

FORT GIBSON  
HIGH SCHOOL  
STUDENT  
HANDBOOK  
**2024-2025**

**Home of the  
Tigers!!!!**



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**FORT GIBSON HIGH SCHOOL**  
*“Empower Students To Achieve”*  
**500 SOUTH ROSS**  
**FORT GIBSON, OK 74434**  
(918) 478-2452  
[www.fortgibsonigers.org](http://www.fortgibsonigers.org)

### **Vision Statement**

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

### **Mission Statement**

Empower Students To Achieve!

## **HIGH SCHOOL HANDBOOK**

Students, we welcome you to Fort Gibson High School. Our desire is that this year will be an enjoyable experience. We want your personal and educational growth to be in a positive direction. You will learn necessary and useful skills for the future.

Fort Gibson Public Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

As a student of this school, you are expected to follow the rules that are established for the welfare of the entire student body. You are expected to follow the high school student handbook and conduct yourself properly. Be proud of your school. Take good care of it and feel free to make suggestions for improving it. The purpose of this handbook is to be a guide; however it may not cover every situation that occurs in high school.

Parents, you are cordially invited to visit at any time, and we sincerely hope that you will do so. We feel that with your cooperation this will be a successful year for your child. With your help, we will achieve our goals. We suggest that you acquaint yourself with the information contained in the handbook so you may be better informed concerning the policies and procedures of our school. However, as situations arise, changes/additions may be made to this handbook. Your student will be informed of any changes or additions.

Please keep this handbook throughout the 2023-2024 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!

High School Staff

*“Alone we can do so little; together we can do so much.”*  
**Helen Keller**

## **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.

## **VISITORS**

We welcome parents to visit the school. For the safety and security of our students and staff, we require all visitors to "check-in" at the front office and receive a visitor's badge.

## **TELEPHONE**

The office phone is *off-limits* to students *except in an emergency*. Messages will be taken by the office and delivered to students before they leave school. Students will NOT be excused from class to use the telephone except in case of an emergency.

## **CLOSED CAMPUS**

The high school has a closed campus policy. Students are not to leave the school grounds at any time without authorization. Parents who pick up their student for appointments or illness between the hours of 7:55 a.m. - 2:40 p.m., must sign their student out in the main office.

## **MOMENT OF SILENCE**

SB815 signed into law on May 31, 2002, requires districts to observe one minute of silence each day during which students may "reflect, meditate, pray, or engage in other silent activity" that does not disrupt classrooms.

## **INSURANCE**

All students participating in activities sponsored by the Oklahoma Activity Association must provide proof of insurance coverage or purchase the student policy that is provided by an independent agency. The Fort Gibson School district does not provide insurance for any student involved in a school activity.

## **SCHOOL WEBSITE**

Visit our website [www.fortgibsonigers.org](http://www.fortgibsonigers.org) or click on the school facebook page for valuable information about activities and events that are occurring during the school year.

## **INCLEMENT WEATHER**

When weather conditions exist which would make it hazardous for students to get to school safely, students and parents should listen to the television or local radio stations for school closing. **Fort Gibson Schools also has the Alert Now system in place that will inform parents of school closings. PLEASE DO NOT CALL THE SCHOOL.**

## **FOOD OR DRINK**

*Food or drink will be permitted on a teacher by teacher basis.*

## **JUNIOR-SENIOR PROM** (March 29th, 2025)

Students attending the prom will adhere to rules and regulations that have been developed by the district.

1. A minimum of two class sponsors will attend.
2. A minimum of 4 class-parent sponsors will attend.
3. The Junior Class is to stay within the amount of money raised
4. The prom location needs to be in an area that can be secured.
5. Sponsors or school personnel will monitor the entrance and exit.
6. A junior will be required to purchase a ticket. A senior must meet the requirements of the Senior sponsors. All attendees must purchase a ticket by the date designated by the sponsors. Fort Gibson students must use school identification for purchase and entrance to the prom.
7. Fort Gibson students and guest who owe money or equipment to the school or an organization in the school will be required to pay those debts prior to the day of prom to attend.
8. There will be no refunds given on tickets purchased for the prom.
9. One guest may be invited, provided he/she is escorted to the Prom by the person inviting the guest. The guest must meet the following requirement:
  - ALL guests must be from Fort Gibson Schools and must be a sophomore junior or senior
10. All attendees and guest will need to have a ticket, required identification, and be on the attendee list and each attendee will be checked at the door. Guest must enter with the junior or senior who purchased their ticket.
11. Students who are under suspension or attending alternative school due to disciplinary reasons at the time of the Prom will not be allowed to attend. They will not receive a refund for any tickets purchased by the student. Fifth year seniors may not attend as a senior.
12. No smoking or use of tobacco allowed. Tobacco will not be permitted at the Prom.(E cigarettes included)
13. No drinking of alcoholic beverages or use of drugs will be tolerated before or during the Prom.
14. Attendees suspected of having consumed alcoholic beverages or using drugs before Prom will not be admitted.
15. Breathalyzers, metal detectors, drug dogs, and police officers will be present before and during the Prom to assist in identifying any possible violations of tobacco/alcohol/firearms rules.
16. Once an attendee leaves the Prom, he or she will not be readmitted. (Please remember cameras, photo, money, etc before entering)
17. Any disciplinary problems that occur during the Prom will be handled by the school. The attendee will be asked to leave the Prom immediately. Students will be responsible for their guests and for all actions taken by their guest during the Prom.
18. Appropriate dress is required. Jeans, shorts, combat boots, and tennis shoes are not acceptable dress for this occasion. Only dress black, non-faded, pressed jeans will be allowed. Dresses must be an appropriate length and may not have gaps greater than one inch in the design of the dress. If any doubt, please seek approval from the sponsors. If attire is considered inappropriate by the sponsors or administration, then the attendee may be asked to leave the Prom. Attire is to remain formal throughout the evening. Gentlemen may remove their jackets.
19. Attendees are allowed to wear dress hats. Attendees are asked to demonstrate manners by removing their hats when they are seated.
20. School administration has the authority to determine if attendees' actions are appropriate and safe and may request attendees to leave the premises who are conducting themselves in an inappropriate manner.
21. Rules are subject to addition at any time deemed necessary with administration approval.

