

2011-2012 TAHLEQUAH MIDDLE SCHOOL STUDENT HANDBOOK CONTENTS

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TAHLEQUAH MIDDLE SCHOOL HANDBOOK 2011-2012

Tahlequah Middle School is your school. Be proud of it. Take good care of its equipment. Look upon your teachers and your fellow classmates with kindness and respect. Select your class and organization officers on the basis of their citizenship and leadership. Study hard. Participate in extra-curricular activities and lend active support to the activities of others.

The basic and primary function of education is to provide each individual with the opportunity to find his/her place in a democratic society.

DISTRICT MISSION STATEMENT

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

DISTRICT VISION STATEMENT

TIGERS ROAR.....Removing Obstacles Achieving Results

TMS VISION STATEMENT

“WHATEVER IT TAKES FOR STUDENTS TO LEARN”

GOALS AND STRATEGIES

I. Student Achievement and Citizenship:

Students graduating from Tahlequah Public Schools will demonstrate competency in basic skills with emphasis in communications (reading, writing, listening, speaking) and mathematics, along with other challenging subject areas. They will leave school prepared for responsible citizenship, further learning and productive employment.

II. Drug-Free and Safe Schools:

The primary goal of the Board of Education is that Tahlequah Public Schools will develop students who excel academically, reason and solve problems rationally, and act responsibly by displaying good character and citizenship.

This goal can only be achieved if teachers can teach and students can learn in an environment in which they feel safe and secure. Both in learning and behavior, we establish clear expectations for our students. We invite and encourage parents to be partners in achieving our goal.

We continue to ensure that a safe and secure learning and working environment exists by maintaining our “zero tolerance” position regarding drugs and alcohol, weapons, gang-related activities, all types of assault, intolerance and sexual harassment.

By “zero tolerance,” we mean that we will bring the full force of School Board Policy, State Law, and Federal Law to bear on any student or adult who engages in any of the following activities:

- having any type of weapon on their person, or in their locker, or in their car, or
- bringing, selling, giving or using drugs or alcohol at school, or
- coming to a school event under the influence of drugs or alcohol, or
- showing disrespect to another person because of gender, race, religion, beliefs or physical condition, or
- showing defiance to or disrespect of a staff member, or
- student involvement in any type of physical confrontation.

This means that students may be suspended from school and will have criminal charges filed against them when it is appropriate!

We do not apologize for believing that students can best learn in an environment in which there is good instruction, a respect for authority, an adherence to discipline standards, and a spirit of love. That environment has served this district very well in the past. With your help, it will continue to serve the district well in the future.

III. Technology:

Tahlequah Public Schools will create an environment for all members of the school community which ensures the continuous acquisition of, and access to, technological exposure, knowledge and literacy which is both appropriate and essential for ultimate intellectual, social, and character development of students as citizens of the 21st century.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance is recited daily and a moment of silence is allowed for students to mediate, pray or focus on the day ahead. Students are expected to spend the time allowed quietly and respectfully to allow all students the ability to utilize the time well.

**STUDENT RESPONSIBILITIES AND DISCIPLINE
DRESS AND APPEARANCE POLICY**

In developing a dress policy, Tahlequah Middle School recognizes student appearance is not the sole responsibility of the school. It is a cooperative endeavor between the school, parents, and students; with parents and students assuming the larger share of responsibility.

All students are expected to be neatly groomed. Because a relationship between one's appearance and behavior does exist, attire for students must be reasonable, modest, and in such a style as it will not cause distraction from the educational process. The responsibility of upholding and enforcing this code rests with those students, parents, teachers, and principals concerned. Where there is a judgment to be made, the principal will make the decision in accordance with the site policy, as approved annually by the School Board.

Student Grooming Information

Skirts, Dresses, Shorts: LENGTH - Must not be more than 2 ½ inches above the knee

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
- B. Shirts and blouses must be properly buttoned and cannot expose the midriff
- C. Any article of clothing which exposes the back while standing or sitting may not be worn.
- D. Off shoulder, low-cut, racing style backs are not permitted
- E. Sleeve openings must not expose the torso, cleavage or undergarments
- F. Tank tops and spaghetti strap tops are not permitted

PANTS Must be worn at the waist and the following guidelines shall be adhered to as well;

- A. Sagging is not permitted; oversized clothing associated with sagging is a safety issue and is not allowed,
- B. Form-fitting, stretch material may not be worn as the primary outer garment. Tights and leggings may be worn only under other garments which meet the dress code,
- C. Pants may not have holes or tears above 2 ½ inches above the knee,
- D. Pajama pants are not permitted,

SHOES: Must be worn while at school with the following guidelines:

- A. Shoes with metal taps may not be worn.
- B. Shoes with embedded roller-skates are not permitted.

- C. Students are required to wear tennis/athletic shoes in P.E. to reduce the possibility of injury. Certain types of shoes may be required for certain activities.
- D. House shoes are not permitted.

ACCESSORIES: Examples of accessories which are not permitted include the following:

- A. Sweatbands, bandanas of any color, arm bands, leg bands,
- B. Hats are not allowed on campus, head covering ie. hoodies, stocking caps, etc. are 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,
- E. Facial piercing is limited to one and must be in stud form (No hoops, pointed studs)
- F. No facial tattoos will be permitted
- G. Only natural hair colors will be permitted, (No green, purple, blue, orange, etc.),
- H. Any item or item of clothing that is identified as distracting or potentially embarrassing, hurtful, etc. will be required to be corrected. While some are simply not noticed, others are. It is the responsibility of the administrators to deal with students they notice or who are brought to their attention. Students are required to correct the violation before attending class.
- I. Clothing with written messages which are likely to disrupt the school environment is prohibited.
- J. Clothing advertising or picturing drugs, alcohol or tobacco, weapons, violence as well as clothing with vulgar or obscene language or language with double meanings or language which insults a race, religion, gender, or ethnic group is not acceptable.
- K. NO WRITING/DRAWING ON OTHER INDIVIDUALS OR CLOTHING IS ALLOWED**
- L. No sunglasses may be worn inside the building.

RELIGIOUS AND HEALTH ACCOMODATION: If a legitimate religious belief or health need of a student conflicts with the dress code, reasonable accommodation shall be considered by the building administrator. Any parent or legal guardian of a student desiring accommodation on the basis of a religious or health condition shall notify the site principal in writing of the requested accommodation and factual basis for the request before the student begins school.

STUDENT BEHAVIOR

It is the desire of the faculty that students develop self-discipline to the extent that they are never sent to the office. If however, it becomes necessary for a student to be sent or brought to the office for disciplinary measures, the student will be disciplined within the guidelines established by Tahlequah Public Schools and the Board of Education.

