this pin number and password at the IE office. If you have any questions about the operation, please contact the school office at 478-2465.

Parents/Guardians may access the Fort Gibson Public School District's Report Card online at www.ftgibson.k12.ok.us under the General Info tab.

GUM

Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and costly repairs. Our school has a three-part policy that governs the use of gum during school hours. 1) NO GUM! 2) NO GUM! 3) NO GUM! Students are expected to comply with all aspects of this policy.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying of students by other students, personnel, or the public will not be

tolerated. This is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities.

Harassment/bullying may include, but is not limited to, the following:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the students
- Unwelcome physical contact

Students are encouraged to report any harassment immediately to an adult staff member.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

HOURS

Office Hours: 8:15 - 3:55
School Hours 8:45 - 3:30 (Wednesdays 8:45 – 2:30)

ILLNESS OR INJURY

In case of illness or injury a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital.

Remember an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

****Should a phone number change, please notify the school secretary.**

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school grounds will only be granted upon written request from the student's parent or guardian. The parent or guardian must sign the student out in the office if leaving during the school day. Also, if a student has a different schedule for leaving school, directions should be given to the office through a written or verbal request by the parent or guardian.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the lost and found box. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. *Please label coats, lunch boxes, and backpacks.* At the end of each semester, unclaimed items will be donated to charity.

MEDICATIONS

The policy of Fort Gibson Board of Education requires that a parent or guardian must bring all medication to school and complete a medication form which is available in the office.

- a. Prescription medication must be in the original container with prescription label indicating: the student's name, drug identity, dosage instructions, doctor's name, and prescription date.
- b. Non-prescription medication must be in the original container.
- c. All medication should be taken to the school office by a parent or guardian.
- d. Medication brought to school by a student will not be administered.
- e. Students must have a written note on file from their physicians to keep medication with them, such as inhalers and diabetic supplies.
- f. Medication will not be sent home with the student. It must be picked up by a parent or guardian.

MOMENT OF SILENCE

School districts must observe one minute of silence each day during which students may "reflect, meditate, pray or engage in other silent activity" that is not disruptive to the classroom. (Senate Bill 815)

NUISANCE ITEMS

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with the school procedure. Head phones, electronic devices for non-academic purposes, and games, toy guns and knives, trading cards, water guns, skateboards, finger boards, laser pens, etc. are considered “NUISANCE ITEMS” and should NOT be used at school during the academic day. All such items will be confiscated and the student will be referred to the office. The student may pick up the confiscated item from the main office the last day of the school term. Parents may come to the office at any time to reclaim any confiscated item.

NURSE

The school nurse is responsible for the maintenance of health records, routine health checks, and parental contact concerning health problems, care of minor injuries, and assist in vision and hearing screening. Please be sure to contact the office if your child has any unusual health problems. Please call the school office if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children.

PLAYGROUND RULES

- Stay within the boundaries on the playground and away from the pine trees by the baseball field.
- Only one person to a swing. No jumping out of swings. You must swing forward and backward sitting at all times. Students are not to push others using the swing.
- Slide down the slides. Do not walk up the slides. Go one at a time. Do not swing off slide.
- Do not throw rocks or gravel.
- Only one student allowed on each end of the teeter-totters. Face each other and no jumping off.
- No standing on top of monkey bars or jungle gym bars.
- Do not go to cars, into the street, or into the school building without a teacher’s permission.
- Soccer, football, and basketball will be allowed as long as there is no rough play or fighting about fairness.
- **CHILDREN ARE NOT TO BRING PERSONAL BELONGINGS WITHOUT PERMISSION FROM THE TEACHER.** The school is not responsible for personal items, such as headphones, radios, toys, etc. Personal items brought to school may be lost, broken, loaned or stolen.
- Quietly line up before entering the building.

PLAYGROUND SUPERVISION

School staff will supervise the playground during recess times. The playground is not supervised before or after school, and students are expected to leave for home immediately following dismissal.

P.T.O.

The P.T.O. (Parent Teachers Organization) has been involved in improving our school. All parents are urged to actively participate.

REPORT OF ACADEMIC PROGRESS TO PARENTS

Grade reports are issued following the completion of each trimester. Please carefully review your child's progress and contact the school if you have questions regarding grades.

Parents may be asked to come to school for a conference. In addition to this, if a student is doing exceptionally good work in some subject or subjects, the parents will likewise be notified. It is hoped that with students, parents, and teachers working together, failures will be reduced to the minimum and good work will be increased.