## **LIBRARY GUIDELINES**

The library will be open from 7:45 a.m. to 2:45 p.m. during regular school days. Students are invited to use the library media center individually before or after school and during lunch or with permission from a teacher during class time. Books may be checked out for 10 school days and may be renewed 3 times. Students and teachers are urged to request books and materials they would like to see in the library. Students have the responsibility of using copyrighted materials, software, etc. appropriately. Before using the computers, students must have signed and returned the "Contract for Internet Usage". School assignments may be printed in the library. Students may use the Fort Gibson High School Library Media Center web page to research and access databases: <http://www.fortgibsonigers.org>. The cost of printed material when using the photocopy machine will be determined by the cost to the school and posted on the machine. For further information, contact Mrs. Kiersten Harrison, Librarian, at 918-478-2452.

## **SCHOOL ASSEMBLIES & ACTIVITIES**

Be attentive, enjoy the program, and express your appreciation at the proper time. **At sporting events Fort Gibson students should cheer for their team and refrain from being disrespectful to visiting players, teams, or fans.** Failure to do so could result in being banned from attending school activities and events for the remainder of the school year.

## **VALUABLES AT SCHOOL**

Students are not to bring money or valuables to school. Rings, watches, toys, video games, radios, or any valuable items will not be the responsibility of the school or its personnel. **Students involved in extra-curricular activities should use lockers and locks that are provided to safeguard their possessions.**

## **CHECK IN/OUT PROCEDURE**

Students who arrive late or return from an appointment must check in at the high school office before going to class. The student will need to present an admit to the teacher for the classes missed. Parents planning to pick up a student between 7:55 a.m. and 2:40 p.m. need to sign their student out in the office. **Students are considered truant when they leave school without permission from the office and will receive a zero for each period missed.**

## **STUDENT WITHDRAWAL PROCEDURES**

Students who will be permanently withdrawing from Fort Gibson High School should have a parent notify the attendance office by phone or written notice at least two (2) days prior to the student's last day at school. All classroom books, library books, uniforms, instruments, 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.

## **BEFORE SCHOOL**

Students are encouraged to arrive at the building no earlier than 7:45 a.m. Upon arriving on campus, ninth grade students should report to the North Education Building. All other students should report to the High School.

Students are not to wait in front of the cafeteria before 7:30 a.m. When the cafeteria opens at 7:30 a.m., students may walk to the cafeteria. Students are not to wait in the cafeteria for other students to finish eating before proceeding to their assigned areas. Students are not to be in the cafeteria unless eating breakfast.

## AFTER SCHOOL

Students are to leave the campus immediately after dismissal at the end of the day unless they are participating in supervised activities. Students are to leave the building by 3:00 pm if not working for a teacher. Any student not riding a bus, who has not been picked up by 3:00 p.m., must report to the high school office. All students riding buses are to load immediately and remain on the bus.

## ILLNESS OR INJURY AT SCHOOL

Office personnel will contact the student's parent/guardian if the student needs to go home or if medical attention is required. It is vitally important that we have emergency numbers on file so we may reach you in an emergency. This includes all numbers possible, such as home, work, pager, cellular, next of kin, etc. **Should a phone number change, please notify the school office.**

## ATTENDANCE POLICY

In accordance with the policy of the board of education, each high school student is required to attend each class a minimum of 90% of the time in order to receive credit for that class. A maximum of six days a trimester may be missed. Three tardies to a class will result in an unexcused absence. The following absences will not count against the ninety percent (90%) attendance requirement:

- (a) Only illness substantiated by a doctor statement.
- (b) Medical appointments (doctor, dentist, optometrist) substantiated by a doctor statement.
- (c) School related activities
- (d) Alternative placement

**Illnesses reported by parents, but not substantiated with a doctor's note, will count against the 90% attendance requirement or 6 days a trimester.** A doctor's statement of absences should be received in the office no later than **two (2) days** following the student's return to school.

## ATTENDANCE PROCEDURE (478-2452)

When absent for any reason, the student will need to do the following:

- (a) Have parent/guardian call the school on the morning of absence by 7:55 a.m. The **office opens at 7:30 a.m.** each day. All absences should be reported to the office on or before the day of absence. **Note:** A doctor's statement is required to be an excused absence for an illness.
- (b) If illness required a doctor's visit, bring a doctor's note to the office upon returning to school. **Note:** Faxes are allowed if received **directly** from doctor's office. Computer generated notes preferred.
- (c) If a phone contact was not made, bring a note to the office for the absence upon returning to school.
- (d) If the student was absent the previous day, the student should report to his/her first period at 7:50 a.m. and check with their first hour teacher to see if they will need an admit. If the student requires an admit, the student will obtain a hall pass from his/her teacher then proceed to the office to obtain an admit.

## MAKEUP WORK (DUE TO ABSENCE)

All work missed during a period of absence may be made up, with the exception of absence due to truancy. The attendance policy allows a student **one (1) day for each day of absence** to make up missed work when the student returns to school. ***This does not apply to self-paced online classes, such as E2020 coursework.*** For example, if a student is absent on Monday, he is given Tuesday to complete the make-up work which will be due on Wednesday. *It is suggested that parents ask for make-up work if the absence will extend for three days or more.* **Parents requesting homework should call the high school office before 7:55 a.m.** Students absent for a shorter period of time may obtain the assignments directly from the teacher when returning to class. *It is the student's responsibility to ask the teacher for necessary make up work.* If the

student is going to be absent for an extended time, please contact the office prior to the absence to work out details for completion of homework.

