

Tahlequah High School

Tiger Handbook

2011-2012

Jeff Thorne
Principal
918-458-4150

591 Pendleton
Tahlequah, OK 74464

Student Handbook Table of Contents

TAHLEQUAH HIGH SCHOOL

2011-2012

| | |
|--|---|
| Moment of Silence..... | 5 |
| U.S. Pledge of Allegiance..... | 5 |
| Academic Achievement Recognition..... | 6 |
| Aids Education Program..... | Policy 5127.....6 |
| Concurrent Enrollment..... | Policy 5250, 5253.....6 |
| Encore..... | 6 |
| Inactive Week..... | 6 |
| Oklahoma’s Promise..... | 6 |
| Grade Point Average and Class Rank..... | 6 |
| Grading Policy..... | Policy 5300.....6 |
| Graduation Requirements..... | Policy 5375.....7 |
| Health Services/Medication..... | Policy 6050, 6059, 6061, 6063, 6065, 6067.....8 |
| Homebound Students..... | Policy 5183.....8 |
| Miscellaneous Information in Counselor’s Office..... | 8 |
| Oklahoma Honor Society..... | 9 |
| Pre-Enrollment..... | 9 |
| Physical Education (HB 1601-Report to Parents)..... | 9 |
| Proficiency Testing..... | Policy 5305.....9 |
| Report Cards..... | Policy 5311.....9 |
| Schedule Changes..... | 9 |
| School Day for Students..... | Policy 5025.....9 |
| Special Education..... | Policy 5155.....9 |
| Transcript Requests..... | 9 |
| Semester Test..... | Policy 5313.....10 |
| Vocational Rehabilitation Services..... | 10 |
| ICTC..... | 10 |
| Extra Curricular Activities..... | Policy 6177.....10 |
| Activity Absences Policy/ Appeals for Exceptions..... | Policy 5005.....10 |
| Activity Fee..... | 10 |
| Athletics..... | 11 |
| School Colors and Mascot..... | 11 |
| Clubs and Organizations..... | 11 |
| Eligibility Rules-Scholastic..... | Policy 6175, 6177.....12 |
| Expected Behavior..... | Policy 6187.....12 |
| Participation in Activity Trip..... | Policy 6187.....12 |
| Student Responsibility to Performing Arts/ ActivityGroups..... | 12 |
| STUDENT INFORMATION | |
| Access to Student Records (FERPA)..... | Policy 6150.....13 |
| Bus Transportation..... | Policy 6109, 6111, 6113.....13 |
| Conduct of Surveys-PPRA..... | 13 |
| Bell Schedules..... | 13 |
| Calendar..... | 14 |
| Campus Buildings..... | 15 |
| Distribution and Posting of Materials..... | 15 |
| Emergency Procedures..... | 15 |
| Field Trips..... | Policy 5087.....15 |
| Food and Drink..... | 15 |
| Fundraising..... | Policy 6125, 6127, 6131.....15 |
| Gold Card Program..... | 15 |
| Grievance..... | Policy 6300.....15 |
| Bullying, Harassment, & Intimidation..... | Policy 6203.....15 |
| INOW HOME PORTAL..... | 16 |
| Lost/Damaged Textbooks..... | 16 |
| Lost or Stolen Property..... | 16 |
| Media Center..... | Policy 5083.....16 |
| Non-Discrimination Statement..... | Policy 6300, 4003.....16 |
| Nuisance Items..... | 16 |
| Open Records Statement..... | 16 |
| Parents Right to Know..... | 17 |
| School Pictures..... | 17 |
| Searches..... | Policy 6217, 6219.....17 |
| Trespassing..... | 17 |

| | | |
|--|--|----|
| Visitors | Policy 6325, 6326..... | 17 |
| Assemblies | | 18 |
| Attendance Policy and Procedures..... | Policy 6007, 6009..... | 18 |
| Exemption Policy..... | Policy 5314..... | 18 |
| Absence Explanation..... | | 18 |
| Attendance Office Procedures..... | | 18 |
| Closed Campus..... | Policy 6015..... | 18 |
| Cheating/Plagiarism Policy..... | | 18 |
| City of Tahlequah Ticketing/Citations..... | | 19 |
| Dances..... | Policy 6179..... | 19 |
| Discipline Policy..... | | 19 |
| Disciplinary Infractions..... | Policy 6250..... | 20 |
| Disciplinary Consequences..... | Policy 6251,6253, 6255, 6257, 6259..... | 21 |
| Dress Code/Enforcement | Policy 6200..... | 21 |
| Identification of Students..... | | 21 |
| Lockers..... | | 22 |
| Lunch..... | | 22 |
| Make Up Work..... | | 22 |
| Other School Campuses..... | | 22 |
| Parking/Automobile Use..... | Policy 6105..... | 22 |
| Protective Orders/Restraining Orders..... | | 22 |
| Public Display of Affection..... | | 23 |
| Truancy..... | | 23 |
| Senior Activities | Policy 5375, 5500..... | 23 |
| Sexual Harassment..... | Policy 6275..... | 23 |
| Sign In/Out Procedures..... | Policy 6015..... | 23 |
| Student Substance Abuse Policy..... | | 23 |
| Suspension / Appeal Procedures..... | Policy 6261, 6263, 6265, 6257, 6273..... | 24 |
| Tobacco, Alcohol, & Drugs Policy | Policy 6205, 6207, 6225..... | 25 |
| Unauthorized Departure from Campus..... | | 25 |
| Unauthorized Departure from Class..... | | 25 |
| Weapons/Dangerous Articles..... | Policy 6271..... | 25 |
| Wireless Communication Devices Policy..... | Policy 6229..... | 25 |

District I035 – Administrative Staff

Superintendent - Dr. Shannon Goodsell

Assistant Superintendent:

Lisa PresleyCurriculum and Instruction, Title IX Compliance Coordinator

Executive Directors:

Steve MerrillPersonnel; Grants and Federal Programs; ADA & Disabilities; Title VII Civil Rights; Religion, race, or ethnicity related policies Compliance Coordinator
Terry GarrettTechnology Director and Alternative School Coordinator

Board of Education

Tim Baker
Donna Tinnin
Hamid Vahdatipour
Luke Foster
Shannon Pinson

THS Administrators

Jeff Thorne, Principal
Garry Ferguson, Assistant Principal
Randy Underwood, Assistant Principal
Janell Meigs, Assistant Principal

Directors

Charles Cooper.....Athletic Director
Nancy Jones.....Special Education, IDEA / Section 504 Compliance Coordinator

Other Staff

Jennifer Nichols.....Principal’s Secretary
Tracey Guthrie.....Attendance, VP Secretary
Donna Matthews...Attendance, VP Secretary
Danna Reese.....Athletic Director’s Secretary
David Birchett.....Student Advocate
Dee Corn.....Receptionist
Rhonda Pruitt...Nurse
Bryan Swim.....SRO
Leah Matlock...Registrar

Handbook Committee

Katie Chaffin
Margie Dowling
Garry Ferguson
Brenda McClain
Janell Meigs
Bryan Swim
Jeff Thorne
Randy Underwood

TAHLEQUAH PUBLIC SCHOOLS VISION STATEMENT

TIGERS **R.O.A.R.**! (Removing Obstacles Achieving Results)

TAHLEQUAH PUBLIC SCHOOLS MISSION STATEMENT

Tahlequah Public Schools is committed to providing all students with a quality education within a safe and caring learning environment.

Need Help With...

Athletics.....Charlie Cooper
 BOE Policieswww.tahlequah.k12.ok.us
 Bus Information..... Transportation Dept., Gene Amlin
 Change of Address.....Board of Education
 Eligibility.....Jeff Thorne
 Homework (Extended Illness)/Social Security Issues..... Shannon Campbell
 Performing Arts Center..... Michael Peters
 Safety Officer Bryan Swim
 Student Government.....Paula Sloan
 Textbook Fines, Transcripts, Reading Proficiency, Withdrawals.....Leah Matlock

SAFE-CALL (24 hours)..... 1-877-SAFE-CALL
 Ext. OK1 (7233225 x651)

- Tahlequah Police Department..... 456-8801
- Sheriff (Cherokee County).....456-2583
- EMERGENCY.....911

SAFE PLACE LOCATIONS

Tahlequah Fire Department.....(456-3131)..... 125 East Chickasaw
 Tahlequah Police Department....(456-8801) 101 South Cherokee

TIGERS ! ...if you are looking for information about:

| <u>Who to See</u> | <u>Where to Go</u> | |
|-----------------------------------|--------------------|---------------------------------|
| Blue Slip | Mrs. Corn | Admin.Bldg., Front Desk |
| Late to School Admit (after 9 am) | Mrs. Guthrie | VP Office/Math Commons |
| Locker..... | Mrs. Guthrie | VP Office/Math Commons |
| Notes (to Document Absence).... | Mrs. Guthrie | VP Office, Math Commons |
| Parking Permit | Mrs. Matthews | VP Office/ 200 Wing |
| Student ID..... | Mrs. Nichols | Admin.Bldg., Principal's Office |
| Work Permit..... | Mrs. Campbell | Admin. Bldg., Counselor Area |
| Attendance..... | Mrs. Matthews | VP Office/200 Wing |

WELCOME TO THS !!!!!

MOMENT OF SILENCE

A moment of silence is the expression for a period of silent contemplation, prayer, reflection, or meditation. This practice is observed daily for approximately one minute. It is requested that each student spend the time allowed quietly and respectfully to allow all students the ability to utilize the time well. (OSL 70-11-101.2)

UNITED STATES PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag of the United States of America, and to the Republic for which it stands...

One nation, under God, indivisible, with liberty and justice for all.

The Pledge is scheduled periodically as a school-wide activity. As a matter of etiquette and policy, students will be given* one of four options to exercise while the Pledge is given:

- 1.) Stand and recite the Pledge
- 2.) Stand and remain quiet while the Pledge is given
- 3.) Remain seated and quiet while the Pledge is given
- 4.) Stand outside the classroom door on the outside of the classroom during the Pledge.

*Any adult has the ability to request that one of the four options be exercised at the discretion of the adult in charge of the class or activity.