Parent/teacher conferences are scheduled during the fall and spring. The parent's attendance at conferences is very important. Parents may request a conference with their child's teacher anytime during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

Parents and guardians can also monitor their child's grades online. Your child has been assigned a unique pin number and password in order for you to access our STI home computer system. You may obtain this pin number and password at the IE office. If you have any questions about the operation, please contact the school office.

The Fort Gibson Public School District report card is available online at our school website; www.ftgibson.k12.ok.us under the general information tab.

SCHOOL SEARCHES

70 O.S. §24-102 states, "pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search."

SEARCH OF STUDENT FOR POSSESSION OF ILLEGAL SUBSTANCES, WEAPONS, RELATED ITEMS

Authority is given to school administrators to conduct a search of any student or property in the possession of a student on 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:

- (a) Dangerous weapons
- (b) Controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substance Act.
- (c) Intoxicating beverages
- (d) Non-intoxicating beverages as defined by Section 163.27 of Title 37 of Oklahoma Statutes.
- (e) Missing or stolen property if said property could be reasonably suspected to have been taken from a

pupil, a school employee or the school during school activities.

SCHOOLWORK

Daily school work is important. It is an extension of the learning that takes place in school. Most homework is daily work that was not completed at school and must be turned in. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. If not turned in, the assignment may earn a 0% and the student may be required to complete the assignment. When a teacher assigns a specific homework project, it is expected to be completed.

All work missed during a period of absence may be made up, with the exception of absence due to truancy. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher.

Homework assignments need to be requested by 11:00 a.m. to be picked up after 3:00 p.m. the same day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. The student shall have one school day for each day of absence to make up the work missed.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Fort Gibson 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 volunteers 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 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. Specific Prohibitions

A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support personnel or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 3. The school district is not concerned with the off-duty conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators’ judgment and common sense in meeting the requirements of the federal law.
 - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the students’ 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.
 - 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. 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.

SUPPLIES FOR SCHOOL

Each teacher will furnish his/her students with a list of supplies needed for the semester/school year. These supplies are modestly priced and easy to obtain. Teachers may request additional supplies throughout the year.

SWIMMING (Intermediate Elementary Only)

Third grade through fifth grade students participate in a swimming program. Swimming is an instructional class where attendance and participation are encouraged.

Supplies:

The following supplies will be needed for your swimmer:

- a. Appropriate swim wear for boys – swim trunks, Speedo, or hemmed shorts.
- b. One-piece swim suits for girls.
- c. Towel
- d. Plastic tote bag to carry swim clothes. **Note: plastic bags used by Wal-Mart, Harps, etc. are not sturdy enough to be used as a swim bag.**
- e. *Note: If student does not secure wet clothing items in a waterproof plastic bag separate from textbooks, textbooks may be damaged causing student to be responsible for purchase of damaged textbooks.*
- f. Goggles are not required but nice to have especially for lap swimming.
- g. **No glass containers are allowed in the pool area or dressing room. This includes glass bottles containing colognes, perfumes, shampoos, etc.**
- h. Students are to wear their coats to the pool on cold days to avoid getting chilled on the way back from the pool.

** Do not ask to borrow a swimsuit and/or towel from the teacher. It is your responsibility to bring your swim clothes to class.

Class Activities:

The goal of our swim program is to give every child the opportunity to learn how to swim. Students will spend a lot of time on learning different strokes. They will also participate in other activities such as water safety, diving, water-basketball, water-polo, and other water games. Once a month students will have a free swim day (always a favorite with students).

Dressing out to swim:

- a. The dressing room is not playtime. The floors are slick and slippery when wet, so running, flipping towels at other students, throwing suits, etc. are handled as serious safety offenses.

- b. Shoes are not to be worn in the dressing room. Put shoes and socks on the shoe rack outside of the locker room. Put all clothes in a locker or on a hook so they do not get knocked off onto a wet floor.
- c. SHOWER before entering the pool. Last person out of the shower area must turn off all the showers.
- d. **NEVER enter the pool without a Lifeguard on duty. Walk out of the dressing room and sit on the bleachers until class is ready to start.**

Dressing when leaving swim class:

- a. You have 15 minutes to get dressed, put your shoes on, and seated on bleachers ready for loading on the bus.
- b. Shower quickly. Do not waste time in the showers.
- c. Use plastic containers only for shampoo and conditioner.
- d. Turn all showers off.
- e. The high school hall is off limits to swim class. Do not go upstairs or near the hallway unless given permission by swim teacher.