STANDARDS OF BEHAVIOR

The following are STANDARDS of BEHAVIOR for students in the Tahlequah Public School System which were set by a task force of administrators, teachers, parents, and students. They agreed that some types of behavior are essential for a satisfactory learning environment. Therefore, students will be expected to:

1. attend class daily,
2. be on time for each class,
3. bring required materials to each class,
4. accept the teacher's right to teach and each student's right to learn,

5. be attentive to and participate in the learning process in each classroom,
6. complete all assignments as required by the teacher,
7. accept responsibility for their actions,
8. be courteous and considerate toward others, and
9. do their own work on tests, homework, and class work.

GENERAL SCHOOL EXPECTATIONS

In addition to the teacher's classroom expectations of conduct, the following expectations should be recognized throughout the entire school campus, and at school sponsored events.

1. Conduct which interferes with the educational process is prohibited.
2. Abusive language or gestures will not be tolerated.
3. Fighting and rowdy behavior is prohibited and may result in immediate suspension and police contacted.
4. Possession or use of alcohol or tobacco in any form is prohibited by state law and will result in disciplinary action.
5. Running in the hallways is prohibited.
6. There will be no valuables i.e. Radios, tape players, CD players, I Pods, Cameras, video games, etc on campus. **The School will not be responsible for lost/stolen/broken valuables.**
7. Students throwing rocks, snowballs, etc. on school grounds.
8. Littering is not permitted on campus.
9. Students do not have the right to simply walk out or leave class. GET PERMISSION FIRST.
10. **Skateboards, skates and "wheelie" shoes are not allowed on campus.**
11. Book bags are not to be carried from class to class. Lockers are provided to students for storage.
12. Laser pointers are not permitted.
13. **Markers/Sharpie Pens are prohibited; these items when required will be provided by the school.**

BULLYING

Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior.

Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc.

In an effort to be proactive against "Bullying" in our schools, measures will be taken by staff and administrators of Tahlequah Public Schools to eliminate bullying.

TOBACCO

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia on school property, including school buses, personal vehicles and at school sponsored functions. Products will be confiscated and parents will be notified each time a student is found in violation of this policy. Violations of this policy will result in the following disciplinary actions.

First Offense: Student will be assigned 4 days of STR(Short term remediation). At central campus. The student shall sign a statement outlining the Tahlequah School’s Tobacco Policy and future consequences.

Second Offense: Student shall be issued a tobacco violation ticket by local law enforcement and shall be placed in STAP (Short-term alternative placement) for five (5) days. Off TPS campus.

Subsequent Offenses: Student shall be issued a tobacco violation ticket by local law enforcement and shall face STAP .

CONSEQUENCES

Based upon the severity of the offense and the repetition of offenses by the offender, violation of school expectations will result in one or more of the following consequences:

- A. After school Detention
- B. Work Detail
- C. Short Term Remediation(STR) @ Central Campus
- D. STAP (Short-term alternative placement) off any TPS campus
- E. Long term suspension

IF A STUDENT'S OFFENSE IS SERIOUS ENOUGH, OR IF A STUDENT HAS REPEATED TRIPS TO THE OFFICE ANY STEPS MAY BE SKIPPED, RESULTING IN A HIGHER LEVEL OR LEVEL(S) OF DISCIPLINE.

FURTHER EXPLANATION OF OFFENSES AND DISCIPLINE THAT MAY RESULT

A discipline referral will be sent to the office after collaboration between the teacher, student and parent is unsuccessful. Discipline will be administered by a Principal and at that time a student will be placed on a Student Discipline Report. See sample attachment pg.

AFTER-SCHOOL DETENTION

A minimum of 2 hours of detention must be served as assigned or students will be placed in STR(Short Term Remediation)@ Central Campus. Grade Level skill assignments or students homework will be given to the student to work on. Students **WILL NOT** be allowed to reassign detention once a date is set. **ONLY A PARENT MAY REQUEST A DATE CHANGE.**

This consequence will be used for minor offenses that occur on campus or in the classroom and impede the learning process.

WORK DETAIL

This will be scheduled for students as an alternative to after-school detention and in cases where student infractions may warrant a work detail, such as a violation of cafeteria rules, patio/grounds rules, etc. This may also be used in situations where restitution is to be paid by the student. Parents will be notified before students complete this consequence.

STR (Short Term Remediation) @ Central Campus

STR stands for Short-Term-Remediation. This program will be housed off campus at the alternative education campus at Central Campus. The program is intended to be an alternative to STAP or long-term suspension. Students will work on grade level skill material that will reinforce mastery of academic skills or homework. When students return from STR they will be responsible for gathering the assignments they missed in class the days they were in STR or turning them in if they worked on them in STR. Students will have the number of days that they missed the regular classroom to complete and turn in those assignments. The expectations of STR are very strict and are designed to provide an extremely controlled environment. The student will not be counted absent in his regular class. Students will be expected to complete all assignments. The time in STR may be lengthened for not following the expectations in STR or the student may even be placed in STAP. STR type violations which occur after a student has no STR available will result in STAP or long-term suspension. If a student is removed for an STR rule violation the student will return to STR until STR time is served.

***Long term remediation for students may be provided at the central campus if determined as an appropriate placement option for a student**

STAP (SHORT-TERM ALTERNATIVE PLACEMENT)

In this situation the student will not be allowed to return to the regular classroom setting for a number of days to be determined by the nature and frequency of his/her inappropriate actions. THERE IS NO APPEAL PROCESS FOR STUDENTS PLACED IN **STAP**. **Students are expected to attend afternoon detention from 3:15 until 5:15 when they are given STAP to complete classroom assignments. Students that do not attend STAP will be recorded as suspended.**

STAP will be administered for offenses such as the following:

1. fighting,
2. tobacco use or possession, as well as possession of a lighter, or other paraphernalia,
3. petty theft,
4. repeated threats of violence,
5. profanity towards staff,
6. repeated and severe classroom disruptions,
7. vandalism (student will also be required to pay restitution),
- 8. biting or spitting on another individual**
9. bullying.

While in STAP, class work and tests will be given to the student for make-up. Make-up work will be graded. If teachers have provided work for the STAP, work is due upon return. If teachers have not provided work during the STAP period, the student has three (3) school days to make up work after he/she returns.

Students, who are in STAP, must have their parent/guardian get their assignments and books during their STAP time. These assignments must be completed when the student returns to the regular classroom setting.

Pre-announced tests which are missed will be scheduled for the day the student returns to school or will be made up on the student's time, not during class time and will be expected to be made up the first day the student returns. Make-up work will be granted in full for absences and STAP.

DURING THE TERM OF STR, STAP, SUSPENSION THE STUDENT WILL NOT BE PERMITTED TO PARTICIPATE IN OR BE IN ATTENDANCE AT ANY EXTRACURRICULAR ACTIVITIES IN WHICH DISTRICT SCHOOLS PARTICIPATE.