ACADEMICS/GUIDANCE/HEALTH ISSUES
Academic Counselors

Kassie Dyson
9th Grade (All)
10th Grade (O-Z)

Laura Watts
10th Grade (A-F)
11th-12th Grade (A-I)

James Williams
10th Grade (G-N)
11th-12th Grade (J-Z)

ACADEMIC ACHIEVEMENT RECOGNITION

The top 3% of the graduating class will have "Graduate with Distinction" noted on their transcripts and the title of "Honor Graduate" will be awarded at the end of the second Semester of the Senior year to those Seniors whose cumulative weighted grade point average since ninth grade places them in the top 10% of the class. See BOE Policy 5350

AIDS EDUCATION PROGRAM

At least once during grades 9-12 every student will receive 90 minutes of AIDS prevention education in accordance with Oklahoma State Law. If parents/guardians object to their child's participation, please notify the school principal. As required by law, a parent preview session for AIDS education materials will be presented. New students must inform the counsellor if he or she has not already had AIDS education so that an opportunity can be designed if possible. See BOE Policy 5127

CONCURRENT ENROLLMENT - See any academic counselor for information. See BOE Policy 5250, 5253

ENCORE - This is a mandatory time at the beginning of the day when staff works with students to help with various needs and presents information. Tutoring will be established in core subjects during the Encore time to intervene and remediate students.

INACTIVE WEEK - The week of finals each semester is "Inactive Week." Other than regularly set practice sessions and OSSAA approved activities, no activities may be scheduled during the school day all week or after the dismissal of the school day during the last week of school. Activities scheduled during the End of Instruction test window (to be announced as soon as available; typically in April to early May) require building principal approval.

GRADE POINT AVERAGE/CLASS RANK

1. A transfer student with enough credits to be considered a Senior must be enrolled prior to the first day of the 2nd nine weeks of the 2nd semester to be considered for graduation honors or recognition.
2. Regular subjects are graded on a 4.0 unweighted scale; honors subjects will be graded on a 5.0-weighted scale.
3. Class rank will be determined from the 1st term of the 9th grade year through the 1st semester of the 12th grade year and will be computed using the 5.0 scale.
4. Students enrolling after two weeks into the semester will be evaluated on a case-by-case basis concerning whether credits can be earned. This will be determined according to the time of enrollment, past history and any other pertinent information.

Oklahoma's Promise (formerly OHLAP) - This program is designed for all financially eligible students to help with college/post HS training expenses. See an academic counsellor for more specific information.

THS GRADING POLICY

The letter grades A, B, C, D, and F may be used to indicate the achievement of secondary school students in all instructional areas. The letter grades used may indicate the following degree of achievement.

| | |
|-----------|---------------|
| 100 - 90% | A |
| 89 - 80% | B |
| 79 - 70% | C |
| 69 - 60% | D |
| 59 - 0% | F (No Credit) |

In addition, the Tahlequah Board of Education has approved an Honors grading policy. For ranking purposes, an Honors, Pre-Advanced Placement, and Advanced Placement grade of an A, B, C or D will receive weighted credit. The grade points appearing on the transcript will be figured on a 4.0 basis and a weighted basis (5.0), reflected in GPA and class ranking. When computing the final semester grade, the semester test may be assessed at a value of 20 percent. If a student is absent on the day of the semester test and neglects to makeup the test within the specified amount of time, a zero will be recorded for the test grade and the semester grade will be calculated with the semester test assessed at a value no greater than 20 percent. A student must attend a minimum percentage of the time during any grading period in order to receive a passing grade.

THS GRADUATION REQUIREMENTS FOR THE CLASS OF 2012:

The requirements outlined in this section may be followed in determining assignment of grade level classification for students in the High School, and for determining requirements for graduation from the high school program. The high school program may consist of the curriculum offered in grades 9, 10, 11, and 12. The minimum requirements for graduating from Tahlequah High School may be 23 credits. A minimum grade of 60% must be attained in each semester course to receive ½ (.5) credit for the course.

Oklahoma Statute (70 O.S. § 1210.523) established new graduation requirements for all students, beginning with students who entered the ninth grade in the 2008-2009 school year. In order to graduate from a public high school, these students must demonstrate mastery in:

1. Algebra I;
2. English II; and
3. Two of the following five:
 - a. Algebra II,
 - b. Biology I,
 - c. English III,
 - d. Geometry, and
 - e. United States History.

In order to graduate, these students must meet this requirement in addition to completion of required courses under ACE College Preparatory / Work Ready Curriculum or the Core Curriculum.

The following credits may be required of all students prior to graduation:

| Minimum or Core Curriculum Requirements | College Preparatory/Work-Ready Curriculum Requirements Beginning with 2006-2007 9 th Grade Students Graduating in 2009-2010 |
|--|---|
| <i>Units or sets of competencies</i> | <i>Units or sets of competencies</i> |
| 4 English: 1 Grammar and Composition, and 3 courses from the following: American Literature, English Literature, World Literature | 4 English: Grammar, Composition, Literature, or any English course approved for college admission. |
| 3 Mathematics: 1 Algebra I or Algebra I taught in a contextual methodology, and 2 courses from the following: Algebra II, Geometry, Trigonometry, Math Analysis or Pre-Calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, and ^approved contextual mathematics courses taught at the Career Tech. | 3 Mathematics: Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission. |
| 3 Science: 1 Biology I or Biology I taught in a contextual methodology, and 2 courses from the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principle of Technology, *qualified agricultural education courses, and *approved contextual science courses taught at the Career Tech. | 3 Science: Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission. |
| 3 Social Studies: 1 unit of US History, ½ unit of US Government, ½ unit of Oklahoma History and 1 unit from the subjects of World History or Geography. (Beginning with the 2014 Graduating class – ½ unit from the subjects of World History or Geography and ½ unit of Economics. Economics will satisfy the Financial Literacy requirement.) | 3 History and citizenship skills: 1 unit of US History, ½ unit of US Government, ½ unit of Oklahoma History and 1 unit from the subjects of World History or Geography. (Beginning with the 2014 Graduating class – ½ unit from the subjects of World History or Geography and ½ unit of Economics. Economics will satisfy the Financial Literacy requirements. |
| None | 2 Foreign Language or non-English Language(2 units of the same language), OR 2 Computer Technology units approved for college admission. |
| None | 1 Unit listed above or career and technology education courses approved for college admission. |
| 2 Fine Arts Competencies: May include, but are not limited to, courses in Visual Arts and General Music. Option 1: ½ unit of Humanities Option 2: 1 unit in any combination of visual arts, general music or the performing arts courses. Either option will satisfy two arts competencies. | 2 Fine Arts Competencies: May include, but are not limited to, music, art, drama or speech. Option 1: ½ unit of Humanities Option 2: 1 unit in any combination of visual arts, general music or the performing arts courses. Either option will satisfy two arts competencies. |
| ½ PE: In grades 9-12 ½ unit of band, cheerleading, Pom, ROTC, Show Choir or athletics may be substituted. | ½ PE: In grades 9-12 ½ unit of band, cheerleading, Pom, ROTC, Show Choir or athletics may be substituted. |
| ½ Health: In grades 9-12 ½ unit of selected courses within the Career Tech, Human Anatomy and Physiology, or 1 unit of ROTC may be substituted. | ½ Health: In grades 9-12 ½ unit of selected courses within the Career Tech, Human Anatomy and Physiology, or 1 unit of ROTC may be substituted. |
| Electives: Additional electives to reach 23 units | Electives: Additional electives to reach 23 units. |
| Total: 23 Units | Total: 23 Units |

Tahlequah's curriculum for grades 9-12 emphasizes a strong academic preparation. Each year students must enroll in a minimum of six classes per Semester. Any exception must be made by the principal. All deficiencies in graduation credits and course requirements must be made up before a diploma is issued. Any student not meeting credit requirements for graduation must complete the courses needed either by attending summer school, correspondence courses, or a combination of these under the direction of Tahlequah school counselors for grades 9-12. Two credits earned by a student in any approved summer school in Oklahoma may be accepted, at the option of the local Board of Education, as resident credit (Regulation J., Oklahoma State Department of Education). If students demonstrate proficiency for 9-12 curriculum areas, through proficiency-based promotion assessment, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements for graduation. Students who need more than one unit (1 credit) for graduation may not be permitted to participate in graduation exercises (Regulation K., Oklahoma State Department of Education). A student under disciplinary action, either suspended or in an alternative educational program for disciplinary reasons, may not participate in graduation (commencement) exercises with the Senior Class if that event occurs during the time the student is under disciplinary action. An earned diploma may be presented privately or may be mailed to the student. Exceptions to this policy may be made by the principal at Tahlequah High School in accordance with authorization by the Superintendent of Schools. See BOE Policy 5375

HEALTH SERVICE INFORMATION

Tahlequah Schools provide the services of a school nurse. The office is located in the administration building. There are complete policies and procedures available online at www.tahlequah.k12.ok.us under the BOE Policies. The printed policies are also available for review at the nurse's office.

Please note that the guidelines below are NOT the complete guidelines. If you have a situation that falls outside any of the guidelines below please view the policy and feel free to ask the nurse any question.

BASIC GUIDELINES: (Does NOT include all information...)

To see the nurse during the school day a student must have a pass signed by a teacher.

1. The nurse has to have parent approval to send a child home.
2. The nurse cannot allow a student to miss activities; a physician must provide a statement.
3. All state required immunizations must be up to date for a student to attend school.
4. A student with asthma may carry an inhaler IF registered with the nurse. The form must be completed and on file.
5. The nurse has the ability to make the decision whether any medication is given, utilizing policy, evaluating required documentation and medical knowledge.
6. No medicine of any type will be administered without written parent authorization on the form provided by the nurse.
7. A parent should transport prescription medication to school if possible.
8. Prescription medication must be turned in to the school nurse immediately UPON ARRIVAL at school. The medication must be in the original container, with the pharmacist/physician information. The student name, date, time of administration, dosage and contact information for the pharmacy must all be clear on the label. The parent permission form must be provided at that time if not already on file.
9. The nurse will not deviate from what is prescribed on the prescription label. To change anything on the label a physician must provide written instruction on professional letterhead.
10. Any student in possession of any type of medication faces school and legal consequences, as appropriate.
11. No narcotic medication of any type is allowed at school.
12. It is the responsibility of the parent to educate their child about medications.
13. CHRONIC or recurring illness requires documentation from a physician, which must be updated as appropriate and will extend only to the end of a school year.
14. PLEASE NOTE: IT IS STRICTLY PROHIBITED FOR ANY STUDENT TO CARRY OR ADMINISTER PRESCRIPTION OR NON-PRESCRIPTION MEDICATION OR ANY TYPE OF CONTROLLED OR ILLEGAL SUBSTANCE at school or on a trip.
15. Oklahoma law states that any student who has a contagious disease or head lice may be prohibited from attending school. BOE Policy 6050, BOE Policy 6065
16. Activity Trips: If there is a medical need or issue you must see the nurse at least two days BEFORE trip departure!! Full policy regarding students on trips will be available from the nurse.