### **TARDIES**

Definition of Tardy: *A student is tardy if **not in his/her seat** in the classroom when the tardy bell begins to ring.* A student who is **more than fifteen (15) minutes late** for class will receive an unexcused absence for that class. **If you arrive at school after the 7:55 a.m. tardy bell, you must report to the office for an admit slip to class.** Excuses such as oversleeping, the alarm did not sound, ride running late, car trouble, flat tire, etc. **are not** excused for being tardy. You have sufficient time to change classes without being tardy. Students must report to their classroom teacher and request permission before going to the office, library, counselor, or to another classroom. **Three (3) tardies in a class will count as an unexcused absence. Tardies will accumulate on a per-classroom per-trimester basis.**

### **PARENT/TEACHER CONFERENCES**

Parent/guardian-teacher conferences are encouraged for the purpose of giving each person a better understanding of the student's needs. Conferences in regards to the student's academics or classroom behavior should be scheduled first with the child's teacher. With prior notification, teachers are available for conferences during their planning period. You may arrange for a conference with the teacher or your child's team of teachers by calling the counselor, assistant principal, or principal.

**Parent Teacher Conference dates: September 24th, January 16th, and March 27th. Time will be from 3:00-7:00 p.m.**

### **PARENT COMPLAINT PROCEDURE**

- (a) Parent must make an appointment with the teacher about the complaint. (Get the facts.)
- (b) The complaint will be turned over to the *Building Complaint Committee*.
- (c) Parent may request a meeting with the principal, teacher, and parent.
- (d) Parent may request a meeting with the superintendent.
- (e) Parent may request a meeting with the board.

\*\*\* Complaint may be resolved at any step in the process.

### **REPORT TO PARENTS AND GRADING SYSTEM**

Report cards will be issued within 5 working days after the end of the trimester. Students will be given progress reports periodically throughout the trimester. If at any time you have questions concerning your child's grades, please call the high school office to request a grade check or schedule a conference. The letter grades, A-B-C-D-F-I, shall be used to indicate the achievement of secondary school students in all instructional areas. The letter grades used indicate the following:

A = 90-100	B = 80-89	C = 70-79	D = 60-69	I = Incomplete
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The scales of grading are as follows:

- A Honor & AP Classes..... 5 points
- A Excellent Progress.....4 points
- B Above Average Progress.....3 points
- C Average Progress.....2 points
- D Below Average Progress.....1 point
- F Unsatisfactory..... No Credit

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



The Superintendent's Honor Roll will include students with a 4.0 or above GPA. The Principal's Honor Roll will include students with a 3.0 to a 3.9 GPA.

## **GRADUATION REQUIREMENTS**

- 4 Units of English
- 3 Units of Math (College Bound: Algebra 1 and above)
- 3 Units of Laboratory Science
- 3 Units of Social Studies (including)
  - 1 unit of American History
  - ½ unit of Oklahoma History & ½ unit of Government
  - 1 unit from World History, Geography, or Economics
- 2 Units of the same foreign language or 2 Units of computer technology
- 1 Additional Unit selected from the subjects listed above
- 1 Units of Fine Arts
- 10 Additional Units

**Total....27 Credits**

**\*\*Students must also complete Personal Financial Literacy, CPR Training, Pass the U.S. Naturalization test, take one Post-Secondary Opportunity Course (Jr. or Sr. year), and Complete District Portfolio Requirements (before April 1<sup>st</sup> of graduation year).**

## **GRADUATION HONORS**

### **Graduate of Distinction**

- Criteria 1: Highest ACT composite score
- Criteria 2: Minimum weighted GPA > 4.001
- Tie Breaker: Highest GPA

### **Graduate of Distinction**

Next highest scoring senior on above criteria

## **RED SCHOLAR HONORS**

All students with weighted GPA > 4.001 and 25 or greater ACT composite score (or work keys equivalent)

## **WHITE SCHOLAR HONORS**

All students with weighted GPA 3.5-4.00 and 22 or greater ACT composite score (or work keys equivalent)

## **ELIGIBILITY**

A STUDENT WILL NOT PARTICIPATE IN A SCHOOL SPONSORED ACTIVITY UNLESS HE/SHE ATTENDS SCHOOL ONE-HALF OF THE DAY OF THE ACTIVITY. Any student who participates in extra-curricular activities, field trips, or competitive events must meet the eligibility/attendance requirements set by the Oklahoma Secondary Activities Association. **Grades are checked weekly on Monday morning, this includes self-paced E2020 Courses.** A failing average in a class places the student on a one-week probation list. A failing average in that class or any other class the following week will place the student on the ineligible list until a passing average is obtained. The ineligible week runs from *Sunday* through *Sunday*. A student with two “failing grades” for a trimester automatically carries a four-week ineligible status. If students are ineligible or owe the school money, they may not go to other high school activities. **The Oklahoma Secondary School Activities Association only permits students to miss 10 academic days per school year to attend activities.**

## **TRIMESTER TESTS**

Trimester tests will be given on the final two days of the trimester. The trimester test shall be a cumulative assessment and assessed at a value of 10% of the cumulative grade. Students shall not be permitted to take trimester examinations earlier than scheduled for all students. Students who leave school before the end of the trimester must check with the counselor or principal to make up trimester examinations missed. Students may earn an exemption from their trimester test if the following criteria is met. Course Grade A and  $\leq 3$  absences, B and  $\leq 2$  absences, C and 1 or fewer absences. The only absences which will not count against this criteria will be school related. Any student who has been suspended during the year will not be eligible for the exemption.