LONG-TERM SUSPENSION

Any student who has been placed in STAP for two (2) terms of two days each or more is eligible for longer term suspension. The long-term suspension may be the remainder of the semester and possibly the following semester as allowed by law.

RIGHTS, RESPONSIBILITIES, AND LIMITATIONS FOR WHICH SUSPENSION MAY OCCUR

Criminal Acts Defined: The following activities are among those defined as criminal under the laws of the State of Oklahoma and the City of Tahlequah.

- | | | | |
|----------------|---------------------------|-----------------|--------------------|
| Arson | Malicious Mischief | Battery | Trespassing |
| Assault | Gambling | Burglary | Extortion |

The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Depending on the severity of the act the local authorities may be notified.

DANGEROUS WEAPONS: possessing any kind of weapon or using any article as a weapon to threaten or injure another person is prohibited. Knives of any kind are prohibited. Possession of a gun on school property or at school-sponsored activities will result in a one year suspension as allowed by law.

TOY GUNS OR LOOK-A-LIKES WILL BE TREATED WITH SEVERE CONSEQUENCES. IF THE TOY IS DISPLAYED AS "REAL", THE CONSEQUENCE MAY BE LONG-TERM SUSPENSION.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES: the sale, consumption or possession of alcoholic beverages and other controlled substances including illegal narcotics, dangerous drugs, drug paraphernalia and tobacco is prohibited. Any student found to be under the influence of alcohol/drugs will also face discipline proceedings. **ITEMS REPRESENTED AS DRUGS WILL BE TREATED WITH SEVERE CONSEQUENCES AND THE CONSEQUENCE MAY BE LONG-TERM SUSPENSION.**

UNLAWFUL INTERFERENCE WITH SCHOOL EMPLOYEES: striking, threatening to strike, or otherwise abusing any employee of the school district is prohibited.

LONG-TERM SUSPENSION OF STUDENTS

In accordance with the policy of the board of education, the following regulation shall govern the long-term suspension of students from school. The authority to suspend a student from school in the school district is delegated to the respective building principals.

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.
2. A full suspension shall not extend beyond the present semester and the succeeding semester.
3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
4. Students under suspension may not participate or represent the school in any school-sponsored function or activity.
5. Students under suspension are not permitted to ride buses or be on school premises.

PROCEDURAL STEPS TO LONG-TERM SUSPENSION Due Process

A. Pre-Suspension Conference

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal will conduct an informal conference with the student.
2. At the conference with the student, the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.

5. The principal will immediately notify the parent by phone and in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected. Students will not be dismissed before the end of the school day without advance notice to the parent.

B. Immediate Suspension without a Pre-Suspension Conference

1. A student may be suspended without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, staff, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, a suspension conference with the student and the parent or guardian will be rescheduled as soon as possible after the student has been removed from the building.

C. Conference with Parents

1. The principal or his/her designee will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The principal will provide information as to the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal will state whether he/she will uphold, modify or terminate the suspension. In all cases the parent will be advised of his/her right to appeal the decision of the principal.

D. Right of Appeal - Short-Term Suspension (5 or fewer days)

A student who has been given a short term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal. The decision of this local committee will be final and non-appeal able.

Method of Appeal to a Committee:

1. An appeal must be requested by letter to the Superintendent of Schools.

2. If no appeal is received within three (3) school working days after the principal's decision is received by the parent or student, the principal's decision will be final and non-appeal able.
3. The Superintendent or his/her designee shall convene a review committee composed of not less than three certified administrators or teachers or a combination of administrators and teachers and shall designate a chairperson. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
4. The Superintendent of Schools or his/her designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration will be given to accommodate the schedule of the parent or guardian whenever possible. If possible the student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
5. The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
6. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The suspension committee may uphold the suspension, modify the terms of suspension, or terminate the suspension. The Committee's decision shall be rendered in writing within three (3) school working days of the hearing to the parent or guardian of the student, the principal, members of the committee, and the Superintendent of Schools.
7. The decision of this committee will be final and non-appeal able.

E. Right of Appeal - Long Term Suspension (more than 5 days)

A parent or the student may appeal the out-of-school suspension decision of the principal to (1) the district administration and (2) the Board of Education.

Method of Appeal to the Superintendent or Designee:

1. An appeal must be represented by letter to the Superintendent of Schools.

2. If no appeal is received within three (3) school working days after the principal's decision is received by the parent or student, the principal's suspension decision will be final and non-appeal able.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as quickly as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
6. Within three (3) school working days of the conclusion of the conference the Superintendent of Schools or his/her designee will notify the student and parent in writing whether he/she will uphold, modify, or terminate the suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

F. Method of Appeal to the Board of Education

1. An appeal to the Board must be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education within three (3) school working days of receipt of the administration's decision.
2. If no appeal is received within three (3) school working days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the Superintendent's decision will be final and non-appeal able.

G. Hearing the Appeal

1. The Board will hear the appeal as soon as possible.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.
5. The Board may uphold, modify or terminate the suspension.
6. The Board's decision is final and non-appeal able.

H. Attendance at School Pending Appeal Hearing

Pending the appeal hearing before the Board, the student will have the right to attend school under such "in school" restrictions as the principal, Superintendent or Superintendent's designee deems proper, except that at the discretion of the principal,

Superintendent or Superintendent's designee the student may be prohibited from attending school pending the appeal hearing.

- A. The conduct for which the student was suspended reasonably indicates that continued attendance by the student pending the appeal hearing would be dangerous to other students or school property; or
- B. The conduct for which the student was suspended reasonably indicates that the continued presence of the students at the school pending the appeal hearing would substantially interfere with the educational process at the school.

I. Student Privileges While Under Suspension, STAP or STR.

When a student's behavior justifies suspension, STAP or STR, the student forfeits the privilege of participating in the social and academic life at school. **DURING THE TERM OF THE SUSPENSION, STAP OR STR THE STUDENT WILL NOT BE PERMITTED TO PARTICIPATE IN OR BE IN ATTENDANCE AT ANY EXTRACURRICULAR ACTIVITIES IN WHICH DISTRICT SCHOOLS PARTICIPATE.**

"Extracurricular activities" include, but are not limited to, all school sponsored teams, and organizations, and ceremonies, student government, band, athletics, and all other school sponsored activities and organizations.

OFF-CAMPUS MISCONDUCT

A student who engages in misconduct away from the school setting which has an adverse or threatening effect on the discipline or welfare of the school may be subject disciplinary action which may include STR, LTR, STAP or Long term suspension.

STUDENT RELATIONSHIPS

Middle School students are expected to treat each other with courtesy and respect at all times. Displays of affection for other students by kissing, hugging and inappropriate touching are prohibited. No PDA.

REQUEST FOR LEAVE FROM SCHOOL

ALL STUDENTS ARE REQUIRED TO BE CHECKED OUT THROUGH THE ATTENDANCE OFFICE BEFORE LEAVING CAMPUS. Parents/ guardians may check their student out during the school day when a parent/guardian personally comes by the office to check the student out. Phone calls will be accepted ONLY if an emergency exists. A parent may designate a responsible person to pick up their student when arrangements are made with the attendance officer.