HOMEBOUND STUDENTS

Students who are incapacitated to the extent that they are unable to attend classes for a period of more than two consecutive weeks are eligible for consideration for homebound status. Application for homebound status must be made by a student's parent/guardian to an academic counsellor. See BOE Policy 5183

MISCELLANEOUS INFORMATION IN COUNSELOR'S OFFICE

The following information is available for students from any academic counselor:

- (1) [Oklahoma Career Search](#)
- (2) [Scholarship Information/Financial Aid Information](#)

- (3) ACT, PSAT, SAT, NMSQT, AP EXAMS, ASVAB ACT register online @ www.actstudent.org
- (4) Various College Catalogues /College Admission Forms
- (5) NCAA Clearinghouse Information
- (6) EOI State Test Information
- (7) Oklahoma Promise (formerly OHLAP)
- (8) Make Up Credits
- (9) Proficiency Based Testing
- (10) Homebound Application (Extended Absence – Medical)
- (11) See any Academic Counselor for schedule of dates for National Tests.

OKLAHOMA HONOR SOCIETY (OHS)

Standards for Accreditation of Oklahoma Schools: 210:35-23-2
See any academic counselor for information.

PRE-ENROLLMENT PROCESS

The pre-enrollment process each year begins in February. Failure to pre-enroll will result in an automated schedule. Parents of students who do not pre-enroll must begin the enrollment at the BOARD OF EDUCATION, not at the HIGH SCHOOL.

PHYSICAL ACTIVITY REPORT TO PARENTS - Tahlequah Public Schools provides physical education for PK-12 students. Students in grades 9-12 may enroll in a variety of physical education electives to satisfy the ½ requirement of Physical Education needed to graduate from Tahlequah High School. Physical activities within the physical education programs include fitness education, pre/post fitness testing, team and individual sports, lifetime activities and games. TPS is currently fitness testing 9-12 grade students who are enrolled in physical education electives. Please monitor the progress of your child on these reports and be aware of how active your child is at home. Encourage regular physical activity by being active with your child and having fun. Walk, ride a bike, throw a ball, go skating at the rink or just play a friendly game of chase in the yard. Avoid worrying about skill development and concentrate on activity. The obvious benefits of physical activity range from better physical health to improved self-esteem to a vehicle for family time that allows your child to view you as a positive role model for physical health. Contact your child's physical education teacher for more information on the benefits of physical education and activity.

PROFICIENCY TESTING - Proficiency Based Promotion is a system that awards credit for students' knowledge in the core curriculum areas. See an academic counselor for complete information. See BOE Policy 5305

REPORT CARDS - Report cards are distributed to students as soon as available at the close of a grading period. The date of distribution should never be more than two weeks past the end of the grading period. Final grades will be available as soon as possible after school is out. Students will be notified when and where grades may be picked up. See BOE Policy 5311

SCHEDULE CHANGES - Once courses are selected, adjustments will be made only on a limited basis. Schedules may be adjusted during the first 5 days of each semester providing:

1. Incomplete schedules or errors,
2. Student who does not meet prerequisites, improper sequencing of classes or does not have teacher approval,
3. Acceptance to special program (co-op, work experience, ICTC, etc.),
4. Enrolled in a course with a teacher with whom the student failed previously (if possible),
5. Dropping a course already passed, or
6. Taking a more challenging course.

Principal approval required for all other changes.

SCHOOL DAY FOR STUDENTS/HOURS OF OPERATION - The Tahlequah Board of Education has a policy requiring all students to be in school six(6) classes or the equivalent each day, except those enrolled in the work program within the school curriculum, approved vocational-technical work-study programs, or enrolled in approved concurrent college classes. Students who take a zero hour class are required to leave campus if not enrolled in a 6th hour class. THS has offices open from 7:30 am to 4:30 pm. See BOE Policy 5025

SPECIAL EDUCATION - If a student has a condition of disability that significantly interferes with participation in school, then the student may require a school accommodation plan in order to be successful. TPS provides special education services to eligible children. If your child has a condition of disability that interferes with educational performance, please contact the office of the school principal to initiate a referral for eligibility determination.

Confidentiality: All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from student cumulative records. The records are maintained in a secure manner that prevents unauthorized access. See BOE Policy 5155

TRANSCRIPT REQUESTS - Requests for transcripts are made in the Counseling Office, and are processed by the Registrar. Transcripts, with proper releases, may be picked up in person or mailed. Each transcript after the

student has graduated will cost \$1.00. Every attempt is made to provide requested transcripts quickly. Please be courteous if delays occur. The registrar is involved in many, many critical areas and cannot always stop one task to do another.

SEMESTER TESTS, SCHEDULE & LATE WORK AT THE END OF THE YEAR - Semester tests are usually given on the last two days of each semester. The semester test will be comprehensive. If possible, the principal will announce the test schedule approximately one month prior to the semester tests. For a pre-approved absence at the end of the school year, the student will have a designated amount of time to make up semester test(s) and turn in any school make up work not completed due to absences. A Principal will specify this extension of time and testing date in advance. Unapproved absences will be reviewed on a case-by-case basis; the Principal will be the final authority on whether these students are allowed to take tests later. All non-exempt students attending Tahlequah High School will take semester tests. The semester test will count 20% of the final grade. See BOE Policy 5313

VOCATIONAL REHABILITATION - Vocational Rehabilitation is a service to preserve, develop or restore the ability of disabled men and women to work for pay. Services exist to make the individual more capable of self-support. To be eligible for help, an individual must have a disability that interferes with obtaining suitable employment or one that is a threat to a career. See an academic counselor for information.

ICTC STUDENTS - All ICTC students must attend Tahlequah High School for three classes in order to receive credit for ICTC. Disciplinary action that involves suspension from school, regardless if initiated at the high school or at ICTC may result in suspension from both Vo- Tech and the High School. Announcements will be made throughout the school year concerning student schedules and accommodations for days with different timelines, such as Assembly/Activity Days and Semester Test Days. ICTC enrollment is considered a privilege and is subject to administrative approval for continuance. Students with attendance, grade, or discipline issues may lose the right to continue or to enroll at ICTC in the future. ICTC students who must be on campus before or after ICTC must have permission from an administrator unless attending an enrolled class. Transportation is provided by Tahlequah Public Schools. Students who are allowed to travel to ICTC by any other means could lose that privilege if all policies at both sites and during travel are not upheld.

EXTRA-CURRICULAR ACTIVITIES (New 2011-2012 – see Activity Fee below!!!!!!)—Tahlequah Public Schools students wishing to participate in extra curricular activities, clubs, organizations, field trips, and competitive programs must be enrolled as a full-time student and comply with the eligibility requirements of each organization and program. See Board Policy 6177

ACTIVITY ABSENCES POLICY AND APPEALS FOR EXCEPTIONS TO POLICY

Each student is allowed a maximum of ten (10) schools-sponsored activity absences per class per year (Oklahoma Schools Standards for Accreditation 210:35-17-2). A student who has ten (10) activity related absences cannot represent the school in any activity or be absent from school or an activity without prior approval from the Principal. An appeal to exceed the ten (10) activity absences rule must be addressed in writing by the student or the student and/or his/her parent(s) to the Principal five (5) school days prior to the activity absence.

The following will be considered by the Principal/committee when determining whether or not to grant an additional activity absence in cases of an appeal:

- (1) Student's current grade in class (es) effected;
- (2) Student's overall attendance record in class (es) effected;
- (3) Recommendation of student's parent(s)/guardian(s);
- (4) Recommendation of the student's teacher(s); and
- (5) Recommendation of the student's sponsor/coach

The student may be notified in writing by the Principal whether or not his/her additional activity absence is approved or denied within three (3) school days following reception of the appeal. The Principal must approve all student activities that require absences from class. School organizational sponsors and coaches turn in Activity/Request Forms to the Principal's Office ten (10) days prior to the activity. Once received, the activity will be approved or denied and the number of individual student's activity absences checked. The Sponsor/Coach will notify a student who has ten (10) activity absences that he/she will not be approved for the activity. At that point, an appeal must be made and approved within the above timeline for the student to attend the activity. Any deviation from the 10-day absence rule may not exceed 5 days. See BOE Policy 5005

ACTIVITY FEE All students involved in any manner in competitive, extra-curricular activities or athletics are required to pay a \$20.00 activity fee. All of these students will be subject to random drug testing. One activity fee covers all activities for that student during that academic year.

ATHLETICS

Tahlequah High School offers programs in the following sports:

| | | |
|---------------|------------|-----------|
| Baseball | Golf | Tennis |
| Basketball | Soccer | Track |
| Cross Country | Volleyball | Football |
| Cheer | Wrestling | Slowpitch |
| Pom | Fastpitch | |

(Please note that there is a Board approved Handbook specifically for Athletics, and that students are responsible for the information in both this and the Athletic Handbook if the student is enrolled in Athletics).

THS SCHOOL COLORS - ORANGE AND BLACK

THS SCHOOL MASCOT - TIGERS

CLUBS AND ORGANIZATIONS

Tahlequah High School has many organizations and clubs to meet the varied interests of its student population. Students find that if they are active in school activities their entire educational experience is more successful. Listed below are clubs and activities currently offered at THS.