## **CAFETERIA**

All students are encouraged to eat lunch. Reduced and free lunch forms will be available to students at the beginning of the year.

Parents may write a check for the month and deposit the money in the student’s 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 will not be allowed to charge meals. Students may also use cash. High School breakfast is \$1.75 and lunch is \$2.65. **Charge Policy:** \$5.00 Full Pay students, \$2.50 for reduced. There is also an “a la carte” line (pizza, chicken strips, fries, ice-cream.) The lunch card **may not** be used in the “a la carte” line, only cash. **Students are not allowed to take food from the cafeteria.**

## **FIRE AND TORNADO DRILL**

Fire and Tornado emergency procedures will be posted in each classroom and reviewed by each teacher. The following signals will be used:

- (a) **Fire:** A continuous signal tone through the intercom system indicating to vacate the building. All personnel are to evacuate the building.
- (b) **Tornado:** An all call on the intercom system. Each staff member will inform students of safe areas for their classroom or where to relocate.
- (c) **Intruder:** An all call on the intercom system will go to each room in the event of an intruder.

Drills are held at irregular intervals during the school year. Remember these basic rules:

- (a) Walk. Move quickly to a designated area.
- (b) No talking. Stay with your teacher.

## **PHYSICAL EDUCATION / ATHLETICS**

Each student is expected to participate fully in class activities. Extended non-participation from class must be supported by a physician's statement and/or conference with parent to discuss the circumstances for lack

of participation. All students enrolled in physical education/athletics will be required to dress in appropriate clothing for the class. Students that fail to dress out may be disciplined, assigned detention, grade lowered, and/or removed from class.

### **HALL PASSES/HALLWAY BEHAVIOR**

Courteous behavior in the halls while passing between periods is essential.

- (a) Keep hallway open to traffic by walking to the right. Do not block traffic by standing in groups. Do not run, purposely hit or bump other students.
- (b) Pass through halls quietly. Profanity or loud, boisterous conduct will not be permitted. Be considerate of others in the halls and corridors. Do not slam locker doors.
- (c) Discard trash in the containers provided. Keep the school clean by picking up the paper from the floors.
- (d) Leave the building within 5 minutes after dismissal unless under the supervision of a teacher.
- (e) Some hallways/areas will be assigned by grade level/class.
- (f) **Students must have a pass from their teacher to come to the office or library. Students in the halls during class time must have passes.**

### **LOCKERS**

**Students may not share lockers.** Students are responsible for maintaining their locker in a neat, clean condition with no stickers or writings. **Students are not allowed to change lockers without approval of school administration. The school will not be responsible for replacing or recovering items lost from lockers.** Students are to safeguard their combinations and not give them to any student. Lockers are school property and may be inspected at any time without notice to student. Students shall not have any reasonable expectation of privacy for the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers at any time. All students are allowed to go to their lockers during designated pass times. If a student has problems with his/her locker, report it to the teacher in the hall. If the hall teacher cannot help, go to class and report locker problem to your teacher. Locker number and combinations are assigned to each student.

The process for unlocking combinations is as follows:

- (a) Turn RIGHT two or more whole turns and stop at the first number,
- (b) Then turn LEFT one whole turn past the first number and stop at the second number,
- (c) Now turn RIGHT to the last number and open.

### **TEXTBOOKS**

Students are provided textbooks that are expected to last many years in the system. *When a student receives his/her textbooks at the beginning of the school year, his/her name and the teacher's name will be recorded in the appropriate place in the front of the book.*

Textbook prices are currently ranging from \$50 to \$70. Each student will be responsible for payment of textbooks lost or damaged while issued to them. Students will not be allowed to participate in high school student activities as long as money is owed for lost or damaged textbooks.

### **DRESS CODE**

Good grooming promotes pride and good behavior. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior that is instrumental to the learning environment. Good grooming is a cooperative effort of the school, parents, and students. Following the dress code will eliminate the necessity of correcting students for improper

dress. As situations arise, changes/additions may be made to this dress code. During the school year notification of a change will be made by intercom or bulletin.

**GARMENTS MUST BE OF APPROPRIATE LENGTH, CUT, AND/OR FIT TO MEET THE FOLLOWING REQUIREMENTS WHILE SITTING, BENDING, OR EXTENDING HANDS ABOVE HEAD. NO SKIN SHOULD BE SHOWING IN THE MIDRIFF/ABDOMEN AREA AT ANY TIME.**

- (a) **Any clothing** with the following may not be worn:
  - 1. Inappropriate or excessive tears, holes, frays, or scraps
  - 2. Spaghetti straps, half, tank, halter, or tube tops
  - 3. Graphics or lettering which display put downs, scantily clad individuals, skulls or violence, suggestive sayings or comments, confrontational language/pictures which are suggestive, obscene, vulgar or refer to alcohol, tobacco, gangs, sex, or drugs are not acceptable on clothing or accessories (tattoos included).
  - 4. No dress or attire will be acceptable that shows disrespect to the American flag, groups, and individuals.
- (b) **Skirts/dresses/pants/capri pants and shorts:** The skirt, dress, capri pants or shorts (including the slits) shall not be conspicuous or indecent while sitting or standing and must be within 3 inches from the top of knee when worn at the waist-line.
  - 1. Form-fitting, stretch material may be worn if an appropriate top is worn over them.
  - 2. Sagging pants, pajamas, pajama style bottoms, and pants/skirts with writing on the seat may not be worn.
- (c) **Tops:** Any shirt, blouse, sweater or dress, shall not be indecent and must meet the following conditions:
  - 1. There must be a single top with at least **3 inches** of continuous fabric on the shoulder. Tank tops and muscle shirts may be worn over regular clothes, but not as a primary garment. Sleeve openings must not expose the torso or undergarment.
  - 2. Sleeves may not be tucked under at the shoulder and must be hemmed.
  - 3. Bare midriff or abdomen, low cut neckline, showing cleavage, off the shoulder, or bare back tops may not be worn. Thin, see-through, tight-fitting clothes and mesh may not be worn.
  - 4. Shirts and blouses must be buttoned.
- (d) **Shoes:** Shoes must be worn at all times. All styles of street shoes are acceptable, but no house shoes or shoes with rollers.
- (e) **Accessories:** Examples of accessories that are not acceptable include the following:
  - 1. Hats, ball caps, head scarves/bandannas, sweatbands, armbands, leg bands, or blankets.
  - 2. Hoods on jackets may not be worn inside the building.
  - 3. Sunglasses or non-prescription glasses may not be worn inside the building.
  - 4. Chains and sharp jewelry may not be worn.
  - 5. Any other conspicuous or distracting accessories.
- (f) **Make-Up:** Conspicuous or distracting make-up or facial decorations are not acceptable.
- (g) **Hair:** Hair must be clean, neatly groomed and worn in a style that is not conspicuous or extreme.