When parents come by to pick up a student, they should go to the attendance office and a "blue slip" will be sent to the student. Parents should limit "blue slip" requests to appointments that cannot be scheduled before 8:10 A.M. or after 3:10 P.M.

Due to the high incidence of divorce and court orders for custody, it is necessary for the parent to notify the principal's office and present the court order in the event that a child should not be released to the other parent because of said court order. This should be updated by the custodial parent at the beginning of every school year or at any time the custodial situation changes.

CLOSED CAMPUS

For your child's safety, Tahlequah Middle School has adopted a Closed Campus Policy. Permission to be away from campus must be made through the vice-principal's office. Parents should make the request and a blue slip will be issued.

HALL PASSES

Students are permitted in the halls during class periods only if they have a hall pass unless they are accompanied by a teacher. Violation will result in a referral to the Vice-Principal's office.

VISITORS

Due to the overcrowding of classrooms, students may not invite guests. Parents are always welcome. All visitors must sign in through the office and get a visitor pass or badge.

WITHDRAWAL

The procedure for withdrawal from school is as follows:

1. Authorization for withdrawal must be made by your parents or guardian.
2. Obtain withdrawal forms from the Attendance Office.
3. Have form filled out by teachers, return all school books and property and make sure all fines or charges are paid.
4. Take completed form to the Principal's Office for final clearance.

ATTENDANCE POLICY FOR TAHLEQUAH PUBLIC SCHOOLS

I. Regulations

Student Attendance Rationale - Believing there is a proven correlation between good attendance and academic performance; and believing good attendance is the responsibility of the student and the parent; and knowing the state mandates daily attendance for all school-age

children; therefore, be it known that the Tahlequah Schools expect every student to be in attendance at school every day.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. I need to take out the old absence explanation and change to the documented and undocumented absences please look below

See BOE Policy 6007, 6009

ABSENCE EXPLANATION

- An excused absence is a documented absence with either a doctors note, dental, funeral, court, etc. (must have documentation)
- Truant, which is an unexcused absence is when a parent does not call the school when their child is absent.(anything truant gets an automated phone call)
- Absent-parent contact is when a parents calls the school but does not have documentation for their child's absence. This is still considered unexcused until we receive documentation.

Calling in when a child is absent is recommended even if you do not take your child to the doctor yet. It will be looked as favourable when considering absences.

Work and tests missed due to an excused absence can be completed for credit within a reasonable length of time. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed.

It is the parents' responsibility to inform the school about the circumstances surrounding their students' absence. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absences. (70 10-106)(Section 232 School Laws of Oklahoma).

If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to (Title 10 of the Oklahoma Statues.)

II. Elementary 5-8

Absences shall not exceed eight (8) during a semester. Violation of the eight (8) day attendance policy by elementary students will be used as one of the factors considered in reviewing their academic program. Grade level promotion will be determined following a conference.

If a student exceeds the allowed absences due to serious illness or injury, the administrator in charge of attendance must concur that the illness is serious enough to prevent the student from attending school. The administrator may require documentation from a doctor for any or all absences.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence.

Any student who is more than fifteen (15) minutes tardy shall be classified as absent and absence regulations shall apply.

*Skip days or walk-outs are not recognized as sanctioned activities. Participation in these activities constitutes truancy, and appropriate disciplinary action will be taken. A parent call will not excuse these absences.

All emergency exceptions to this rule must be requested in writing to the administrator in charge of attendance. An exception will not be given for absences due to a vacation, truancy or suspension.

III. Tardiness

Tardiness - Not being in class on time. Tardiness which number five (5) or more will be referred to the office for disciplinary action. Teacher's classroom management plans may dictate disciplinary action upon the first 4 tardiness this is at the teacher's discretion.

IV Make-up work.

Students will be allowed to make up work for absences as specified in the following section. Pre-announced tests which are missed due to an absence or are scheduled for the day the student returns to school will be made up on the student's time, not during class time. Tests will be expected to be made up the first day the student returns unless the classroom teacher grants an extension.

MAKE-UP WORK FOR ABSENCES

Students will be allowed to make up work for absences.

1. STUDENT MUST INITIATE ALL REQUESTS FOR MAKE-UP WITHIN TWO (2) DAYS AFTER RETURNING TO SCHOOL.
2. Pre-announced tests which are missed due to an absence or are scheduled for the day the student returns to school will be made up on the student's time, not during class time. It will be expected that tests will be made up the first day the student returns unless the classroom teacher grants an extension.
3. As a general rule, the student will have one day to make up work missed for each day of absence, not to exceed three days. If teachers have provided work for the date(s) of the student's absence, work is due upon return. If teachers have not provided work during the absence, the student has three (3) school days to make up work after the student returns to school. The final decision on the time allowed for make-up work will rest with the individual teacher.
4. Make-up work will be granted in full for absences and STAP.

POLICY FOR REQUESTING HOMEWORK ASSIGNMENTS

All requests for homework assignments are made through the Counselors' Office. **The Phone number is 458-4141.** Work may be picked up in Mr. Bookout's Office.

1. Do not request assignments unless you are absent more than two (2) full days.
2. If requested **by 9:00 A.M.**, assignments can be picked up after 3:00 P.M. that day. If requesting assignments **after 9:00 A.M.**, the work can be picked up **the following day after 3:00 P.M.**
3. Assignments not picked up within 48 hours (2 days) will be returned to each teacher and the student will be responsible for getting his/her own work. If the assignments are not picked up, the Counselors' Office **will not request the work from a teacher a second time.**
4. When calling or coming by the Counselors' Office to request homework assignments, please have the student's locker number and combination. Let us know which books the student may already have at home with him/her. This ensures that the student has all books needed to complete the work.

STUDENT GRADING POLICY

One of the responsibilities of Tahlequah Public Schools is to teach the knowledge, information and skills which have been mandated by the state and which the majority of the citizens of this community deem valuable. Another responsibility of the district is to tell students and their parents how well the student is mastering each subject. Tahlequah Public Schools believes that ALL STUDENTS MAY BE SUCCESSFUL in this district.

REPORTING PROCESS

Each student will receive a midterm and end of semester report on attendance and scholarship for each class in which he/she is enrolled. Based on these reports, parents are encouraged to contact teachers for assistance in helping their students achieve their capabilities.

GRADING SCALE

Students will be graded on a standardized percentage scale:

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

PROMOTION PROCEDURES

Promotion in Tahlequah Public Schools will be based on content mastery and achievement of curricula outcomes.