Students may hold the office of President, Vice-President, Secretary or Treasurer in only one organization in the same school year. The same student may act as the other officer, or board member in other organizations in the same school year.

| <u>CLUB</u> | <u>SPONSOR</u> | <u>PURPOSE</u> |
|--------------------|--|---|
| ACADEMIC TEAM | <u>Eric Jones</u> | The Academic Team is designed to allow students to compete in core content, both within the team and with teams from other schools. |
| ART CLUB | <u>Shivani Chase/Anthony Amason</u> | Art Club functions to give the opportunity to explore and compete in the many facets of visual Art. |
| BPA | <u>Peggy Williams/Brenda McClain</u> | BPA encourages students who are interested in the business fields to learn to be successful, compete, and grow in leadership. (Business Professionals of America) |
| CHEROKEE CLUB | <u>Brad Wagon</u> | Cherokee Club attempts to deepen the relationship between students and the Cherokee culture, utilizing trips, activities, speakers and hands on activities. |
| ENGLISH CLUB | <u>Lara Searcy</u> | English Club offers THS students an opportunity to share in their love for literature with book discussions. We also promote writing contests and community service. |
| FCA | <u>Lara Searcy</u> | FCA challenges coaches and students to demonstrate steadfast commitment to Christianity, serving Him and demonstrating Integrity, Service, Teamwork and Excellence. |
| FCCLA | <u>Elsie Morris</u> | FCCLA promotes personal growth and leadership development through family and consumer science education. Members develop skills for life. |
| FFA | <u>Drew Jordan</u> | Agricultural Education prepares students for successful careers and a lifetime of informed choices in agriculture, food, fiber and natural resources. |
| FRENCH CLUB | <u>Jean Havens</u> | French Club allows students to explore and interact in various elements of French culture. |
| MARTIAL ARTS | <u>Stu Fanning</u> | An opportunity to explore martial arts. |
| NEWSPAPER | <u>Heather Willis</u> | The Tiger Review is a monthly publication of the news and events of Tahlequah High School. |
| NHS | <u>Brenda McClain/Stephanie Crawford</u> | The purposes of NHS are to create enthusiasm for scholarship, to stimulate desire to serve, to promote leadership and to develop character. (National Honor Society) |
| ROTC | <u>Col. Hunt/ 1st Sgt. Walker</u> | ROTC prepares students for leadership, makes them aware of their rights and responsibilities as a citizen of the school, community and nation. |
| SCIENCE CLUB | <u>Vickie Elliott</u> | Science Club offers THS students an opportunity to be involved in science fields on different levels, including research and travel. |
| SPANISH CLUB | <u>Natalie Cloud</u> | THS Spanish Club helps students learn more about Spanish culture, customs, history and geography. |
| STUDENT COUNCIL | <u>Paula Sloan</u> | The mission of the Student Council at THS is to increase student information and involvement in all areas of student leadership. |
| YEARBOOK | <u>Heather Willis</u> | The Yearbook staff compiles a yearbook that includes all areas of student activity, performance and competition. The goal is to meet national competitive standards, keeping students as the central theme. |

ELIGIBILITY RULES – SCHOLASTIC

Six Week Ineligible Period Each Semester:

1. A student must have received a passing grade in any 5 subjects to be counted for graduation that he/she was enrolled in during the last semester attended 15 or more days.
2. If a student does not meet the minimum criteria he/she will not be eligible during the 1st six weeks of the next grading period.
3. There are two (2) periods of six (6) week ineligibility:
 - a. The first six weeks of school in the fall
 - b. The first six week of second semester. (This typically occurs after Christmas break.)

A student who is ineligible for six weeks may regain eligibility after that period by passing all current subjects and by maintaining passing grades.

Student Eligibility During a Semester

Eligibility will be checked during the fourth week of each semester and each week thereafter. If a student is failing one or more classes, he/she will be placed on probation for the next week-long eligibility period. Each week-long ineligible period will begin on Monday and end on Sunday. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next week-long ineligible period. A student who is ineligible must be passing all subjects when the next grade check is pulled in order to become eligible again. The grade check will be pulled and posted each Wednesday after school. This allows sponsors and students to correct mistakes on Thursday and Friday so that the list will be correct and clear for the following week. Corrections must be signed and dated by the teacher and approved by the building principal. "Passing grade" means work of such character that credit would be entered on the record if the Semester closed at that time. Grades will be the cumulative grade for the Semester at the time of the grade check. All students participating in all school activities are subject to the eligibility rules and may not be allowed to miss school or to participate in any school activity during or after the school day. In the instance where the school activity is required for a grade, an alternative assignment may be used as a substitute for the missed school activity. The key word in the eligibility policy is "participant." If you are an active participant in the school activity, the eligibility rules apply to you.

Other Eligibility Requirements

Some organizations and activities require G.P.A. and or grade standards which exceed the above policy. For verification of these requirements, you should contact the appropriate sponsor/coach or the school administration. All eligibility requirements for organizations are also listed in respective constitutions and/or bylaws. See BOE Policies 6175 – 6177

EXPECTED BEHAVIOR AT ALL SCHOOL-SPONSORED EVENTS - Students are expected to demonstrate appropriate behavior at all school-related activities and events at home, away, and in transit to and from in such a manner that their behavior will be a credit to the individual, his/her family, the school and the community. THE SCHOOL AND STUDENTS MUST COMPLY WITH THE OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION RULES IN REGARD TO SPECTATOR BEHAVIOR. The right of appeal to the Board of Education in cases involving student suspension does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation or attendance in an extracurricular activities program. See BOE Policy 6187

PARTICIPATION IN ACTIVITY TRIPS/FUNDRAISING

Many school activity trips require students to participate in fundraising activities in order to participate in activity trips, both local and out of state. The cost of the activity trip not covered by the student's fundraising participation is the responsibility of the student and/or parent. The student's total cost of the activity trip must be paid in full prior to the activity trip. Students participating in activity trips must be academically eligible in order to participate. Ineligible students may not receive a refund. See BOE Policy 6187

STUDENT RESPONSIBILITY TO STUDENT ACTIVITY GROUPS

The Tahlequah High School philosophy concerning performing arts and activity groups is that the total learning experience involves practice, performance, and evaluation.

1. Students and parents should be aware of possible conflicts with other activities in and outside of the school system.
2. Students must adhere to all organizational and school rules/policies.
3. Practice, performance, service and participation in all areas will help determine grade and position, in and out of the regular classroom.
4. In situations where a student has a conflict between two school-sponsored activities in which the student is an active participant, the student must notify the appropriate sponsors in advance, as to which activity he/she will participate. No penalty may be assessed for missing the other activity.

The initial responsibility for a review of any conflict is that of the student. If an acceptable solution is not reached during a meeting of the student and the sponsor/director, the building principal will be informed of the need to review the request. The building principal will meet with the concerned student and the director /instructor. A decision by the building principal concerning resolution of conflict will be provided to all interested parties. That decision will be final.

STUDENT INFORMATION - ACCESS TO STUDENT RECORDS (FERPA)

The Board of Education assures the following rights of parents and students as stipulated in the Family Educational Rights and Privacy Act (FERPA):

- (1) The right to inspect and review the student's educational record,
- (2) The right to request the amendment of educational records to ensure they are not misleading or in violation of the student's privacy or other rights.
- (3) The right of consent to disclose educational records, except where consent is not required,
- (4) The right to file complaints with the U.S. Department of Education, (The district will provide the name, address, and phone number where alleged violations of FERPA can be directed,
- (5) The right to obtain a copy of the student records policy of the school district.

Parents and eligible students should contact the Principal's office to obtain copies of the policy and information for the correct procedure to request action about a student's record. The Tahlequah School District assures Child Find Procedures will be conducted according to guidelines outlined within the Oklahoma Policies and Procedures for Special Education Manual. The district will arrange to provide translations of this notice to non-English speaking parents in their native language. See BOE Policy 6150

BUS TRANSPORTATION - Legally enrolled students who reside one and one-half miles or more by the most commonly travelled road from the school to which they are assigned by attendance zone residence are eligible for school transportation. Students are assigned to bus loading stops located within one-half mile from their residence. Students are to board buses and depart from buses only at home, at their designated bus stop, or their school. Contact transportation at 458-4168. BOE Policies 6109-6111-6113

CONDUCT OF SURVEYS – PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

Department of Education (ED)–

Inspect, upon request and before administration or use of surveys...

2011-2012 Bell Schedules With Encore Included in 1st Hour

| 1st Lunch | | 2nd Lunch | |
|-----------------------------|---------------|-----------------------------|---------------|
| <u>Period</u> | | <u>Period</u> | |
| 0 | 7:45 – 8:40 | 0 | 7:45 – 8:40 |
| Encore/ 1st | 8:45 – 10:10 | Encore/1st | 8:45 – 10:10 |
| 2 nd | 10:15 – 11:10 | 2 nd | 10:15 – 11:10 |
| 3 rd | 11:15 – 12:10 | 3 rd | 11:15 – 12:10 |
| Lunch | 12:15 – 12:50 | 4 th | 12:15 – 1:10 |
| 4 th | 12:55 – 1:50 | Lunch | 1:15 – 1:50 |
| 5 th | 1:55 – 2:50 | 5 th | 1:55 – 2:50 |
| 6 th | 2:55 – 3:50 | 6 th | 2:55 – 3:50 |

AM – Tahlequah ICTC students attend ICTC 8:00-11:00 (zero hour). They return to THS for 3rd hour (11:15) and are allowed to leave after 5th hour is 6th hour is not needed or desired.

PM – Tahlequah ICTC students have lunch at 11:15 (beginning of 3rd hour). They will attend ICTC from 12:00 to 2:45. They return to THS for 6th hour.

TAHLEQUAH PUBLIC SCHOOLS 2011-2012 School Calendar

REVISED 8-15-11

| S | M | T | W | Th | F | S |
|-----------|----|----|----|----|----|----|
| July 2011 | | | | | | |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| August 2011 | | | | | | |
|-------------|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | ⊕ | ⊕ | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| September 2011 | | | | | | |
|----------------|----|----|----|----|----|----|
| | | | | 1 | ⊕ | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | < | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | * | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| October 2011 | | | | | | |
|--------------|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | () | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| November 2011 | | | | | | |
|---------------|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | < | 10 | ⊕ | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| December 2011 | | | | | | |
|---------------|----|----|----|----|----|----|
| | | 1 | 2 | 3 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

1st Day of School - August 10

HOLIDAYS

- Sept 5 - Labor Day
- Oct 20-21 - Fall Break
- Nov 21 - 25 - Thanksgiving
- Dec 19 - Jan 2 - Christmas
- March 16 - 23 - Spring Break
- May 28 - Memorial Day

PROFESSIONAL DEVELOPMENT STUDENT HOLIDAYS

- August 8, 9
- September 2
- November 11
- January 16

PARENT/TEACHER CONFERENCE STUDENT HOLIDAYS

- October 7
- March 9

<> PROGRESS REPORTS

- Sept 14 - Elementary/TMS
- Nov 9 - Elementary/TMS
- Feb 8 - Elementary/TMS
- April 18 - Elementary/TMS

- () October 12 - THS
- () March 15 - THS

9 Weeks ENDS

- October 7
- December 16
- March 9
- May 24

*** BAD WEATHER MAKE-UP DAYS**

- Sept 23 (1st)
- Apr 6 (5th)
- Apr 9 (3rd)
- May 11 (2nd)
- May 25 (4th)

- 1st 9 Weeks 41 Teaching & 3 PD
- 2nd 9 Weeks 42 Teaching & 1 PD
- 3rd 9 Weeks 47 Teaching & 1 PD
- 4th 9 Weeks 45 Teaching

175 Teaching & 5 Prof Dev.

| S | M | T | W | Th | F | S |
|--------------|----|----|----|----|----|----|
| January 2012 | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | ⊕ | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| February 2012 | | | | | | |
|---------------|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | < | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | | |

| March 2012 | | | | | | |
|------------|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | () | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| April 2012 | | | | | | |
|------------|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | * | 7 |
| 8 | * | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | < | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| May 2012 | | | | | | |
|----------|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | * | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | * | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| June 2012 | | | | | | |
|-----------|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

CAMPUS BUILDINGS-FACILITIES 2011-2012

| Room #/Series | Building Name (Majority of Classes) |
|----------------------|--|
| 001 | Administration/Counseling Center |
| 100 | English/Art |
| 200 | Main/Cafeteria |
| 300 | Science |
| 400 | Math |
| 500 | Athletic and Physical Ed Facilities |
| 600 | Media Center |
| 700 | Health |
| 800 | Performing Arts Center, Instrumental/Vocal Music |
| 900 | Agriculture/ROTC |
| TMAC | Tahlequah Multi-Purpose Activity Center |

DISTRIBUTION & POSTING OF MATERIALS

Posting or distributing material on campus is prohibited without prior approval from the principal. Violation of this policy may result in disciplinary action for the student(s) involved. Material posted without permission will be destroyed.

EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and tornado drill instructions will be discussed early each Semester. Students need to understand and follow these instructions for as a potential life and death matter. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.

- The FIRE ALERT is a continuous 2 or 3-second sound.
- The TORNADO ALERT is a continuous wailing sound over the intercom.
- The ALL CLEAR is sounding of the bell.
- The LOCK-DOWN PROCEDURE is posted in all classrooms and practiced during the school year. If a lock-down is needed, the principal will announce information.

Evacuation procedures will be covered with students by staff and announced as prescribed by the Principal. As a backup Fire and Tornado Alert system, hand-held air horns or other notifications may be used.

FIELD TRIPS

Teachers/Coaches/Sponsors of field trips of any nature are responsible for directing the students involved concerning the proper procedure concerning dress and behavior. All school rules, including dress code will be observed. The principal must approve requests for all trips. Students must meet the academic eligibility requirements in order to participate unless district administration allows otherwise. Students who have a pattern of disciplinary/attendance problems may be restricted from participating in field/school trips. Students must use the transportation provided by the school system for all field/school trips unless pre-approved by the principal. See BOE Policy 5087

FOOD AND DRINK

Students may not bring food or drink to Tahlequah High School unless pre-approved by an administrator. The only exception is that water is allowed in containers that are clear and 1 litre or less in size. NO SUNFLOWER SEEDS ALLOWED!!!!!!!!!!!!

FUNDRAISING

All fund raising activities must be cleared by the principal and approved by the Board of Education. See BOE Policies 6125 – 6127 – 6131

Gold Card Program

This program requires a 4.0 the preceding semester with no major discipline. Students who meet these guidelines will be eligible to leave school for lunch (with parental approval) on Friday. Failure to return on time could result in loss of this privilege.

GRIEVANCE

A student of the School District who has a complaint alleging discrimination is to submit a written complaint within 30 days of the alleged violation. Complaint forms and instructions are available at the Board of Education. See BOE Policy 6300

BULLYING, HARASSMENT, & INTIMIDATION

No student in this school district will be subject to bullying, intimidation, harassment or any other form of persecution by any student or employee. Harassment, bullying and intimidation means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Yearly, the district will assesses and, if needed, modify race and disability harassment policies and procedures to ensure the policies and procedures are being implemented and are effective in preventing race and disability harassment. The district will also assess whether systemic action (i.e.

staff training or student educational programs) needs to be taken to address race or disability harassment. 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. See BOE Policy 6203 for the complete policy and definitions.

INOW – HOME PORTAL - This computer access program is available to parents at the Board of Education. After signing up, a parent is able to view his/her student information at any time.

LOST/DAMAGED TEXTBOOKS - Students must pay for any textbooks not turned in. Depreciation may be determined for damaged books. A receipt will be issued for any fines collected. School records will be held for unpaid textbook obligations.

LOST OR STOLEN PROPERTY - The school assumes no responsibility or liability for damaged, lost, or stolen personal property of students. Students are discouraged from bringing personal property to school not necessary for academics or school activities. Students in activity class are encouraged to bring a lock; locks are not provided for activity lockers. Students are also encouraged not to leave personal items in a vehicle. Every effort is made to provide a secure campus, but clearly no vehicle or area can be watched at all times. See a vice principal for lost items.

MEDIA CENTER - A student must show a THS student ID to check out books. Report cards/ transcripts of students with overdue library materials will be held until the debts are paid or materials are returned; a student with overdue materials may be considered ineligible. See BOE Policy 5083

NON-DISCRIMINATION STATEMENT - It is the policy of the Tahlequah Board of Education District 1035 that no person shall on the grounds of race, color, religion, sex, national origin, age, marital or veteran status, or qualified disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education programs, activities, services, or in admissions, financial aid, recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board of Education is responsible.

Inquiries concerning application of religion, race, or ethnicity related policy, Title VII Civil Rights Act may be referred to Mr. Steve Merrill, Compliance Coordinator. Inquiries concerning application of gender related policy, or Title IX, may be referred to Ms. Lisa Presley, Compliance Coordinator. Inquiries regarding eligible disabled students under IDEA or Section 504 may be referred to Ms. Nancy Jones, Compliance Coordinator. Inquiries concerning personnel, ADA and/or disability related policies may be referred to Mr. Steve Merrill, Compliance Coordinator. See BOE Policy 6300 & BOE Policy 4003

NUISANCE ITEMS - Nuisance items will not be tolerated at school. These items may be hazardous or interfere with the educational process. They include, but are not limited to items such as electronic devices, toys, and any object that distracts from the learning environment. All such items will be confiscated and will not be returned to the student; however, the parent/guardian may pick up confiscated items. The school is NOT responsible for lost items confiscated from students.

OPEN RECORDS ACT STATEMENT - The Open Records Act provides for the release of directory information on students and employees of the school to all eligible persons who request it. The school district remains diligent in its effort to protect the confidentiality of students and personnel whenever possible. We must follow the law. The complete Student Records and Access policy may be found in the Board of Education Policy book. As provided for in the Open Records Act, the Tahlequah School District has designated the following information as directory information:

- Student Name
- Dates of attendance, degrees, and awards received
- Address
- Telephone Number
- Date and place of birth
- Participation in officially recognized sports and activities
- Weight/ height of members of athletic teams
- Most recent previous educational institution attended
- Major field of study

As the parent or guardian, you have the right to refuse to permit your student's information to be released. Please be aware that if you contact the school and ask that our student's information be kept private, the school will not be able to use the name of your child in such releases as:

- Honor Roll
- Sports Stories
- Television Reports
- District Publications, TV shows, and Web Pages
- School Directories
- Student Award Listing
- Scholarship Services/Announcements
- Activity Stories
- Recruiting Services

This list is not inclusive. Many releases of student information occur daily as a result of awards, honors, or work. If you **DO NOT** object to your student being included in areas noted, you are not required to take any action. However, if information about your student should never be released, please inform us in writing. Questions regarding the district policy, FERPA, and the Open Records Act may be directed to the Principal at Tahlequah High School, (918) 458-4150.

PARENTS RIGHT TO KNOW - As a parent of a student at Tahlequah Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Oklahoma State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major... whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of this information, call the Board of Education at 458-4100.

SCHOOL PICTURES - Students will be photographed on campus by a school-contracted photographer for the yearbook. The pictures are intended to act as yearbook pictures. Senior school pictures will be provided to the Tahlequah Daily Press for the Senior issue. Tahlequah High School does not have an official "senior picture" photographer.

SEARCHES (See also Lockers, Dress Code and Parking) Authority is given to administrators/designee to conduct a search of any pupil or property in the possession of a pupil on any school premises, in transit under the authority of the school, or while attending any school function, when reasonable suspicion exists. The superintendent of schools, principal, or designated school employee searching or authorizing the search has authority to detain a student to be searched and any confiscate any contraband found during search. Strip searches are prohibited. Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing / stolen property may be suspended. Administrators are providing this to inform all pupils through written explanation that STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY RIGHTS TOWARDS SCHOOL OFFICIALS IN SCHOOL LOCKERS, DESKS, OR OTHER SCHOOL PROPERTY. In accordance with Title 70, Section 6-114, Oklahoma Statutes, the professional educator "shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

SEARCHES OF STUDENT VEHICLES - ANY STUDENT WHO DRIVES OR PARKS A VEHICLE ONTO SCHOOL PROPERTY IS DEEMED TO CONSENT TO A SEARCH OF THAT VEHICLE AT ANY TIME AND IS REQUIRED TO OPEN THE VEHICLE FOR SUCH A SEARCH.

Unauthorized Vehicles - As part of a comprehensive program to protect the health, safety and welfare of Tahlequah students and personnel, this policy is presented for your review. The school principal or his/her designee is authorized to detain and search any vehicle not bearing a valid parking permit. Searches may be conducted without an individualized suspicion, consent, or warrant. Persons entering any parking areas at the High School without a valid parking permit will be provided notice that their vehicle and its contents are subject to search by the posting of a sign at the entrance to Tahlequah High School.

Drugs, Alcohol and Contraband Searches by Canine Detection - The Tahlequah Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, firearms or explosives on school property. Students, staff members, and other persons on school property will not be the subject of animal searches. Staff may follow existing search policy and guidelines if reasonable suspicion arises during a search on school property.

See BOE Policies 6217 – 6219

TRESPASSING – Due to issues with graffiti, vandalism, and theft, students on the THS campus without specific permission are subject to disciplinary consequences if on campus outside of school hours or activities. Students are allowed to play tennis and work out of the track, although TPS assumes no responsibility outside school hours and activities. If an action can be determined by an administrator or officer to not be malicious or dangerous, a consequence may not be assessed. It is the intent to keep both the students and the property safe.

VISITORS – All visitors, including parents and volunteers, must register with school officials, state the purpose for the visit and leave an ID with the check in desk. Check in must be through the Administrative office (beside the Tennis Courts) at the reception desk. The principal or designee will have the right to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school; An item belonging to

the visitor will be held at the check in desk until the ID badge is returned. Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. There are no lunch visits allowed without prior approval from an administrator. Before and after school visits are not allowed. Parents who schedule an appointment through the principal and accompanied by an administrator may visit their student's classes for a short period (approximately 10 minutes) to observe their child. Parents are not there to observe the teachers. The principal may have the right to restrict or deny visitation to a classroom in order to avoid interference with education. The visitor regulations pertain to all areas of the school. See BOE Policy 6325, 6326

STUDENT EXPECTATIONS

ASSEMBLIES -- Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause when appropriate. No food or drinks are allowed in the assembly area. A student who disrupts an assembly in any way is subject to disciplinary action and may not be allowed to attend assemblies in the future.

