

Tahlequah Public Schools

2010-2011

Elementary

Student Handbook

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Greenwood

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SCHOOL BOARD MEMBERS

LUKE FOSTER----- **PRESIDENT**
TIM BAKER----- **VICE PRESIDENT**
ANNE COTTRILL-----MEMBER
HAMID VAHDATIPOUR-----MEMBER
DONNA TINNIN-----MEMBER

ADMINISTRATORS / DIRECTORS

MR. SHANNON GOODSSELL----- SUPERINTENDENT
MRS. BILLIE JORDAN -----ASSISTANT SUPERINTENDENT
MS. LISA PRESLEY -----ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION
MRS. NANCY JONES -----SPECIAL EDUCATION DIRECTOR
MR. TERRY GARRETT-----EXECUTIVE DIRECTOR OF TECHNOLOGY AND OPERATIONS
MR. STEVE MERRILL-----EXECUTIVE DIRECTOR OF HUMAN RESOURCES

MRS. MARISSA MCCOY, PRINCIPAL-----SEQUOYAH-----458-4130

MRS. SUSAN VANZANT, PRINCIPAL-----GREENWOOD-----458-4120

MRS. PAULA SLOAN, PARENT LIAISON ----- GREENWOOD

MR. KAIR RIDENHOUR, PRINCIPAL-----CHEROKEE -----458-4110

MRS. LAURA ROGERS, PARENT LIAISON ----- CHEROKEE

MS. RHONDA KERNS, DIRECTOR OF CHILD NUTRITION-----458-4193

MR. MIKE SWIM, DIRECTOR OF MAINTENANCE & GROUNDS -----458-4167

MR.GENE AMLIN, DIRECTOR OF TRANSPORTATION -----458-4168

Dear Parents,

Tahlequah elementary schools have organized and published the following informational handbook for the purpose of promoting better communication and cooperation between home and school. We hope you will find this a helpful tool in better understanding the functions and activities of your child's elementary school.

The primary objective of our school system is to provide the best possible education for our students. In order for your child to achieve his/her potential, it is necessary to establish and communicate certain rules and regulations.

As always your cooperation is needed and valued. Please take time to discuss the information contained in this handbook with your child. We will do our part, as well, to communicate these expectations. Please do not hesitate to contact us if you have a question or concern about your child's educational needs.

Thank you for your support.

Tahlequah Public Elementary Schools

MRS. MARISSA MCCOY, Principal
Sequoyah Elementary
458-4130

MRS. SUSAN VANZANT, Principal
Greenwood Elementary
458-4120

MR. KAIR RIDENHOUR, Principal
Cherokee Elementary
458-4110

VISIT OUR WEB SITE ON THE INTERNET
www.tahlequah.k12.ok.us

TAHLEQUAH PUBLIC SCHOOLS 2010-2011 School Calendar

S	M	T	W	Th	F	S
July 2010						
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1st Day of School - August 11

HOLIDAYS

- Sept 6 - Labor Day
- Oct 21-22 - Fall Break
- Nov 22-26 - Thanksgiving
- Dec 20 - 31 - Christmas
- Feb 21 - President's Day
- March 11-18 - Spring Break
- May 30 - Memorial Day

☺ PROFESSIONAL DEVELOPMENT

STUDENT HOLIDAYS

- August 9, 10
- September 3
- November 11
- January 17

PARENT/TEACHER CONFERENCE

STUDENT HOLIDAYS

- October 1
- February 11

<> PROGRESS REPORTS

- Sept
- Nov
- Feb
- April

9 Weeks ENDS

- October 8
- December 17
- March 4
- May 25

☼ BAD WEATHER MAKE-UP DAYS

- April 15 (1st)
- April 25 (3rd)
- May 13 (2nd)

- 1st 9 Weeks 41 Teaching & 3 PD
- 2nd 9 Weeks 42 Teaching & 1 PD
- 3rd 9 Weeks 43 Teaching & 1 PD
- 4th 9 Weeks 49 Teaching

175 Teaching & 5 Prof Dev.

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CIVIL RIGHTS STATEMENT

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, color, alienage, qualified handicap or veteran. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, and individuals, companies and firms with whom the Board does business.

Inquiries concerning application of this policy may be referred to Assistant Superintendent/Personnel, Compliance Coordinator, Tahlequah Public Schools, P.O. Box 517, 225 North Water Street, Tahlequah, Oklahoma 74465.

The Board directs the Superintendent of Schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

DISTRICT EDUCATIONAL PHILOSOPHY

School is a place for living those disciplines that are to be learned. The type of ultimate civilization desired is the kind young people must live now and all their lives. The basic and primary function of education is to provide each individual with the opportunity to find themselves and their place in a democratic society. The duty of the school is thus to assist the young in developing their attitudes and their abilities and to study the strengths and weaknesses of their civilization. Since a fullness of living is achieved through a fully-developed character, individual insight into life's problems must be cultivated. Each individual needs assistance in growing through his or her own active efforts into a self-actualizing person.