**Enforcement of Dress Code:** Provisions of the dress code are applicable to the school day and to school-related activities. Interpretation or clarification of the dress code will be by the principal or designee. The building principal for a specific school-related activity may authorize exception or modification of a provision of the dress code.

## STUDENT CODE OF CONDUCT

All students are expected to follow the Student Code of Conduct and demonstrate good character while at school and attending school activities. The following is the Student Code of Conduct:

### District Classroom Expectations

1. Bring pencil, books, and all needed material to class everyday.
2. Be in your seat when the tardy bell rings.
3. Keep hands, feet, books and objects (HFBO) to yourself.
4. No profanity, rude gestures, cruel teasing or put-downs.
5. Follow directions.

### District Procedures

1. Students will begin board work immediately upon entering class.
2. Students will direct their attention at the teachers signal.
3. Students will address adults with “Yes Ma’am/Sir, or No Ma’am/Sir.”
4. Students will remain in seats until the teacher dismisses them from class.
5. Students will learn the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship (TeRRiFCC).

### Students are expected to refrain from:

- (a) Defying the authority of any school personnel
- (b) Behaving in a manner that interferes with the learning process of other students
- (c) Cheating (to copy someone’s work without the teacher’s permission or to allow your work to be used without the teacher’s permission is to enable someone to cheat)\*
- (d) Harassment, bullying and/or hazing
- (e) Chewing gum, candy, mints, and/or foreign objects
- (f) Leaving high school grounds without permission.
- (g) Displaying affection (necking, kissing, holding hands, etc.) during school
- (h) Using profanity, vulgar language, or obscene gestures.
- (i) Fighting or physical/verbal assault to students or staff
- (j) Stealing (the taking of anything that belongs to another)
- (k) Having or riding a skateboard on school property\*\*
- (l) Possession/use of any type of tobacco products, matches, lighters, or E-cigarettes.
- (m) Selling, giving, possession, delivering or being under the influence of illicit (to include prescription and/or over the counter) drugs/controlled substance
- (n) Defacing school property or the property of others (vandalism)

These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior.

\* **A student cheating on any assignment will receive a zero and a detention. The student whose paper was used will also receive a detention.**

\*\* There will be no skate boarding or skate boards allowed on Fort Gibson Public School property. This includes all school sites. Violators will be considered trespassers and will be ticketed. Additionally, violators may lose activity privileges.

Any student not following the student handbook will receive disciplinary action in accordance with school policy and applicable state laws.

## DISCIPLINE

One of the goals of Fort Gibson High School is to provide an orderly, safe school climate. The Fort Gibson Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing some norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district.

Several types of disciplinary action **may** be used in Fort Gibson High School.

- (a) Warn student (verbally and/or written)
- (b) Remove from class, hallways, or group
- (c) Written assignments
- (d) Conference with parent
- (e) After school detention (2:45 p.m. to 4:30 p.m.)
- (f) Morning detention (7:00 a.m. to 7:50 a.m.)
- (g) Saturday detention (8:00 a.m. to 12:00 noon)
- (h) Cafeteria Duty
- (i) Probation
- (j) Loss of privileges
- (k) Out-of-school suspension (short term)
- (l) Out-of-school suspension (long term)
- (m) Financial restitution
- (n) Refer to other social agencies (D.H.S, Drug Agencies, Juvenile Services)
- (o) Law enforcement agencies (local, state, federal)
- (p) Community/school service
- (q) Alternative placement

## CELL PHONES

Students may possess cell phones on school property during the school day. However, students may only use their cell phone during passing periods and at lunch. Cell phones, earbuds, and other wireless communication devices will not be allowed during instructional time. Laptop and Chromebook computers are the only acceptable learning devices in the classroom. Instructional time begins when the tardy bell rings and ends when class is dismissed each period.

The following actions will be taken when a cell phone infraction occurs in the classroom:

- The student will be told to put their phone away and they will receive a discipline referral. (1st Offense - 2 days of lunch detention, 2nd Offense - Morning or Afternoon Detention, 3rd Offense - Saturday School)
- If a student refuses to comply, they will be referred directly to the office and will be required to turn their cell phone into the office. The cell phone will be returned to the student at the end of the instructional day.

Anytime a student leaves class, they will be required to leave their phone in the classroom. Students caught using their phone outside of the classroom during instructional time will be referred directly to the office, will receive a discipline referral, and will be required to turn in their phone for the remainder of the day.