ATTENDANCE POLICY

- 1) Absences may not exceed eight (8) during each semester without professional documentation. Documentation is defined as a professional type appointment supported by an original note from the professional on letterhead that details the office or entity. Professional notes are to be turned in within 5 days of student return to school.
- 2) Students who exceed eight absences, excused and truant total, (school approved activity absences, noted as "other" do not count against student absences) unsupported by professional documentation may receive a semester grade no greater than 59%. The student may receive a passing grade based on scoring a high enough percentage on the semester exam.
- 3) In the event of chronic or recurring absences, documentation may be required.
- 4) THS requires a parent/guardian to contact an attendance office if a student is not in school. Otherwise, the student is considered truant, and disciplinary action may be taken.
- 5) Exceptions to these rules must be requested in writing to the principal.
- 6) Students who report to school at any time after 9:00 a.m., must go to the VP Office in the Math Commons for a Late Sign In slip (green slip).

EXEMPTION POLICY:

- 7) A semester exemption is in place to encourage attendance:
 - A. Grade A and 3 absences* = exempt
 - B. Grade B and 2 absences* = exempt
 - C. Grade C and 1 absence* = exempt

NOTE: The absences counted will be the total* number of absences (EXCEPT for "Other" which are school events) UP TO the semester test days. The 2 days designated as semester test days will be entered as absences if appropriate, but will not cause a student to lose the semester test exemption.

ABSENCE EXPLANATION

- An excused absence means a parent knew the student was not at school. This absence does count toward failure and truancy.
- An absence marked truant means no parent contact was made to the school. This absence does count toward failure and truancy.
- A documented absence has a professional document turned in, Dr., court, dentist, funeral, etc., and does not count toward failure or truancy unless deemed excessive by administration..
- All 3 DO count when considering exemptions. The only absences that do not count toward exemptions are school related absences, noted as "other".

Please see any administrator or attendance office personnel with questions. BOE Policy 5314, See BOE Policy 6007, 6009

ATTENDANCE OFFICE PROCEDURES

Please call and leave a message regarding student attendance. Staff will attempt to notify parents each day a student is absent. It is the responsibility of the parent/guardian to notify the district office if phone contact numbers change or are inaccurate. Please feel free to call an Attendance Office at any time. REMEMBER THAT FAILURE TO CONTACT THE SCHOOL (BY A PARENT/GUARDIAN) WILL RESULT IN THE ABSENCE BEING RECORDED AS "TRUANT". After 3 instances of truancy due to failure to contact the school, a student may receive consequences.

CLOSED CAMPUS – Because THS is a closed campus, a parent/guardian must personally check a student out between the hours of 11:15 a.m. and 1:30 p.m. Exceptions require administrator approval. See BOE Policy 6015

CHEATING /PLAGIARISM POLICY - If a student is caught cheating/plagiarizing on tests or work, students will be given "zeros" and are subject to disciplinary action. No makeup or credit for the work or test in question will be

allowed. Please note that the use of an electronic device in class or in a testing situation, which is clearly not allowed, will likely result in major consequences.

LEGAL CITATIONS/TICKETING - Students are subject to citations/legal action for violation of city ordinances and state and federal law. Examples include disturbing the peace (fighting), theft, vandalism, trespass and drug and alcohol violations.

DANCES – SEE BUILDING PRINCIPAL FOR APPROVAL

(Dances are limited to one per month, including the Prom.)

1. Appropriate dress is required.
2. The band/music must be approved in advance by the building principal.
3. There should be a minimum of six adult sponsors; four should be faculty.
4. Students must be THS students in grades 9-12; Prom may entertain exceptions within guidelines.
5. An SRO or other police officer must be present.
6. Dances must end by 12:00PM on weekends and 10:30 PM on weekdays.
7. A student who leaves will not be re-admitted; money will not be refunded.
8. Dances must be approved 2 weeks before the date requested.
9. All school rules and board policies apply to dances. See BOE Policy 6179

DISCIPLINE POLICY - The discipline policy is designed with a progressive point system to determine the alternative/intervention for each student. Each infraction committed has a point value assigned. Infractions are listed as major or minor, with an assigned point range. The number of points assigned will be ADDED to any previous points on the student's record. All accrued MINOR points will be cleared at the end of each semester. All points for a MAJOR infraction will carry over from 1st semester to 2nd semester. Certain discipline may carry over to the following semester or the next school year.

A student who is to have a Due Process Hearing may not be allowed in regular class until the hearing is held. Parent attendance is required unless the principal allows otherwise. Due Process Hearings are scheduled during school hours. A Due Process Team will hear the information pertinent to the student discipline. The team will decide whether to uphold the administrator decision, increase the consequences, or lessen the consequences. The parent will be notified of the decision in a timely manner, if the parent is available by telephone.

1. **Detention** - Detention is either at lunch (15 minutes) or after school (1 hour) with a certified teacher.

2. **Due Process** - This hearing is held to determine if the typical consequences should be lessened, increased or upheld. Parent attendance is required. Hearings are held during the school day.

3. **ISD** - In School Detention is an intervention that removes the student temporarily from the regular classroom; the hours are those of the regular school day. The length of stay will be determined by behavior and attendance. If a student is tardy or misses any part of the day, another day may be assigned. A missed day will be made up immediately upon return. It is the responsibility of the student to notify the assigning principal if there is a conflict that would affect attendance before the conflict occurs. An attempt will be made to notify parents. It will be the responsibility of the student to collect class work to do during the ISD program prior to the assignment. If the student cannot collect work, the student is to notify the supervisor, who will attempt to collect work from the teachers. If work is not collected, the ISD supervisor may assign work for the student to do during the ISD assignment. Collection/make up of class work missed during an ISD assignment is the responsibility of the student. A student in ISD is considered present at school. The number of days a student may have ISD during a semester is limited. BOE Policy 6259

4. **SCHOOL SERVICE** - The school service program is used in lieu of other normally prescribed student disciplinary actions. School service is a work program that may occur during or after school under the guidance of the custodian or assistant principal. The work may include, but is not limited to lot cleanup, trash pickup, and cleaning, including the cafeteria. Should a student fail to perform the assigned number of hours the consequence will revert to other discipline, without appeal.

5. **STAP (Short Term Alternative Placement)** - This program is from 4 to 7 p.m. Monday through Thursday. The student must bring work. A parent will be contacted. A student must complete the assigned days before being allowed back in class; transportation is the responsibility of the parent(s). The student is to collect work; the STAP supervisor will attempt to collect work if needed. Work that cannot be done in STAP is the responsibility of the student. It is also up to the student (upon return to class) to communicate with each teacher to be sure that all work was collected. The student is to consider a STAP day the way he/she would an absence in terms of work to be made up or completed. A student who attends STAP is considered present at school. STUDENTS WHO HAVE BEEN ASSIGNED STAP ARE NOT ELIGIBLE FOR SEMESTER TEST EXEMPTIONS.

6. **SUSPENSION** - Appeal rights are printed on each suspension document. A parent/emergency contact will be contacted when a student is suspended, even if the student must be removed due to safety, welfare or ability to maintain a stable learning environment for other students. The right to appeal and due process rights will be available and a conference set as soon as a parent can come to the school to discuss the issues with an available administrator. See BOE Policy 6251, 6253, 6255, 6257

7. **BUY BACK POINTS** - This program involves campus community service, with minor points only being reduced for specified work time. A student may work for 30 minutes to remove 2 points. Contact an Assistant Principal for more information.

| <u>Infraction</u> | <u>Major</u> | <u>Minor</u> | <u>Assigned Points</u> |
|--|---------------------|---------------------|-------------------------------|
| Alteration of School Records | X | | 25 - 45 |
| Assault/Battery/Bullying/Harassment | X | | 25 - 45 |
| Bomb Threats | X | | 45 |
| Bullying - Warning | | | 0 |
| Bullying (Minor) | | X | 7 - 24 |
| Bullying (Major) | X | | 25 - 45 |
| Cheating | X | | 25 - 45 |
| Contract to Avoid Conflict | | | 0 |
| Creating a False Alarm | X | | 25 |
| Defamation of Character | | X | 7 |
| Defiance of Administrative Authority | X | | 25 - 45 |
| Defiance of Authority | | X | 7- 24 |
| Destruction of School Property/Vandalism | X | | 25 - 45 |
| Disruptive Behavior | | X | 5 |
| Dress Code Violation | | X | 5 |
| Extortion | X | | 25 |
| Failure to Obey (Minor) | | X | 5 - 24 |
| Failure to Obey (Major) | | X | 25 - 45 |
| Failure to Serve Assigned Discipline | | X | 5 |
| False Accusations | | X | 5 |
| Fighting | X | | 25 - 45 |
| Food Fights | X | | 25 |
| Food/Drink on Campus without Administrative Approval | | X | 7 |
| Forgery | | X | 7-24 |
| Gang Activities/Apparel/Graffiti Warning | | | 0 |
| Gang Activities/Gang Apparel/Gang Graffiti | | | 25 |
| Graffiti | X | | 7 |
| Graffiti – Threatening, Offensive, Unsafe i | X | | 25-45 |
| Hazing | X | | 25 - 45 |
| Horseplay | | X | 7 |
| Inciting Violence | | | 25 |
| Intent to Distribute (Illegal Substances/Materials) | X | X | 25 |
| Internet/Computer Violation | | X | 7 - 24 |
| Littering | | X | 5 |
| Loitering | | X | 7 |
| Parking Violation | | X | 5 |
| Parking Warning | | | 0 |
| Parking Lot Violation | | X | 5 - 7 |
| Parking Lot Warning | | | 0 |
| Possession of Alcohol, Drugs, Controlled Substances | X | | 45 |
| Possession of Cigarette Lighter or Matches | | X | 7 |
| Possession of Drug Paraphernalia | X | | 25 - 45 |
| Possession of Stolen Property | X | | 25 |
| Possession or Use of Fireworks, Stink Bombs | X | | 25 |
| Profanity (Minor) | | X | 2 - 24 |
| Profanity (Major) | X | | 25 - 45 |
| Public Display of Affection | | X | 7 |
| Reckless/Unsafe Driving | X | | 25 |
| Sexual Acts/ Sexual Battery/Sexual Harassment | X | | 25 - 45 |
| Tardy | | X | 2 |
| Theft | X | | 25 - 45 |
| Threat (Minor) | | X | 7 - 24 |
| Threat (Major) | X | | 25 - 45 |
| Tobacco Usage/Possession | X | | 25 |
| Truancy Off Campus (Major)/On Campus (Minor) | X | X | 7 - 45 |
| Trespassing | X | | 25 |
| Unauthorized use of Electronic Devices | | X | 7 |
| Under the Influence Alcohol, Drugs, etc. | X | | 45 |
| Vehicle Moving Violation (Minor) | | X | 7 - 24 |
| Vehicle Moving Violation (Major) | X | | 25 |
| Violation of Contract to Avoid Conflict | X | | 25 |
| Weapons | X | | 25 - 45 |