In a democracy such as the United States, universal education is not a convenience, but an absolute necessity, because the final authority rests with the people themselves. Education, then, is primarily education for democracy, the essence of which is sincere respect for the individual and the need for their greatest development. It involves participation and sharing by all members of a group in all choices and decisions that affect the welfare of the group. Only by sharing in these choices and by accepting responsibility for making the group decisions effective in practice, can young people grow in these characteristics, which make possible and support a real democracy.

An American education is different from one under a dictatorship. It does not have ready-made answers for everything. It leads to an objective view of one's personal values and the values of society. The teacher is a guide and a friend, but the student is encouraged to discover their own way because American education is a growth process. With the teacher's greater background and maturity, decisions can often be made more quickly, effectively, and wisely than by immature pupils, but to do so continually is to deprive young people of opportunities for growth. Democracy succeeds only if the great majority is capable of contribution to the solution of common problems and is disposed to accept responsibility for the improvement of group life.

A democratic group values the ideas and suggestions of each person and trusts the majority to make wise choices after it has taken into consideration the best thinking of each member. These characteristics of the democratic process reveal the importance of thinking in education as well as in life. Man's mind must have freedom: freedom to explore the unknown, freedom to discover new knowledge, freedom from prejudice and ignorance, freedom to discover its own powers and identity. A prime purpose of education is to cultivate and to train the mind to function productively. In a democracy, the school must teach students to think courageously and critically.

Thus, it becomes the principle drive of the Tahlequah Schools to provide adequate opportunity for its students to learn and to practice effectively the democratic process of living. Working with a variety of social, intellectual, physical, and economic backgrounds; the total educational program is seeking to work with each individual at their own level and in an attempt to help the student develop into "that which they are capable of becoming". Finally, it is the aim of the Tahlequah Schools for the students, teachers, and administration to work jointly and harmoniously together as one functioning body in the total development of each individual.

TAHLEQUAH PUBLIC SCHOOLS MISSION STATEMENT

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

VISION STATEMENT

Tigers ROAR! Removing Obstacles, Achieving Results!

ENROLLMENT REQUIREMENTS

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". Those requirements are as follows:

A pre-kindergarten child must have attained the age of four but no more than five years on or before September 1.

A kindergarten child must have attained the age of five years on or before September 1.

A first grade child must have attained the age of six years on or before September 1.

A birth certificate or hospital record must be presented at the time of enrollment in kindergarten or the first grade.

A child entering school for the first time (pre-kindergarten, kindergarten and first grade) or students transferring from one school to another must present a certification form signed by a physician or authorized representative of the State Department of Health stating that the child has received all required immunizations as set forth by the State of Oklahoma.

Documentation of vision screening is required as per state law.

Children who have not reached the age of six (6) years on or before September 1 of the school year, who were admitted to a kindergarten class as underage children, who have satisfactorily completed kindergarten and who have been recommended for promotion to first grade, shall be permitted to enroll in or first grade.

Adopted by the Board of Education on 11-14-91,
Revised 8-8-96, Revised 7-10-97, Revised 9-11-97
Revised 7-9-98, Revised 6-15-99, Revised 8-12-99

Additional enrollment requirements:

All students, prior to entering first grade, must be screened for academic and/or developmental readiness.
Residency Verification
C.D.I.B. (If applicable)
Social Security Card (copy)

A T T E N D A N C E

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. There are two kinds of absences - excused and unexcused. Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Attendance Policy-Regulation 6009 TPS Board Policies. Work and tests missed due to an excused absence can be completed for credit within a reasonable length of time as determined by individual site policy, which is contained in the site's teacher handbook. 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 student's 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 absence.* (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 Statutes.)

Absences shall not exceed eight (8) during each 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.

An absence due to illness, substantiated by a doctor's note, may not be counted in the eight (8) day total. It is the parents' responsibility to provide documentation from a doctor to the principal's office no later than three days following the student's return to school.

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.

TARDY POLICY

Students who arrive after 8:10 a.m. and leave before 3:10 p.m. will be counted as tardy.

NOTE: STI automatically charges a half-day absence to students who arrive notably late (after 9:25) in the morning or leave notably early (before 1:55) in the afternoon.

There is a proven correlation between attendance and academic performance. It is the responsibility of the parents to ensure students are on time. Students who are habitually absent and/or tardy will be reported to the Student Resource Officer and/or the District Attendance Officer.

HEAD LICE/CONTAGIOUS DISEASE

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he is free from the contagious disease or head lice. For the purpose of this policy, "free of the contagious disease" will mean a child has no live lice and essentially no nits are found.