- Cell phones shall be turned off in locations deemed "private areas". These areas include restrooms, changing rooms and locker rooms. Audio/video recording and camera features are strictly prohibited in these areas. **Violation of these rules will result in disciplinary action.**

**FORT GIBSON HIGH SCHOOL  
DISCIPLINE POLICY**

**Consequences will be determined by the severity of the student’s behavior. The consequences may be any of the following between the minimum action and the maximum action:**

Parent conference, After school detention, Morning Detention, Saturday Detention, Corporal Punishment, Probation, Financial Restitution, Refer to Law Enforcement Agencies, Community/School Service, Out-of-School Alternative Placement, Alternative School, or Out of School Suspension. Repeating misconduct is insubordination or willful disobedience. Revised 5/4/11.

<u>Infractions</u>	<u>Minimum Action</u>	<u>Maximum Action</u>
1. Unexcused tardiness	See below	
2. Disruption of class or assembly	School Conference	Suspension
3. School Activities misconduct	School Conference	Suspension
4. Lunchroom misconduct	Cafeteria Duty	Suspension
5. Bus misconduct	----- Refer to Bus Conduct Policy -----	
6. Negligence in completing class-work	School Conference	Suspension
7. Truancy (cutting class or leaving school)	Saturday Detention	Suspension
8. Tobacco on school grounds	1 <sup>st</sup> -3 days suspension 2 <sup>nd</sup> - 20 days Suspension 3 <sup>rd</sup> – Long Term Suspension (Must Pay Fine To ABLE Commission)	
9. Drugs or Alcohol possession (Illegal, Prescription, OTC)	Long-term Suspension	
10. Gambling	Saturday Detention	Suspension
11. Theft	Parent Conference and Restitution	Suspension
12. Assault- physical or verbal	Parent Conference	Suspension
13. Fighting	1 <sup>st</sup> - 3 days suspension 2 <sup>nd</sup> - Alternative School 3 <sup>rd</sup> –Long Term Suspension	
14. Vandalism	Parent Conference and Restitution	Suspension
15. Threats/Harassment/Bullying	Parent Conference	Suspension
16. Extortion	Short-term Suspension	Long-term Suspension
17. Refusal to obey school official/insubordination	Detention	Suspension
18. Profanity towards staff	Short Term Suspension	Long term Suspension
19. Profanity	Detention	Suspension
20. Electronic Devices	Detention	Suspension
21. Weapons	1 year suspension	
22. Dress Code Violation	1 <sup>st</sup> – Parent Conference/student must change or go home(absence considered unexcused) 2 <sup>nd</sup> – Saturday Detention 3 <sup>rd</sup> -- Suspension	

**TARDIES:**  
 3 TARDIES = SCHOOL CONFERENCE AND ONE DAY OF DETENTION  
 4 TARDIES = PARENT CONTACT AND TWO DAYS OF DETENTION  
 5 TARDIES = PARENT CONTACT AND ONE DAY OF SATURDAY DETENTION  
 6 TARDIES = PARENT CONTACT AND TWO DAYS OF SATURDAY DETENTION

AFTER 6 TARDIES A CONFERENCE WITH PARENTS WILL BE HELD AND DISCIPLINARY ACTION WILL BE TAKEN.  
 SKIPPING MORNING & AFTER SCHOOL DETENTION= AUTOMATIC SATURDAY DETENTIONS  
 SKIPPING SATURDAY DETENTION= 3 DAYS SUSPENSION

## **DETENTION**

Students make choices every day. Choices have consequences. Detention is a consequence for not making a wise choice.

### **(a) Receiving and Returning Detention Slips**

1. The principal will write a detention based upon the action of the student.
2. The office will assign the detention date on the soonest available detention day.

### **(b) Serving Detention**

1. Morning detention will be held on Tuesdays from 7:00 a.m. to 7:50 a.m. After school detention will be held on Tuesdays from 2:45 p.m. to 4:30 p.m. It is the responsibility of the parents to pick up their student at 4:30 p.m.
2. Saturday Detention will be held on Saturday morning from 8:00 a.m. to 12:00 p.m. Sometimes students will spend part of the mornings outside picking up trash throughout the campus, please remember to bring a jacket on cool mornings.
3. Detention is not for homework. Students will be given paragraphs to copy during detention.
4. Students must bring their own paper and pencil.
5. Students will not be allowed to sleep in detention.
6. Students will refrain from talking at all times. Cell phones will be turned off and put away.
7. Failure to arrive at the detention room on time may result in the student being assigned a tardy that may result in an additional detention.
8. Failure to attend detention on assigned date (no show) may result in the student being assigned additional detentions or suspension.
9. The breaking of any detention rule may result in the student being dismissed from the detention room by the detention supervisor. The student will be assigned an additional detention and/or corrective measures.
10. Students absent from school on an assigned detention day will serve their detention on the next available detention date.

## **NUISANCE ITEMS**

Problems arise each year because students bring articles that interfere in some way with the school procedures...Radios, head phones, electronic games, toys, trading cards, water guns, skateboards, finger boards, laser pens, rubber bands, etc. are considered "NUISANCE ITEMS" and should NOT be used at school. All such items will be taken and the student will be referred to the office. Parents may come to the office at anytime to reclaim any taken item. **Cell phones may be used at teacher's discretion, during lunch or passing periods. Violation of these rules will result in disciplinary action.**

## **ELECTRONIC COMMUNICATION 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 this 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.



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

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student on the premises of the public school, or while attending, or while in transit to, any event or function sponsored by the school when reasonable suspicion exists.

## **POSSESSION OF DANGEROUS WEAPONS IN SCHOOL**

In order to provide a safe environment for the students and staff of Fort Gibson Schools, this policy prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons. A dangerous weapon includes, but is not limited to, any knife, firearm, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimile of dangerous weapon. Students found in violation of this policy may be suspended for the maximum period authorized by law and may have criminal charges filed.