Swim grades:

The grading system is very simple. You must participate in order to receive a good grade. Swim grades for the semester are as follows:

	Grade
○ 100 % Participation in swimming	A
○ One - Two unexcused swim day(s)	A-
○ Three – Four unexcused swim days	B
○ Five - Six unexcused swim days	C
○ Seven - Eight unexcused swim days	D
○ Nine or more unexcused swim days	F

Remember, once your grade goes down, there is no way to make it up.

*The swim teacher realizes there are times when a student is not able to swim. A student **must** have a medical excuse from a doctor or a note from their parent excusing them from swimming. These excused absences will not affect students swimming grade. However, if you are excused four or more times for a grading period, a grade will not be issued to you as you have missed half or more of swim class for the grading period. You will receive a "NG" which means, "No grade - did not swim" on your report card.

Students not participating in swim

If you are not participating in swimming (excused or unexcused), you will be expected to sit quietly on the bleachers in the swimming area and use this time to study. You need to have homework or a book to read. Leaving the assigned bleacher area, talking and/or socializing will not be allowed. The swim teacher and assistant need their full, undivided attention on those students participating in the swim program. The teachers are there to guard the lives of the swimmers and cannot be distracted by problems that arise in the bleacher area by non-swimmers. Dressing rooms are off limits to non-swimmers. **Please be respectful and honor this rule.**

Posted Swimming pool rules:

- a. No gum chewing in the pool or on the deck area.
- b. No pushing or shoving anyone in the water.
- c. No glass objects of any kind in the pool area.
- d. No running on the deck.
- e. No dunking.
- f. No horseplay of any kind.

- g. Do not sit or hang on the lane lines or rope. Do not go over the lane lines or rope, instead swim under.
- h. No diving in less than 5 feet of water. **Diving is allowed only in the deep end of the pool.**
- i. No swimming in the diving area.
- j. No chicken fights in the pool.

These rules are posted for your safety and the safety of others. Please memorize them and abide by these rules.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival and early departures disrupt class and causes loss of instruction time. A student is considered tardy when they arrive after the first bell or depart school early. Three tardy arrivals or early departures or combination are equal to one half-day absence.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and workbooks are furnished for each student. If a book is lost, misused, or damaged beyond reasonable wear, the student will replace the book. This includes library books checked out by students.

Lost Textbook Procedure: If you lose a textbook, report the loss to the teacher who issued that textbook. The teacher will provide information concerning any lost book(s) that have been issued to your child. Payment for the lost book must be made prior to issuance of the next report card. If you have paid for a lost book and it is found, bring the book to the office. You will be given a refund for payment made provided the returned book is not misused or damaged beyond reasonable wear.

TUTORING

Before and after school tutoring is available for students. Contact the office for dates and times.

VALUABLES

Fort Gibson Public Schools will not be responsible for the loss or replacement of any item lost or stolen while the student is enrolled at Fort Gibson Schools. Any item of value should not be brought to school.

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property may result in suspension from school. The school requires that damage be paid for before a student is allowed to return to class.

VIRTUAL DAY

The Fort Gibson School district recognizes that the best education possible is with students in class with our teachers. However, a “virtual day” has proven to be a viable option when poor weather conditions

make attendance not possible. Our school district as adopted this innovative approach to making up missed time from school due to bad weather.

In the event of school being called off, Fort Gibson Schools will:

- Notify parents via our “calling system” that school will be closed. School closings will also be announced on local news stations. Students will follow our virtual curriculum.
- Students will have online assignments or pre-assigned packets.
- Students are required to “engage with their teacher at some point during the day via a Learning Management Platform (LMS), *ScootPad*, IXL, online, email, phone, or text.
- Students will be required to complete all assignments and turn them in electronically or in person on the first day back at school.

The missed day will count as a “student present for school “day if the student does two things:

1. Contact their teacher during the day via LMS, ScootPad, IXL, online, email, phone or text and
2. Complete the assignment(s) from their teacher(s) while away from school and either post their assignment on LMS or turn the assignment in the next school day to their teacher.