Students who are promoted from one grade to the next in the middle school must pass 9 out of 14 units available in the 5th through 8th grades. A conference will be held for students who do not earn these units; the conference will include the principal, counselor and a parent or guardian. Factors such as emotional maturity, age and attendance may be considered when deciding to move a child from one grade level to another.

PROFICIENCY BASED PROMOTION

Upon request of a student, parent or guardian, an eligible student will be given the opportunity to demonstrate proficiency in the district adopted learner outcomes. A copy of the Board of Education guidelines for Proficiency Based Promotion is available in the Principal's office and the library.

PHYSICAL EDUCATION

Students not participating in gym, due to a **short-term illness**, must have a note dated and signed by a parent. This is to be given to the gym teacher.

Before an **injured student** will be allowed to resume physical activity, a written release from the parent or doctor must be presented to the gym teacher.

RULES GOVERNING ATHLETIC PARTICIPATION AT THE MIDDLE SCHOOL

Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below.

No pupil shall be eligible to represent his school in athletics until there is on file a physical examination and parental consent certificate on a form prescribed by the Oklahoma Secondary Schools Activities Association, on which the examining physician shall certify as to his findings that the pupil is physically fit at that time to participate in the various athletic sports for the current school year.

Tahlequah Public School System does not furnish insurance to cover accidents student might incur while attending school. Insuring the student is the parents' responsibility.

Oklahoma Secondary School Activities Association scholastic eligibility standards are required of all students participating in extra-curricular activity programs.

SEMESTER GRADES

- (a) A student on a semester schedule could not have failed more than one class the previous semester in which he/she was enrolled.
- (b) If a student does not meet the minimum scholastic standard, he/she will not be eligible the first six weeks of the next semester.
- (c) A student who does not meet the above scholastic standard may regain his/her eligibility by achieving a passing grade in all subjects he/she is enrolled in at the end of a six-week period.

- (d) Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grade required for the preceding grading period should be obtained from the records in the school last attended.

STUDENT ELIGIBILITY DURING A SEMESTER

- (a) Scholastic eligibility for a student will be checked after the fourth week of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- (b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- (c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule C with the first class of the new one-week period (Monday through Sunday).
- (d) "Passing grade" means work of such character that credit would be entered on the records if the semester were to close at that time.

SEMESTER HONOR ROLLS

Students maintaining a 4.0 semester grade average will be recognized on the Superintendent's Honor Roll.

Students maintaining a semester grade average of at least 3.5 will be recognized on the Principal's Honor Roll.

STUDENT PROGRAMS AND SERVICES

COUNSELING SERVICES

If you need to see a counselor, stop by Counselors' Office between classes and leave your name so that you may be called in later time to see the counselor. In an emergency, your teacher may issue a pass in order for you to go to the Counselor's office without a request from the counselor. If you become ill during the school day, you need to go to the Counselor's office if you need assistance. The phone number for the Counselors' Office is 458-4141.

EXTRA-CURRICULAR ACTIVITIES, ORGANIZATIONS, AND CLUBS

Tahlequah Middle School has several extra-curricular clubs and organizations open to students.

**Academic Teams
Cheerleading
State Honor Society
Family Career and Community Leaders of America**

**Pom
Yearbook
Technology Student Association**

**National Junior Honor Society
Student Council
Indian Heritage Club
Science Club**

All students are encouraged to join and participate in these organizations. If you are interested in any of the activities, organizations or clubs, please contact their sponsor for guidelines regarding participation and leadership roles.

STUDENT ACTIVITIES, ELIGIBILITY 6177

- A.** 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.
1. At the secondary school level, the Oklahoma Secondary Schools Activities Association will be the official determinant of the basic eligibility requirements for all inter-district competitions. The teacher of the organization planning the field trip and the building principal will be the final authority on whether or not students will be allowed to accompany a student group on an activity. Students under suspension or students who are not passing in all classes will not be allowed to go. Other situations, such as behavioral problems, will be dealt with on an individual basis.
 2. At the elementary school level, the teacher of the organization planning the field trip and the building principal will be the final authority on whether or not students will be allowed to accompany a student group on an activity.

Adopted by the Board of Education on 12-10-92,
Revised 7-16-07, Revised 4-11-11

Tahlequah Middle Students wishing to participate in extra curricular activities, clubs, organizations, competitive programs must be enrolled as a full-time student and comply with the eligibility requirements of each organization and program. A \$15 activity fee will be required and **all of these students will be subject to random drug testing.**

According to Tahlequah Public Schools' Board of Education policy #6209

SCHOOL SPONSORED DANCES

School sponsored dances occur throughout the school year. These dances are chaperoned by school officials, with a policeman being hired for security reasons. These dances are to be attended by **Tahlequah Middle School students ONLY**. There will be no exceptions. Students who are not picked up in a timely manner following a dances' conclusion will not be allowed to attend the next dance.

GUIDELINES FOR STUDENTS DESIRING LEADERSHIP

1. Any student desiring to run for a position in any of the organizations must obtain an application from the organization's sponsor.
2. Any student desiring to run for a position must present this application to the vice-principal for verification that the student has had no more than one discipline report filed in the office for the

present or previous semester. Should a second offense go on record, the student will not continue to hold the position to which he/she was elected. He/she must maintain grade averages as specified with each organization.

- 3 This application must be filed with the sponsor of the organization for which the student is seeking office before the student will be eligible to officially hold that office if elected.
- 4 If any student desires to keep a position or membership in one of the organizations, he/she should strive for excellence in behavior and moral character.
5. **SEVERITY CLAUSE:** Any single offense deemed severe enough or any violation of rules as stated in the student handbook under rights and responsibilities and limitations will be due cause for immediate removal from office, or disqualification of a candidate from seeking a position in any organization.
6. Sponsors will send a list of students who were elected to the vice-principal for a grade /discipline check.

Academic Team: The Academic Teams are comprised of extremely intelligent students. There is one traveling team for seventh and eighth grade students. If you feel that you can fulfill the requirements and pass the selection process which includes testing and checking academic and discipline records, then see the sponsor to sign up. Selection will be completed by the end of October. After school practice will be required periodically. **Sponsors: Mrs. Osburn and Mrs. Geiger**

Indian Heritage Club: The purpose of this organization is to enlighten the students of Tahlequah about the unique contribution made by the American Indians to our society. It also promotes leadership, scholastic, and social development of the student. **Sponsor: Mrs. Penland**

National Junior Honor Society: Students must maintain a 3.75 cumulative grade point average on a 4.0 scale. Grade points are figured beginning with the first semester of seventh grade. The NJHS is a service organization, and members are expected to participate in service projects, both within the school and without. The organization will perform several projects each year, of which members are expected to participate in at least half. Members will also be required to perform at least seven hours of community service per semester, which must be verified by a supervisor.

Because membership in this organization is one of the highest positions a student at TJHS can attain, members are expected to hold themselves to a code of conduct. Behavior problems are not tolerated; a student who receives more than one referral within two consecutive semesters will automatically be dismissed. Any one serious violation may be cause for immediate removal if so voted on by the faculty council.