## **POSSESSION AND/OR USE OF TOBACCO PRODUCTS BY STUDENTS**

Use and/or possession of tobacco products, in any form, by the students is prohibited during such times students are under the supervision of the school staff, while on a school campus, while participating in a school activity, or while in transit by school transportation or under school supervision from school or any school function authorized by the school district. Students may not smoke on campus or the areas adjacent to the school property. Students who smoke on adjacent property before or after school are in violation of this policy. **This includes any E-cigarette devices.** Violators will be referred to ABLE Commission.

## **NARCOTICS, ALCOHOLIC BEVERAGES, & STIMULANT DRUGS**

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the school grounds during school or during a school activity, function or event. Students in violation of this rule could be suspended from school for the remainder of the trimester and the succeeding trimester if the incident occurs during the preceding trimester.

## **USE OF DRUG ENFORCEMENT DOGS**

Random searches will be conducted during the school year for illegal substances.

## **HARASSMENT / BULLYING**

Harassment/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:

- (a) Verbal, physical, or written harassment or abuse
- (b) Repeated remarks of a demeaning nature
- (c) Implied or explicit threats concerning one's grades, achievements, etc.
- (d) Demeaning jokes, stories, or activities directed at the students
- (e) Unwelcome physical contact
- (f) Cyber bullying on social media

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

## **HAZING**

Hazing will not be tolerated. Hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose in initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. Students in violation will be subject to disciplinary action.

## **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 are loaded on the north side of the high school campus. Students are expected to ride their assigned bus home in the afternoon. 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, etc. Permission must be obtained from the transportation director and/or the principal for students to ride a bus other than their regular assigned bus.

### **Guidelines 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.

Video and audio surveillance systems are being used to monitor student behavior and may be used to determine appropriate actions taken by the school authorities.

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.
19. Secondary students who must remain after 2:40 p.m. because of detention or other disciplinary action will not be allowed to ride the late 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:
  - a. School conference
  - b. Parent conference
  - c. After school, morning, or Saturday detention
  - d. Student report on bus rules and other disciplinary measures deemed appropriate
  - e. Loss of school privileges/activities
  - f. Suspension from the bus:
    - Suspensions from bus are progressive; 1 week, 2 weeks, remainder of school year
    - Suspension during the last 45 days of the school year may be carried over into the next school year.
  - g. Suspension from school

## **CARS, MOTORCYCLES, & BICYCLES**

Students must have proper license to operate at school. Vehicles must be in safe driving condition and must be parked in an assigned parking area. The speed limit in the school areas is 10 mph. No-passing zones and one-way streets should be observed. **Students should park their vehicles when they arrive at school and come into the building. Students are not to remain in their cars anytime during school hours. Vehicles are not to leave the parking lot during school hours. Car movement during athletic period is up to administration discretion.**

**Bicycles, ATV, Roller Blades, and Skateboards are not allowed to be in possession or ridden on school grounds.**

*Failure to follow parking lot guidelines could result in the loss of driving privileges on school campus.*

## **PARKING LOT GUIDELINES**

1. Visitors or parents picking up students in back parking lot need to first check that student out through the office.
2. Students will not loiter in the parking lot
3. Outgoing traffic will be monitored. Students must have an office pass to leave campus.
4. Students must park in lots designated for students.
5. Students park at their own risk (School insurance will not cover damage to vehicles).
6. Insurance verification and a valid tag must be in place and current.
7. Violation of any of the above guidelines could result in termination of driving on campus or fines for the student.
8. Career-Tech students will not be allowed to ride with other students from our campus without permission.
9. **Once the students arrive at school, they are to get out of their cars and come into the school building.**
10. **After the car is parked, students should not be in or around their car until the school day is over, unless they have permission from the office.**

## **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.
- 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 a student, it must be picked up by a parent or guardian.

## **SCHOOL HEALTH POLICIES**

Communicable Diseases: All communicable diseases should be reported to the school nurse or principal so that measures of control can be exercised. The Fort Gibson School District has in place an AIDS prevention education curriculum and materials for students in grades 5 through 12 with parental approval.

Immunizations: Oklahoma State Law requires that all minor students, before attending public, private, or parochial schools, must present proof of adequate immunizations. Contact the school nurse, 478-6403 or 478-3750, concerning questions about immunization requirements.

### **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 inter- 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 accessed by others for whom it is not intended.** E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

**Users of the services will respect all copyright and license agreements.** Copyrighted software, pictures, or music will not be downloaded for use that violates copyright laws. Staff, students, and the community must agree to attend an 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 provided 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 or 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, use vulgarities or 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, on-line 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.*

### **ASBESTOS INFORMATION**

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 478-2474 for an appointment.

## **MEDICAID PROVIDER INFORMATION**

Fort Gibson Public School 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.

## **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 educational records. These are:

- 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.
- The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

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, misleading or in violation of student rights.

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.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student participating in a school service program or 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 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.

**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 Ave., SW, Washington, D.C. 20202-4605
- Fort Gibson Public Schools, 500 South Ross, Fort Gibson, OK 74434 (918) 478-3734

## **INDIAN EDUCATION**

### **Johnson O'Malley Program**

Contact: (918-478-3078)

Purpose: To serve JOM eligible Native American students enrolled in Fort Gibson Public Schools who:

1. Have their own Certificate of Degree of Indian Blood OR
2. Have a parent who has a Certificate of Degree of Indian Blood card and can provide a certified birth certificate showing name of Indian parent.

Services:

1. Provide required classroom supplies, special classroom supplies, and caps and gowns for Seniors.
2. Reimburse ACT or SAT Fees and/or School-related dues and fees.
3. Presentations in Native American Culture, Heritage, History, and Arts and Crafts to Students and Faculty.
4. Tutoring - before/after school in Science, Social Studies, Keyboarding, and Phonics.
5. Resource Materials in Cultural Center for Students, Teachers, and Community.