TYPICAL CONSEQUENCES/INTERVENTIONS

| | | | | | | | |
|-----------|--------------------------------------|-----------|------------------------|-----------|-------------------|-----------|------------|
| 0-15 Pts | 15 Min AM Detention | <u>OR</u> | 15 Min Lunch Detention | | | | |
| 16-24 Pts | PM Detention (4:00 p.m. – 5:00 p.m.) | <u>OR</u> | ISD | | | | |
| 25-34 Pts | ISD | <u>OR</u> | STAP | <u>OR</u> | Suspension | | |
| 35-44 Pts | ISD | <u>OR</u> | ISD, then STAP | <u>OR</u> | School, then STAP | <u>OR</u> | Suspension |
| 45 > | ISD | <u>OR</u> | ISD, then STAP | <u>OR</u> | Suspension | | |

Consequences listed are typical, and may be altered, combined or disregarded if another intervention is found to help develop positive student behavior, based on administration and Due Process Hearing Team input. PLEASE NOTE THAT ANY SENIOR WHO COMMITS A MAJOR VIOLATION DURING THE MONTH OF MAY COULD LOSE THE RIGHT TO PARTICIPATE IN SENIOR ACTIVITIES AND MAY NOT WALK AT GRADUATION.

DRESS CODE

- A. All students are expected to be neatly groomed. Shoes must be worn. Clothing and/ or jewelry should not display anything that is profane, gang related, repulsive, obscene, that advertises weapons, illegal substances , related items or paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive must be corrected immediately. Included in this policy is the prohibition of clothing and/or athletic uniforms worn in a manner that is revealing, disruptive or inappropriate as determined by any adult and this policy.
- B. Extremes in wearing apparel or personal appearance that disrupt classrooms and/or interfere with the intended function of the school will not be considered acceptable as school dress. The wearing of any apparel that is considered disruptive will not be allowed at school, on school vehicles, at or going to school sponsored/authorized functions.
- C. Upholding the dress code is the responsibility of students, parents, staff and administrators concerned. Where a judgment needs to be made, the site principal will make the decision.
- D. Students will not be allowed to leave campus to correct a Dress Code Violation; students unable to correct the violation will be sent to ISD. See BOE Policy 6200.
 1. Skirts, Dresses, Shorts: These items may be no shorter than a dollar bill turned sideways, touching the top of the kneecap. This includes all outer garments except coats and jackets, whether tights are worn or not.....
 2. Tops: Any shirt, blouse or sweater that meets Dress Code may be worn with the following conditions:
 - a. See-through” is not acceptable as a primary garment; see through that displays undergarments is also not acceptable.
 - b. Shirts and blouses must be properly buttoned and cannot expose the midriff. Any article of clothing that exposes the back may not be worn. Off shoulder clothing is not permitted.
 - c. Shirt, dress, and sleeve openings must not expose the torso, cleavage, or undergarments (bras, thongs, boxers, shorts). Neckline should be close to the collarbone area.
 - d. Spaghetti straps are not acceptable; tank tops are not permitted; a student displaying cleavage will be asked to correct the situation.
 3. Pants:
 - a. Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under outer garments that are long enough (\$ bill turned sideways above the knee.)
 - b. Pants may not have holes or tears above the knee.
 - c. Sagging will not be permitted. A directive to use school provided material to raise the garment waistline must be followed immediately. Oversized clothing associated with sagging is a safety issue; students must immediately obey a request to tuck in an outer or oversized garment.
 - d. Certain types of shoes may be required for certain school activities.
 4. Accessories: Examples of accessories which are not permitted include:
 - a. Sweatbands, bandanas of any color, arm bands, leg bands, headbands worn on the forehead.
 - b. Hats, hoods and caps or other types of head coverings – not to be worn in the building.
 - c. Gang symbols.
 - d. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc... are not permitted.
 - e. Facial piercing will be limited to one and must be in stud form (no hoops, pointed studs)
 - f. Only natural hair colors will be permitted. (No green, purple, blue, pink, orange, etc.)
 - g. Any emblem or item of clothing identified as distracting or potentially embarrassing, hurtful, etc., will be required to be corrected.

ENFORCEMENT OF DRESS CODE - Exception or modification of a provision of the dress code may be authorized by the building principal or designee for a specific school-related activity on a single-event basis. Religious and Health Accommodation: If a legitimate religious belief or health need of a student conflicts with the dress code, reasonable accommodation may be considered. A parent or legal guardian of a student desiring accommodation based on a religious or health condition may notify the school principal in writing of the requested accommodation and factual basis for the request before the student begins school.

IDENTIFICATION OF STUDENTS - ID is required to use the media center and the cafeteria. The ID may be used only by the student appearing on the ID. If an ID is lost, defaced or damaged it is the student's responsibility to

replace the original (free) ID with a new one, which will cost \$5.00. STUDENTS ARE REQUIRED TO IDENTIFY THEMSELVES UPON REQUEST ON CAMPUS OR AT AN ACTIVITY. FAILURE TO DO SO WILL RESULT IN MAJOR CONSEQUENCES.

LOCKERS - Students will be assigned a locker. NO LOCKS are to be used on hall lockers other than school-owned locks. LOCKERS ARE ISSUED IN THE Administration Building. The school does not assume responsibility for property removed or stolen from lockers. Each locker is school property and may be inspected or searched at any time without prior notice.

LUNCH - (Fast food may not be brought on campus by students returning from off campus classes or events without administrative prior permission.) There are two lunch periods. Students with 1st lunch will go to lunch after 3rd hour. Students who have 2nd lunch will go to lunch after 4th hour. . Students who have lunch are not allowed in classroom areas during their assigned lunch. Students (during their lunch schedule) are restricted to these areas:

Cafeteria - Math Commons Area - Patio

- Only the restrooms in the Math Commons may be utilized by students who are at lunch.
- Students may not be in or go to the Parking Lots without a note from a staff member. This is true any time of the day.

MAKE UP WORK DUE TO ABSENCES - If a student is absent for three full days and will be absent for additional consecutive days the student may request from his/her counselor that assignments be collected. For each day of absence, a student may have two school days to make up the work missed. During the period of make up time allowed, the work missed may not be calculated in the students' grade until the work is turned in, graded or the makeup time has expired. For example, if absent on Monday, make up work is due to the teacher at the beginning of class on Thursday. Any examination or assignment, announced or scheduled prior to a student absence (e.g. semester test, research paper, etc.) may be made up on the day the student returns to class.

OTHER SCHOOL CAMPUSES - Students from THS are prohibited from being on other campuses in the district during the school day without THS administrative approval.

PARKING - PARKING ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKED IF ABUSED.

Motor vehicles on a school campus introduce safety responsibilities requiring additional school security. The proceeds from parking decals assist the school in purchasing surveillance equipment and offer other security measures that ensure the safety of the student body.

The policy of Tahlequah Public Schools concerning authorization for students to purchase a permit/decals and park on the THS campus includes the following minimum requirements:

1. Possession of a valid Oklahoma driver's license.
2. Evidence of valid auto insurance.
3. Current car/motorcycle tag.
4. \$20.00 Parking Fee Paid
5. Completed Drug Test Consent Form

****DECALS MUST BE PURCHASED WITHIN 2 WEEKS OF THE BEGINNING OF SCHOOL.** Students are not to park in residential areas, Cornerstone Church, Administration Lot, Tennis Court area, PAC or TMAC Lots. Vehicles are subject to towing at owner's expense if parked in a non-designated spot, in an unsafe manner, or if they do not have a valid THS parking permit. A Vo-Tech or other permit shall not take the place of the THS parking permit. Lost or stolen permits must be replaced by the student at the full cost. The building principal is authorized to establish additional parking and driving regulations on the school campus. The school is not responsible for automobiles or their contents. Any student who drives a vehicle to school is deemed to consent to a search of that vehicle at any time for any lawful reason. Searches will be conducted in accordance with legally approved policies. If it becomes necessary to permanently drive another vehicle, students are to register the new vehicle information. A five mph speed limit will be enforced in all parking areas and a 15 mph speed limit on all access roads to the parking lots. Passing on access roads is prohibited. Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in the issuance of a ticket that will have a consequence of a monetary fine not less than \$25.00 and/or suspension from driving and/or parking on school property.*** **UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO SIT IN VEHICLES DURING SCHOOL HOURS.**

Around 9:15 a.m. daily, all access gates will be locked, except those necessary to aid construction. All parking lots are "off limits" during school hours without an authorized pass or scheduled student release/entrance. If a student's vehicle is removed from the campus for violating regulations, all expenses associated with the removal are the responsibility of the student and/or parent/guardians. See BOE Policy 6105

Student Penalties for Parking/Decal Violations: Moving/Non-moving

1st Offense

Warning (UNLESS MAJOR!)

2nd Offense

ISD and/or Loss of Parking for 1 week and/or 25.00 fine

3rd Offense

ISD and/or Loss of Parking up to 1 year and/or 25.00 fine See BOE Policy 6105

PROTECTIVE ORDERS / RESTRAINING ORDERS - It is the responsibility of the parent/guardian to notify the school of any special court orders or directives concerning student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file. If an order is changed or rescinded, it is the responsibility of the adult parent/guardian to bring further documents to the school. Every effort will be made to comply with legal orders, but it is the ultimate responsibility of the student to state the situation if a staff member forgets or is unaware of a court order. Legal documents should be turned in to the Receptionist at the Administration

Building as soon as applicable; it is the responsibility of the parent guardian to be sure that any legal order is in place for a following year if needed. It is not the responsibility of THS to roll over a document or assume that one is in effect for a succeeding school year.

PUBLIC DISPLAY OF AFFECTION - Physical contact, other than holding hands, is prohibited on campus. A student must correct a situation upon request.