Students should be positive role models both within the school and community. Members should not be associated with any activities both in school and out that would reflect negatively on their character or on their NJHS chapter. **Sponsors: Mrs. Bailey and Ms. Rogers**

Causes for Dismissal from NJHS:

1. Any student whose cumulative GPA falls below 3.75 will be put on probation for one semester. If the student fails to bring the GPA back up to 3.75 during this time, he or she will no longer be eligible for membership.
2. Any student who receives more than one disciplinary referral for any reason within two consecutive semesters may be considered for removal of membership. Any student who commits a serious violation (fighting, carrying drugs or weapons, vandalism, etc.) may be immediately removed from the organization with the recommendation of the faculty committee.

3. Students who do not attend at least 75% of organization meetings will be given a written warning. After discussion the advisors may choose to place the student on probation if he or she still does not meet the requirement. At the end of the semester, the student may be dismissed from the organization if he or she still does not meet the attendance requirement.

Science Club: Membership is open to all 7th and 8th grade students at no cost. Meetings are held monthly. Scientific field expeditions are scheduled for the fall and spring most school years.
Sponsor: Russell Hudgens

Family Career and Community Leaders of America: A leadership and service organization, the members of the Family and Consumer Science class are eligible to participate in this organization.
Sponsor: Mrs. Smith

Technology Student Association: A national organization in its 27th year, it is open to any 6th, 7th or 8th grade student interested in career oriented projects. Competition is held regionally and statewide for those who qualify. Projects include computers, robotics, photography and rocketry to name a few.
Sponsor: Mr. Parrett.

State Honor Society: The top ten percent of the student body is eligible for the State Honor Society. Membership in the State Honor Society is based on scholastic achievement. Student semester grades from the past two semesters are averaged to determine those students who will become members. Certificates for State Honor Society will be presented during the Awards Assembly at the end of the school year.

Student Council: Student Council is made up of at-large representatives from the 5th 6th 7th and 8th grades, as well as 2 representatives from each club or organization on campus along with 6 officers. The President must be an Eighth Grader. Representatives and officers are chosen during the first month of the school year. To be eligible as a representative, a student must have a minimum 2.0 grade average from the previous semester and no more than one discipline report on file for the previous or current semester.

Officers of the Student Council will be elected by the entire student body in a general election. Candidates must have maintained a 3.0 grade average from the previous semester and have no more than one discipline report on file for the previous or current semester. The candidates are required to file a petition for office with the Student Council sponsor containing thirty (30) student signatures and five (5) teacher signatures. **Sponsors: Mrs. Geiger and Mrs. Rowland**

Cheerleaders: The purpose of the Tahlequah Middle School Cheerleaders is to support the athletes and to promote school spirit and sportsmanship at all athletic events and at school. Members must maintain a 2.5 grade average and must maintain a good conduct record with no more than one disciplinary report on file per semester. **Sponsor: Mrs. Elliotte**

Pom: The purpose of the Tahlequah Middle School Pom Squad is to support the athletes and to promote school spirit and sportsmanship at all athletic events and at school. Members must maintain a 2.5 grade average and must maintain a good conduct record with no more than one disciplinary report on file per semester. **Sponsor: Mrs. Purget**

TELEPHONE

The telephone located in the Principal's Office or the Attendance Office is for business use only. However, **students may use them to call their parents in an emergency with the permission of their**

teacher and with phone hall pass not a regular hall pass. Students will not be called out of class to answer calls unless in an emergency. If messages are left, students will be notified. **Students are not to go to the Counselors' office to use the phone except for an illness.** Courtesy will be displayed at all times when using school phones.

Nuisance Items

Nuisance items will not be tolerated at school. These items may be hazardous to the safety of others or they may interfere in some way with the educational process. They include, but are not limited to, such items as electronic devices, toys, skate boards and other objects that distract from the learning environment. All such items will be confiscated and will not be returned. The school is NOT responsible for lost items confiscated from students.

CELL PHONES

Students may possess a cell phone for use after school hours. Devices **MAY NOT BE VISIBLY** displayed or worn by the student. Devices are to be **TURNED OFF AND UNABLE TO RECEIVE OR TRANSMIT COMMUNICATION** while in the possession of the student. If noncompliance of the cell phone policy occurs the phone will be confiscated and first offense student assigned to 1 day after school detention, 2nd offense 3 after school detentions, 3rd offense 2 days STR..... the parent/guardian will be contacted and the phone must be picked up by the parent or guardian. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOST, BROKEN OR STOLEN CELL PHONES/ELECTRONIC DEVICES.** Any exception requires administrative approval.

MOTORCYCLES AND BICYCLES

Only Middle School students with a valid driver's license will be permitted to drive a motorcycle to school. Every motorcycle and bicycle must be parked in the designated areas, and will not be moved or used from arrival - 3:10 P.M. Motorcycles should be parked in the east half of the parking lot. Motorcycles are not to exceed 125cc's in size as determined by law.

Motorcycles must be registered with the Vice Principal's Office (Mr. Bookout). You must show your license to obtain permission to drive and park on campus.

Every student is to stay away from all vehicles during the school day, and this provides for no exception.

TEXTBOOKS AND LOCKERS

Textbooks are furnished by the state and are issued at the beginning of the year. There will be no writing in textbooks. Students who lose or damage a book while it is checked out to them will be expected to pay for it, cost is prorated based on its age over a five year life span. (Paid for damaged books will remain the property of the school.) Lockers are issued by the school. Keep your books and valuables in your locker and be sure it is properly locked at all times. The student issued the locker will be held responsible for the contents of the locker. Don't share your combination with other students. **THE SCHOOL WILL NOT BE**

**RESPONSIBLE FOR PERSONAL ITEMS WHICH ARE LOST OR STOLEN WHILE AT SCHOOL.
VALUABLE ITEMS SHOULD NOT BE BROUGHT TO SCHOOL.**

SEARCH AND SEIZURE

School officials may search school property assigned to a specific student (locker, desk, etc.) and seize items in his possession which are illegal or are deemed an interference with the educational process. A student personal search may be conducted when reasonable suspicion warrants and will be conducted within the guidelines set forth in the Oklahoma School Laws' handbook.

INSURANCE

The Tahlequah Public School System does not furnish insurance to cover accidents a student might incur while attending school. Insuring the student is the parent's responsibility.

**TAHLEQUAH PUBLIC SCHOOLS
DRUG-FREE SCHOOL POLICY**

Tahlequah Public Schools has zero tolerance for student/employee possession, use, or sale of illegal drugs, inhalants, or alcohol on any campus or any activity held under the auspices of the school.