Fee: None

Hours: 8:00 a.m. - 3:30 p.m. Monday through Friday (Scott Farmer - Admin. Bldg)  
10:30 - 2:30 p.m. Monday through Friday (- Intermediate Elementary)

### **Title VI-A Program**

Contact: Scott Farmer (918-478-2474)

Purpose: To serve students enrolled in Ft. Gibson Public Schools who are identified as being Native American.

Services:

1. Tutoring - Before/After School in Math, Reading, and Computers
2. 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 among Native American Students
3. Presentations in Native American Culture, Heritage, History, and Arts and Crafts to students and faculty.
4. Resource Materials in Cultural Center for Students, Teachers, and Community

Fee: None

Hours: 8:30 a.m. – 4:00 p.m., Monday through Friday.

## **DATA ON PERMANENT RECORD**

1. Full legal name (no nicknames), birthday and age
2. Achievement Test results
3. All trimester grades and activity credits

## **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, electronic mail address
2. The names of the student's parents
3. The student's date of birth 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, each student's records will be appropriately marked by the records custodian to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

### **PARENT RIGHT TO KNOW**

Fort Gibson Public Schools shall provide to the parents of any child upon request and in a timely manner the following information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Each site shall provide the parent:

1. Information on the level of achievement of the parent's child in each of the State academic assessments.
2. Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.

### **TITLE IX**

Scott Farmer is the district Title IX coordinator.

### **ADMINISTRATION**

Scott Farmer	Superintendent
Ben Pemberton	High School Principal
Chuck London	Assistant High School Principal/Athletic Director
Todd Friend	Middle School Principal
	Assistant Middle School Principal
Andrea Sifers	Intermediate Elementary Principal
Cheryl Hill	Early Learning Center Principal
Jodi Doke	Special Services 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.

## Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

### ***What is meningococcal disease?***

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

### ***Who is at risk from meningococcal disease?***

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

### ***How is the disease spread?***

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

### ***Is meningococcal disease dangerous?***

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

### **Signs and Symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

### ***How can meningococcal disease be prevented?***

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age),  
College freshmen who live in dormitories,  
Other people at high risk 11- through 55-years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

***Is the meningococcal vaccine safe?***

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

***Does the meningococcal vaccine work?***

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

***Does the meningococcal vaccine prevent all cases of meningitis?***

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

***Where can I get the vaccine for my son or daughter?***

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American,
- Or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

***Is this vaccine required to attend school in Oklahoma?***

This vaccine is not required to attend kindergarten through the 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

***Where can I get more information?***

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at <http://www.immunizationinfo.org/>



Oklahoma State Department Of Education



Oklahoma State Department of Health

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia.

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# **FORT GIBSON PUBLIC SCHOOLS**

500 South Ross  
Fort Gibson, Oklahoma 74434



Telephone (918) 478-2474

FAX (918) 478-8533

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## 2024-2025 HIGH SCHOOL CLASS TIMES

### H.S. REGULAR SCHEDULE      sch1

1 <sup>st</sup>	7:55-9:05	9:05-9:10 BELL BREAK
2 <sup>nd</sup>	9:10-10:20	10:20-10:25 BELL BREAK
3 <sup>rd</sup>	10:25-11:35	
LUNCH	11:35-12:10	
4 <sup>th</sup>	12:15-1:25	1:25-1:30 BELL BREAK
5 <sup>th</sup>	1:30-2:40	

H.S. students will load on buses on the north side of the campus

### H.S. ASSEMBLY SCHEDULE      sch2

1 <sup>ST</sup>	7:55-9:00	9:00-9:05 BELL BREAK
2 <sup>ND</sup>	9:05-10:10	10:10-10:15 BELL BREAK
3 <sup>RD</sup>	10:15-11:20	
LUNCH	11:20-11:55	11:55-12:00 BELL BREAK
4 <sup>TH</sup>	12:00-1:05	1:05-1:10 BELL BREAK
5 <sup>TH</sup>	1:10-2:15	
ASSEMBLY TIME	2:15-2:40	

### WED/ADVIS SCHEDULE      sch3

1 <sup>ST</sup>	7:55-8:48
2 <sup>ND</sup>	8:53-9:46
3 <sup>RD</sup>	9:51-10:44
ADVISORY PERIOD	10:50-11:15
LUNCH	11:15-11:45
4 <sup>TH</sup>	11:50-12:43
5 <sup>TH</sup>	12:48-1:40

## INDIAN CAPITAL TECHNOLOGY CENTER

### BUS SCHEDULE

	A.M.		P.M.	
<u>SCHOOL</u>	<u>DEPARTURE</u>	<u>RETURN</u>	<u>DEPARTURE</u>	<u>RETURN</u>
FORT GIBSON	7:40	11:20	11:40	3:00

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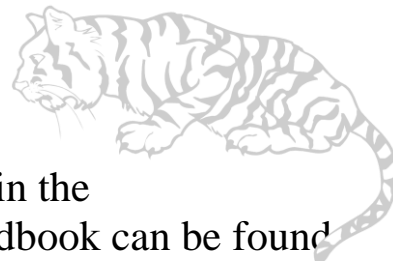
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# HANDBOOK

## SIGNATURE FORM

STUDENT'S NAME: \_\_\_\_\_, \_\_\_\_\_ GRADE: \_\_\_\_\_  
Print: Last First

DATE: \_\_\_\_\_



I have read/reviewed the policies and procedures outlined in the 2024-2025 Fort Gibson High School Handbook. This handbook can be found online at [www.fortgibsonigers.org](http://www.fortgibsonigers.org). Click on the link High School Student Handbook. If you would like a hard copy of the handbook please request one from the office.

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

Please return this form to your Advocacy teacher.  
Thank you.