VISITORS

Students are not allowed to bring friends or relatives with them to school. Students being checked out during the school day will be called to the office. All visitors will be assigned a badge to wear after checking in at the office. For your child’s safety, all visitors are required to report to the school office upon entering the building. Local police will be called if a person or persons refuse to leave school property when asked. Trespassing charges will be filed if the police are forced to remove the person or persons from school property.

WALKING STUDENTS

Students who walk to school should come straight to school. Remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride with a stranger.

WEAPONS

Students are not allowed to bring weapons, such as guns, knives, etc., to school. Any student in possession of a dangerous weapon is in violation of school policy and the following steps will be taken:

1. The item in question will be confiscated.
2. Parents/guardians and law enforcement officials will be notified.
3. Investigation of incident may result in the suspension of the student for one full calendar year or longer.

WEB ADDRESS

The Fort Gibson Public Schools web address is: www.ftgibson.k12.ok.us

WITHDRAWALS

The parents of any student who is withdrawing during the school year should complete an application for withdrawal. Students who will be permanently withdrawing from school should have a parent notify

the office at least two (2) days prior to the student's last day at school. All classroom books, library books, fines, etc. must be turned in or paid before the withdrawal can be completed. Parents are required to come to the office to sign the withdrawal before school records can be released. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

PARENTAL INFORMATION

ASBESTOS STATEMENT

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed the re-inspection of our buildings that contained asbestos building materials. As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

DIRECTORY INFORMATION

The Fort Gibson School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent.

1. The student's name, address, telephone listing, and electronic mail address
2. The names of the student's parents
3. The student's date and place of birth
4. The student's class designation (i.e. first grade, tenth grade, etc.)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he or she enrolled in the Fort Gibson School District.

After the parents or eligible students (over 18) 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.

At the end of the two-week period, the records custodian to indicate the items the district will designate as directory information about that student will appropriately mark each student's records. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

DISTRICT EMERGENCY RESPONSE PLAN

Fort Gibson Public Schools has developed an Emergency Response Plan for the District and each site. The Emergency Response Plan is reviewed and updated each year by a committee composed of various

emergency responders and agencies. The Emergency Response Plan is built on the framework used for the National Incident Management System (NIMS) framework plus local protocol recommended by the Muskogee County Emergency Response team. Anyone wishing to review the plan may do so by visiting the district administration building during normal office hours in the office of the Assistant Superintendent. Please call 918-478-2474 for an appointment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) 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 is inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for 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 disclosures without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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 District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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
600 Independence Avenue, SW
Washington D.C., 20202-4605

Please call Melissa Morris, Fort Gibson Public Schools, Special Services Director, at 478-4084 for further information.

FORT GIBSON PUBLIC SCHOOLS INDIAN EDUCATION

Fort Gibson School District receives funding from two sources for Indian Education. Each program provides different services for our students, staff, and community. Below is a brief description of each program and how it supplements the needs of our district.

JOHNSON O'MALLEY PROGRAM

Contact: Karen Gillispie (918-478-3078); Derald Glover (918-478-2474)

Hours: 8:00 a.m. - 2:30 p.m., Monday through Friday (Karen Gillispie at Intermediate Elementary)

Purpose: To serve JOM eligible Native American students enrolled in Fort Gibson Public Schools who have their own Certificate of Degree of Indian Blood card

Services:

- 1) Provide required classroom supplies, special classroom supplies, fees and dues, and Seniors' caps and gowns
- 2) Reimburse ACT or SAT fees and/or school-related dues and fees
- 3) Special presentations in Native American culture, heritage, history, and arts and crafts to students and staff in Fall and/or Spring of school year
- 4) Cultural Resource Materials at Cultural Center in North Education Building for use by students, teachers, and parents

TITLE VI PROGRAM

Contact: Scott Farmer (918 478-2474)

Hours: 8:00 a.m. - 3:30 p.m., Monday through Friday

Purpose: To serve Indian students enrolled in Fort Gibson Public Schools who are identified

by parents as being Native American when they complete and sign the Title VII Student Eligibility Certification form.