To help insure a drug/alcohol free school environment for Tahlequah Public School students, random, periodic inspections of school lockers, classrooms, buildings, and school parking lots by school officials, in accompaniment of law enforcement officials with certified drug-sniffing dogs, may be conducted each school year. Upon any occasion that a student is found to be in possession, under the influence, or selling illegal substances or alcohol (any controlled or dangerous substance) the student and any contraband will be given into the custody of a city, county or state law enforcement official. Upon such occasions, parents or guardians of the student will be notified in accordance with Oklahoma Statutes and school district policy.

PRESCRIPTION MEDICATION

All prescription medication must be left in the Counselor's'/Nurse's Office in original prescription container listing student's name, physician's name, and dosage instructions.

All non-prescription medication must also be left in the Counselors'/Nurse's Office with written permission from the parent/guardian for dispensing.

CAFETERIA SERVICES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a breakfast and lunch are offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all breakfast and lunch litter in wastebaskets,
2. Returning all trays and utensils to the dishwashing area,
3. Leaving tables and floors around your place in a clean condition, and
4. Removing no food or drink from the cafeteria.

TRANSPORTATION REGULATIONS

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules must be followed closely.

HOMEBOUND GUIDELINES

The student must have a chronic or acute health condition that is so severe that it prevents them from attendance in school for a minimum of two or more weeks and would otherwise place them at risk of school failure as a result of the health condition. The condition must be verified by a physician and approved by the school Homebound Team. Students or parents of students requiring homebound services must see the school counselor for further information.

DISMISSAL OF SCHOOL FOR INCLEMENT WEATHER

During the winter months, it may be necessary to dismiss school early rather than the usual time. Schools will dismiss early when the administration feels there is a possibility that the roads will freeze and become a safety hazard to the school children returning home in the evening. If it appears likely that school may be dismissed early, an announcement will be made on the KTLQ radio noon news. If parents/guardians are unable to hear the noon news, they may contact any of the Tahlequah Schools regarding dismissal time.

If school is to be dismissed the following day, an announcement will be made on KTLQ radio, Channel 2 TV, and Channel 8 TV 10:00 P.M. news. All weather information regarding the closing of the Tahlequah Schools will be announced on KTLQ radio between the hours of 6:00 A.M. and 5:15 P.M. Any school closing after 5:00 P.M. will be announced on KEOK FM.

Parents/guardians are requested not to call the radio station as information on school closing will be made public as soon as the radio station receives it from the school.

PUBLIC NOTICE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Tahlequah School District has developed policies and procedures designed to meet the provisions of the Family Rights and Privacy Act (FERPA). These policies may be found under section 500.015 Student Records. Copies of district policies are available for review in the Office of the Superintendent. The Tahlequah District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. The right of student's parents and eligible student to inspect and review the student's education records (see Statement of Rights.)
2. The intent of the Tahlequah School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. The right of a student's parents or an eligible student to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation

of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.

4. The right of any person to file a complaint with the U.S. Department of Education, if the Tahlequah School District violated the FERPA.

Parents and eligible students should come by the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record.

The Tahlequah School District assured 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.

NOTIFICATION OF FAMILY EDUCATIONAL AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Tahlequah Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tahlequah Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Tahlequah Public Schools to include this type of information from your child's education records in certain school publications. Examples include: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised the LEA that they do not want their students' information disclosed without their prior written consent. (1)

If you do not want Tahlequah Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2007. Tahlequah Public Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the

information listed.] Student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; and the most recent educational agency or institution attended.

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (PL. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (PL. 107-107), the legislation that provides funding for the Nation's armed forces.

NO CHILD LEFT BEHIND– TITLE 1 PROVISION PARENTS RIGHT TO KNOW

One of the Title I provisions under the *No Child Left Behind Act of 2001* requires Title I schools to notify parents that they may request information regarding the professional qualifications of the student's classroom teachers. Parents of Tahlequah Public School District students may request the following: *Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teachers provides instruction; *Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; * The degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; *Whether the child is provided services by Para-professionals and, if so, their qualifications; *Information on the level of achievement of the child in each of the State academic assessments; * Timely notification that a child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Information regarding the professional qualifications of your child's classroom teacher may be requested by contacting Assistant Superintendent of Human Resources at 458-4100.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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):

1. Political affiliations or beliefs of the student or student's parent(s)

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

_ Receive notice and an opportunity to opt out of –

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

_ Inspect, upon request and before administration or use –

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

Tahlequah Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Tahlequah Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. **Tahlequah Public Schools** will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

STATEMENT OF AVAILABILITY OF MANAGEMENT PLAN AND NOTIFICATION OF ACTIVITIES

Tahlequah Public Schools will annually notify all parents, teachers, and other employees of the availability of the management plan by posting this information in the main office at each location. Additionally, information regarding any asbestos-related activities planned or in progress, will be posted in the same location and memorandums will be given directly to employees concerning the specific activity.

AHERA ASBESTOS

In accordance of federal law, Tahlequah Public School I-35 has been inspected by licensed and accredited personnel for the presence of asbestos. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those which can be crumbled by hard pressure, and therefore, have a potential to release airborne fibers if material is damaged or disturbed. Non-friable materials are hard, and are incapable of releasing asbestos fibers, unless the materials are sanded or ground by a machine in some way. The complete report and asbestos management plan are available for review during regular business hours in each school's administrative office. We are pleased with the plan and continue to strive to provide a safe environment for our students and faculty.

INTERNET USAGE POLICY Tahlequah Middle School

Internet access is now available to students and teachers in the Tahlequah Middle School via ONENET. We are very pleased to offer Internet access and believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

TERMS AND CONDITIONS FOR USE OF INTERNET

The Internet is an electronic highway connecting millions of individuals, groups, and computers all over the world. The Tahlequah Public School District is committed to increasing students' and teachers' opportunities for access to this increasingly crucial educational tool. With access to such unlimited information and communication resources, however, comes the possibility of accessing material that may not be considered to be of educational value in the context of the school setting, as well as the possibility for students to conduct themselves on the

Internet in an unacceptable manner. This policy, therefore, is presented as a legally binding document upholding the high standards requisite of all Tahlequah Public Schools students for successful, appropriate use of--and behavior on--the Internet.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a student of Tahlequah Public Schools violates any of these provisions, his or her access may be terminated and future access could be denied. (The signature(s) at the end of the document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.)

INTERNET: TERMS AND CONDITIONS

1) Acceptable use - the purpose of NSFNET, which is the backbone network to the Internet, is to support research, education, and communication in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of pertinent educational research and/or communication and be consistent with pertinent educational objectives. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

2) Privileges - The use of the Internet is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each student who receives Internet access must participate in an informational session, conducted by the site administrator or his/her designee, pertaining to the proper use of the network. When questions arise regarding problems with student use of the Internet, administrators and teachers will deem what is appropriate use and their decision regarding consequences will be final. Consequences for specific users may include having their Internet access denied, revoked, or suspended, with such action being in effect for any and all Internet use within, and at, all Tahlequah Public School District sites.