TRUANCY - A student is identified as truant when:

- (a) a student is absent and neither the parents nor school officials have knowledge of his/her whereabouts,
- (b) a student leaves a class or campus without following all check out procedures,
- (c) a student is in a place on campus where he/she does not have permission to be; from arrival to departure. (This includes the track, walking off campus before school, going to any building, etc.)

**If a student is ill enough to miss class it is the responsibility of the student to communicate with a certified staff member. Staying in a restroom all class hour will likely be truancy. WHEN A STUDENT ARRIVES ON CAMPUS, THE STUDENT IS TO REMAIN IN THE BUILDING UNLESS HE OR SHE HAS PERMISSION TO LEAVE.

SENIOR ACTIVITIES - Students must meet academic eligibility in order to participate. Students who are under suspension, other discipline, disciplinary placement in the Alternative School, or on Homebound status are not eligible to participate in Senior activities. Only Seniors may participate in activities designated as Senior activities. Seniors will be given dates, times, and information about upcoming activities in the Spring of each school year.

See BOE Policy 5375, 5500

SEXUAL HARASSMENT - State and Federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Tahlequah School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment. "Employee" means any person authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers. "Student" means any person who is enrolled in any school or program of the School District. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties may be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any student engaging in sexual harassment is subject to any and all disciplinary action, which may be imposed under the School District's Student Discipline Code. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment may report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the student, employee or applicant involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Opportunity Commission or the Oklahoma Human Rights Commission. Sexual harassment is considered an extremely serious offence and may be treated as such. See BOE Policy 6275

SIGN-IN AND SIGN-OUT PROCEDURES - Students leaving school before regular dismissal time must have a Blue Slip and sign-out at the receptionist desk. Parents are required to contact the school before a student will be allowed to leave.

A pink slip will be sent to the student; the student must bring the pink slip to the receptionist desk to sign out. If the student does not sign out before leaving school, an appropriate disciplinary action will be administered. If the student returns the same day they must sign back in.

STUDENT SUBSTANCE ABUSE POLICY

The Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts this policy:

- 1.1 The safety of students and employees of the School District is of paramount concern to the School Board.
- 1.2 Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicle or travelling to or from a school sponsored event pose serious safety risks to students, employees and the public.

- 1.3 The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.
- 1.4 The Board recognizes that all students have certain personal rights guaranteed by the Constitution of the United States of America and the State of Oklahoma. This Policy will not infringe on those rights.
- 1.5 Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
- 1.6 This Policy will apply to all students of the School District.
- 1.7 Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension from school, as well as legal consequences.
- 2.1 "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. Additionally, any material used to duplicate the effects of drugs including but not limited to synthetic marijuana, "huffing" of volatile fumes, will be considered an illegal chemical substance by the school.
- 2.2 "Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use test. Additionally, any material used to duplicate the effects of drugs including but not limited to synthetic marijuana, "huffing" of volatile fumes, will be considered an illegal chemical substance by the school that has contributed to being under the influence.
- 2.3 "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.
- 2.4 "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
 - a. Observable phenomena, such as:
 - (1) physical symptoms or manifestations of being under the influence of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
 - (2) direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;
 - b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources;
 - c. Evidence that a student has tampered with an alcohol or drug test
 - d. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

3. Student Use, Sale, Possession, Distribution, Purchaser Being Under the Influence of Alcohol or Illegal Chemical Substance

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action.

4. Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of students under this Policy:

- 4.1 The Superintendent of Schools,
 - a. Any employee designated for such purposes by the Superintendent or the School Board

5. Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this Policy may be afforded appropriate due process procedures allowed by the School District's policy on student behavior.

6. Circulation of Policy

This policy may be given broad circulation to all students of the School District, which may be the Student Handbook. See BOE Policy 6205, 6207, 6225

SUSPENSION APPEAL PROCEDURES

A parent of a student may appeal an out-of-school suspension decision. Procedures are printed on the suspension form.

1. A request to appeal must be presented by letter to the Principal, Superintendent of Schools, or the Assistant Superintendent of Student Services. A request by the guardian for an appeal hearing must be in writing and must cite the specific part of the suspension decision about which there is an alleged inequity.
2. If no appeal is received within five (5) calendar days after the parent or student receives the principal's decision, the principal's out-of-school suspension decision will be final.

3. At the Principal's discretion, a student whose suspension is being appealed may be placed in ISD during the appeals process. However, ISD days DO NOT count as suspension days. SEE BOE Policy 6261, 6263,6265,6257,6273

TOBACCO/ALCOHOL/DRUGS POLICY

1. The use or possession of tobacco in any form (including simulated) by students is prohibited.
 2. The use, sale, possession or being under the influence of a narcotic, a medication prescribed to another person, or a drug including but not limited to: marijuana, LSD, PCP, barbiturates or heroin, or non-narcotic intoxicants such as glue, inhalants such as butane, cough medicine, or alcohol will not be tolerated.
 3. A student may not have a beverage containing alcohol in his/her possession or be under its influence (defined as any consumption). This includes the non-alcoholic or "near beer" types..
 4. A student may not sell, use, possess, distribute or display any pills or capsules which are intended to give the appearance of being prohibited drugs. Selling, distributing, or being in the chain of distribution will result in consequences up to suspension for the current Semester and succeeding Semester with no services provided.
 5. A student may not possess nor contain in a vehicle on campus any type of drug paraphernalia for the injecting, ingesting or inhaling of a controlled substance into the body.
 6. Possession or use of a defensive type aerosol spray such as mace or pepper gas by a student is prohibited.
- ALL OF THE RULES ABOVE APPLY WHILE AT SCHOOL (including parking areas), ON THE WAY TO OR FROM AN ACTIVITY, OR WHILE ATTENDING AN ACTIVITY.
IT IS POLICY THAT ANY STUDENT VIOLATING ANY OF THE RULES LISTED WILL RECEIVE BOTH SCHOOL AND LEGAL CONSEQUENCES, AS DETERMINED BY SCHOOL AND LEGAL AUTHORITIES. See BOE Policy 6205,6207, 6208

UNAUTHORIZED DEPARTURE FROM CAMPUS - Tahlequah High School is a closed campus. Therefore, a student may not leave the campus or school grounds unless he/she has a schedule that allows departure. A student who leaves campus without permission or without signing out will be charged with truancy. Any departure from THS after arrival must be approved, even to go to another campus area, such as the parking lot, track, etc.

WEAPONS, DANGEROUS ARTICLES - It is the policy of this school district to comply fully with the Safe and Drug-Free School Act. Any student who uses or possesses a weapon/facsimile at school, school event, or to/from either may be removed from school for not less than one calendar year. The Superintendent or designee may grant students participating in a school activity an exception. See BOE Policy 6271

WIRELESS COMMUNICATION DEVICES

This policy includes any electronic/battery operated device with an on/off switch from 8:45 am to 3:50 pm.

1. Devices may not be visible or worn.
2. Devices must be turned off, unable to receive or transmit at all.
3. ONLY an administrator can approve an exception.

PLEASE NOTE THAT AFTER ONE WARNING EACH **YEAR** THE NEXT OFFENSE IS CONSIDERED A 2ND OFFENSE.

1ST Offense = Warning/Student picks up phone at end of school day.

2nd Offense = Points Given/Parent picks up phone or choice of 2 ISD

3rd Offense = Same as above or 3 ISD

Point total and cooperation can impact discipline assignment and ability to choose options. Any exception to the above policy requires approval by the building principal. It is requested that students do not bring electronic devices to school at all; therefore THS assumes no responsibility for lost/stolen items. See BOE Policy 6229

Unauthorized videotaping using a wireless communication device may result in suspension from school.

HAVE A GREAT 2011-2012!!!!

P O Box 517 – 225 N. Water
Tahlequah, OK 74465
(918)458-4100 FAX (918)458-4103
<http://www.tahlequah.k12.ok.us>
e-Mail: tpsi35@tahlequah.k12.ok.us

July 1, 2011

Parents and Students,

Tahlequah Public Schools' Board of Education policy #6209, STUDENT RANDOM DRUG AND ALCOHOL TESTING POLICY, states that in order to park on campus or participate in any athletic or other competitive extracurricular activity, all students in grades 7-12 are required to be randomly drug tested. Students not participating in competitive extra-curricular activities or campus parking have the option of volunteering to be placed in the testing pool.

Random Student Drug Testing is part of the district's comprehensive plan to prevent illegal drug and alcohol use and to intervene with students who are using these substances. Students will be tested for illegal drugs, alcohol, and performance enhancing steroids. All test results will be confidential, as stated in the policy.

Scientists now know that the brain is not fully developed in early childhood as was once believed, but continues to grow through adolescence and until around age 25. Taking drugs at an early age has far more serious, adverse effects on adolescents than on adults and may cause long-lasting damage to areas of the brain that are critical for thought and/or memory. Students on drugs cannot perform as well as their peers who do not use drugs, even if they have equal ability. Random Student Drug Testing is a research-based effective program to reduce drug abuse.

Please carefully read Board Policy # 6209 available on the district's website, www.tahlequah.k12.ok.us, or by request in the principal's office, keeping in mind that it is not intended to be disciplinary or punitive in nature, but as a way to prevent student drug use. Hopefully it will give students one more reason to say no to illegal drug use.

In order to participate in any competitive extracurricular activity, or to voluntarily be placed in the testing pool, a student must complete the attached consent form and return it, along with a \$20 activity fee, to the principal's office.

Sincerely,

Jeff Thorne
Principal

Tahlequah Public School District I-035

Alcohol and Illegal or Performance Enhancing Drug Testing Contract

Student Random Alcohol and Drug Consent to Test Form 2011-12

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Tahlequah Public Schools' Board of Education and the sponsors for the activity in which I participate.

I authorize Tahlequah Public School District to conduct a test on saliva and/or urine which I provide on-site to test for alcohol and/or drug use if my name is drawn from the random pool. Pursuant to the regulations for Policy # 6209, I also authorize the release of information concerning the results of such tests to the Superintendent or administrative designee.

I understand that I may also be randomly drug tested throughout the remainder of the school year.

- Check one: I plan to participate in: Competitive Extracurricular Activity or Park on campus.
- I am volunteering to be placed in the testing pool but do not plan to participate in any Activities this school year.

Student Name – Please Print

Grade

Student Signature

Date

Parent/Guardian Name – Please Print

Parent/Guardian Cell Phone

Parent/Guardian Signature

Parent/Guardian Work Phone

Date

Parent/Guardian Home Phone