Services may include:

1. Tutoring - before/after school
2. Native American Cultural Instructor, for PreK-12 classes
3. Home/School Liaison at High School to assist students and parents with scholarship information, career information, and to encourage student attendance in order to increase graduation rates in the Native American student population
4. Attendance Clerks for the purpose of contacting parents of absent or tardy Indian students on a daily basis to encourage school attendance
5. Special presentations in Native American culture, heritage, history, and arts and crafts to students and faculty in Fall and/or Spring of school year
6. Four-Week Summer Program offering classes in Native American Culture, Reading, Math, Computers, Arts & Crafts, Swimming and field trips for students attending Fort Gibson Schools
7. Computer Lab in North Education Building for use by students
8. Native American resource materials at Cultural Center in North Education Building for use by students, staff, and parents.
9. Teacher Assistants at both elementary sites.

IMMUNIZATIONS / VISION SCREENING

OKLAHOMA STATE IMMUNIZATION LAW

According to Title 70 of the Oklahoma Statutes, Sections 1210.191-193, no minor child shall be admitted to any public, private, or parochial school unless the child can present certification from a licensed physician, or authorized representative of the State Department of Public Health, that shows that the child has received or is in the process of receiving immunizations against the designated diseases. These diseases include: diphtheria, polio, tetanus, pertussis, measles, mumps, rubella, chickenpox, hepatitis A and hepatitis B.

These vaccinations do more than protect children in a classroom. They protect the teachers, parent volunteers, visiting grandparents, and everyone else who enters the classroom or provides services to the school. School immunization laws also protect the entire community by helping to ensure widespread immunity to life-threatening diseases.

School immunization requirements are as follows:

5 doses DTP/DTaP/Td/Tdap	* 2 - 3 doses of Hep B
4 doses Polio (OPV)	2 doses of Hep A
2 doses MMR	1 Varicella

- Hepatitis B may be administered in a two (2) dose series to children 11 through 15 years of age. All other ages must receive three (3) doses of Hepatitis B vaccine.
- If a student had their fourth DTP after their fourth birthday, they are not required to have the fifth dose of DTP.
- If a student had their third OPV after their fourth birthday, they are not required to have the fourth dose of OPV.

VISION SCREENING

The parent or guardian of each student enrolled in kindergarten, first, or third grade at a public school in this state shall provide within thirty (30) days of the beginning of the school year certification to school personnel that the student has passed a vision screening within the previous twelve(12) months. Such screening shall be conducted by personnel listed on the statewide registry as maintained by the State Department of Health. Section 803.1. Vision Screening

EXCLUSIONS FROM SCHOOL

Good health is more important than a perfect attendance record. Therefore, any student will be excluded from school when exhibiting any of the following symptoms:

- Temperature 100 or greater
- Vomiting/diarrhea
- Any health problem the school nurse deems necessary that child needs to be sent home.

LEGAL CUSTODY

A parent or guardian who has legal custody of a child and does not wish the other parent to have access to the child must present proper legal documents to the principal to establish custody rights. Files will be appropriately marked to signify students that may not be accessed by certain individuals.

MEDICAID PROVIDER

Fort Gibson Public Schools is a Medicaid Provider. We will bill Medicaid for appropriate testing and related special education services such as Speech, Physical, and Occupational Therapies on behalf of our Medicaid eligible students. All information, electronic or other will meet FERPA and HIPPA guidelines.

PARENT COMPLAINT PROCEDURE

Any complaint/concern of a parent is to be handled using the following procedure. The complaint may be resolved at any step in the process outlined below.

- Parent makes an appointment with the teacher about the complaint. (Get the facts)
- If not resolved, the complaint will be turned over to the Building Complaint Committee.
- Parent may request a meeting with Principal and teacher to discuss the Committee result.
- Parent may request a meeting with Superintendent.
- Parent may request a meeting with the Board.

PARENT RIGHT TO KNOW

**Fort Gibson Public Schools
Every Student Succeeds Act – ESSA**

In accordance with Parents Right-to-Know requirement under *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from Ft. Gibson Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall

include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

[ESSA, Section 1112(e)(1)(A)(i)-(ii)]

- b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

[ESSA, Section 1112(e)(2)(A)]

- c) upon request, parents of an English learner may:

- Have the child immediately removed from an English Learner (EL) program; *[ESSA 1112(e)(3)(A)(viii)(i)]*
- Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; *[ESSA, Section 1112(e)(3)(A)(viii)(ii)]*
- Receive assistance in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity. *[ESSA 1112(e)(3)(A)(viii)(iii)]*

- d) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.

[ESSA, Section 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact the school principal at 918-478-4841 or 918-478-2465

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 have been implemented in the Fort Gibson School District with the Superintendent serving as the Public Information Officer.