3) Netiquette - You are expected to abide by the generally-accepted rules of the net etiquette. These include, but are not limited to the following:

- (a) Be polite. Your message should not be abusive or offensive to others.
- (b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- (c) Do not reveal your personal address, phone number, or e-mail address, or the addresses and/or phone numbers and/or e-mail addresses of students, staff members or any other person.
- (d) Illegal activities are strictly forbidden.
- (e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- (f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- (g) All communications and information accessible via the network should be assumed to be private property.

4) The Tahlequah Public School District and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for services they provide. The Tahlequah Public School District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet, the Tahlequah Public School District is not responsible for the accuracy or quality of information obtained.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the Internet, you must notify a teacher or administrator. Do not demonstrate any problems to other student users. Do not use another individual's account without written permission from that individual and permission from a teacher/administrator. Attempts to access the Internet as an adult, or as someone other than who you are, will result in cancellation of user privileges. Any user denied as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone or other networks. This includes, but is not limited to, the uploading of a virus, the creation of a computer virus, or the intentional downloading of a file known by the user to contain a virus.

7) Terms and Conditions - All terms and conditions as stated in this document are applicable to the Tahlequah Public School District and the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

This policy was adopted by the Tahlequah Public School Board of Education on 10-11-94,
Revised 9-11-97.

STUDENT SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students.

Tahlequah Public Schools does not condone any sexually harassing behavior by a student in this district or an employee of this district directed toward a student of the opposite sex or the same sex. Appropriate disciplinary action will be taken toward the individual who is judged guilty of the harassing behavior.

GENERAL PROHIBITIONS

Unwelcome Conduct of a Sexual Nature

1. Definition: Sexual harassment is conduct sufficiently severe or pervasive as to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
2. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Civil Rights Officer has the responsibility of investigating and resolving complaints of sexual harassment.

Any student or employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

GRIEVANCE PROCEDURE FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

A. Definitions

1. **Discrimination complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment) or qualified handicap.
2. **Student grievant:** A student of the school district who submits a complaint alleging discrimination based on race, color, national origin, sex (including sexual harassment), or qualified handicap.
3. **Employee Grievant:** An employee of the School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex (including sexual harassment), age, or qualified handicap.
4. **Title IX, ADA, Title VII and 504 Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, and the other State and Federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
5. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. **Day:** Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint shall exclude Saturdays, Sundays and legal holidays.

B. Pre-filing Procedures

1. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

C. Filing Processing Discrimination Complaints

1. **Grievant:** Submits written complaint to the Coordinator, as applicable, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available from the office of the District's Title IX, ADA, and Title VII and 504 Coordinator.
2. **Coordinator:** Notifies respondent within 10 days, asks respondent to:
 - a. Confirm or deny facts
 - b. Indicate acceptance or rejection of student or employee's requested action, or,
 - c. Outline alternatives
3. **Respondent:** Submits answer within 10 days to the applicable Coordinator
4. **Coordinator:** Within 10 days after receiving respondent's answer, applicable Coordinator refers the written complaint and respondent's written answer to the principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.
5. **Principal, Grievant, Respondent, and Coordinator:** Hearing is conducted.
6. **Principal:** Issues within 10 days after the hearing a written decision to the student or employee, respondent, and applicable Coordinator.
7. **Grievant and Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 10 days and request, in writing, a hearing with the Superintendent.
8. **Coordinator:** Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.
9. **Superintendent, Grievant, Respondent, and applicable Coordinator:** Hearing is conducted.
10. **Superintendent:** Issues a written decision within 10 days following the hearing
11. **Grievant:** If the grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator, in writing, within 10 days and request a hearing with the Board of Education.
12. **Coordinator:** Notifies Board of Education, in writing, within 10 days after receiving request. Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
13. **Hearing held by the Board:** Grievant, respondent, and applicable Coordinator and the Board issue a final decision at the hearing regarding the validity of the grievance and any action to be taken.

D. General Provisions

1. **Extension of time:** Any time limits set by those procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
 2. **Access to Regulations:** Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color national origin, religion, sex, age, qualified handicap or veteran status.
 3. **Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
- Adopted by the Board of Education 2-92 and Revised 9-00

OTHER ADOPTED POLICIES WHICH MAY BE OBTAINED AT THE BOE

**BULLYING, HARASSMENT AND
INTIMIDATION**

6203

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.

REFERENCE: 21 O.S. Sec. 1190

Revised 8-10-09

Revised 2-14-11

**OTHER ADOPTED POLICIES
WHICH MAY BE OBTAINED AT THE BOE**

- **Concurrent Enrollment**
- **Freedom to Publish**
- **Freedom of Speech and Assembly**
- **Hazing**
- **Reporting Students Under Influence of Drugs or Alcohol**

TITLE IX COMPLIANCE OFFICER

The Title IX Compliance Officer for Tahlequah Public Schools is located at the Board Of Education office. Anyone who has a question regarding discrimination on the basis of race, sex, national origin, handicap, religion or age may contact 918-458-4100, or Tahlequah Public Schools, 225 N. Water, Tahlequah, Oklahoma 74464. **NON-DISCRIMINATION**

4003

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.

Adopted by the Board of Education on 2-13-92,
Revised 12-9-93, Revised 11-8-04, Revised 11-13-06,
Revised 12-14-09, Revised 2-14-11

Adopted by the Board of Education on 10-10-91
Revised 11-12-01, Revised 7-16-07,

**Tahlequah Public Schools
Physical Activity Report to Parents
Per SB 1876 August 2011**

Tahlequah Public Schools provides physical education for all PK-12 students. All students in grades K-5 receive instruction in physical education and exceed the minimum average of 60 minutes per week mandated by SB 1186. Students in grades 6-12 may enroll in a variety of physical education electives. High school students must complete ½ unit of physical education in order to graduate from Tahlequah High School.

An additional 60 minute average of physical activity is incorporated into the school week through a variety of activities which include but are not limited to physical education and nutrition education, recess at the elementary and middle school sites, Jog-A-Thons, school competitions, ROTC, intramurals and athletics. Physical activities within the physical education programs include

fitness education, pre/post fitness testing, team and individual sports, lifetime activities and games. At least 50% of the physical education classes are used for actual physical activity.

TPS is currently fitness testing grade 3-5 students twice annually and grade 6-12 students enrolled in physical education electives. Monitor your child's progress on these reports and become aware of how active your child is at home. Encourage regular physical activity by being active with your child and having fun. Walk, ride bikes, throw a ball, skateboard, go skating at the rink or play chase in the yard. Concentrate on general physical activity and avoid worrying about skill development.

The obvious benefits of physical activity range from better health and improved self-esteem to providing a vehicle for family time that allows your child to view you as a positive role model. Contact your child's physical education teacher for more information on the benefits of physical education and activity.