Any child prohibited from attending school due to head lice shall not be allowed to reenter school until the parent/guardian brings the child to school and the school nurse or principal's designee has cleared the child.
(60-50)

Procedures for Headlice

- 1st time sent home – nurse will explain treatment for child, family, and home as well as the procedure for having child cleared to return to class *
- 2nd time sent home- nurse will explain procedure to parent or guardian again. If the family cannot afford treatment, the nurse or DHS worker will let family know of available resources.
- 3rd time sent home – DHS worker will visit home to make sure parent or guardian understands how to treat the child, family, and home. The parent will be asked to show the worker step-by-step how they are doing this. With principal's permission, the parent will be told at this point that absences for headlice will no longer be excused and
- 4th time – the parent will be asked to treat the child and then to make an appointment with the nurse or DHS worker for clearance to return to school. The DHS worker or nurse will work with the parents to take appropriate action which may include having the parent remove the remaining nits and eggs at the school, watching a video and/or other actions. The nurse or worker will set up a time for the parent to come to the Care Team.
- When a child is sent home more than four times, the SRO will be notified. If the child misses enough to warrant a citation being written to the parent, the DHS worker will ask the judge to require the parents to take parenting classes or to have an in-home agency come in to help the parents learn parenting and cleaning skills.

*Child must be seen by the nurse or office staff and cleared for each incident according to TPS policy before being allowed to return to class or ride the bus after being sent home for headlice.

SCOLIOSIS SCREENING

Our district will provide a scoliosis screening for students of our district in grades 6th and 8th grades. This screening, completed by a school nurse or physical education teacher, will help to identify children with possible curvature of the spine. Further information about the screening will be sent home with your child, one week prior to the examination.

VISION SCREENING

Site Vision Screening Policy 6058

Northeastern State University's Optometry Clinic will provide free vision screenings at each elementary site for students impacted by this policy. The vision screening provided by NSU will satisfy parents'/guardians' requirement of providing certification to school personnel that the student passed a vision screening within the previous twelve (12) months

ARRIVAL AND DISMISSAL

REGULAR SCHEDULE

Arrival Time:

Each site principal will determine arrival time for their staff. The school day will begin at 8:10 a.m. for students. Students will be served breakfast in the cafeteria from 7:15-8:00 a.m. **In order for your child to enjoy their breakfast and not be tardy to class, it is important they be in the cafeteria no later than 8:00 a.m.**

Dismissal Time:

Students will be dismissed at 3:10 p.m.

EARLY DEPARTURE

On rare occasions if it becomes necessary for you to pick up your child before 3:10 p.m., go to the school office to "sign-out" your child. As a protective measure for your child and school personnel **No student will be dismissed from the classroom unless the teacher is called over the intercom from the front office.**

Please remember that an early departure from school (before 3:10) will be considered a "tardy" and when a student leaves notably early in the afternoon STI automatically charges a half-day absence.

Students who are habitually absent and/or tardy will be reported to the Student Resource Officer and/or the District Attendance Officer.

We realize there may be a few instances that necessitate changes in afternoon transportation for your child and on such occasions you will need to send a note to your child's teacher informing her/him. If it's an emergency requiring phoning our office, you may certainly do so. However, our focus is the safety of children, and our office personnel simply cannot continuously change a child's transportation on a regular basis.

INCLEMENT WEATHER

It may become necessary to dismiss school earlier than 3:10 p.m. We usually dismiss early when we feel there is a possibility the roads will freeze and become a hazard to the children returning home in the evening. If it appears likely we will turn out early, a public announcement will be made on KTLQ Radio (1350 AM) Noon-Day News and the local television stations.

EMERGENCY SITUATIONS: Please make arrangements with your child as to where he/she should go and what they should do at these times. **It is of utmost importance that we have a working phone number for students' parents/guardians for contact in emergencies. Changes in phone numbers must be made at the Board of Education office or by completing an information change form at school site.**

If inclement weather occurs during the evening or early morning hours before the time for school to start, the decision to have school or dismiss for the day will be made prior to 6:00 A.M. If the decision is to dismiss school for the day, KTLQ will make the announcement starting at 6:00 A.M. No school announcements will be made on KEOK-FM (101.7) until after 5:00 P.M. Any decision not to have school, which is made after 5:15 P.M., will also be made available to Channel 2, 6 and Channel 8 television stations. Parents may register at www.lakescountry1021.com to receive a text cast concerning school closing due to inclement weather. School Messenger will also alert parents of closings. It is important to have a working phone number in order to receive these messages.

PLEASE DO NOT CALL THE RADIO STATION. THE INFORMATION WILL BE MADE AVAILABLE TO YOU AS SOON AS THE RADIO STATION RECEIVES IT FROM THE SCHOOLS.

WITHDRAWALS

PARENTS WHO WISH TO WITHDRAW THEIR CHILDREN MUST FOLLOW THESE STEPS:

1. Inform the office or teacher at least one day prior to leaving.
2. Make sure all charges are paid to the cafeteria.
3. Make sure all library books and other school property are returned.
4. Pick up withdrawal slip and report card from the office.

HOMEBOUND INSTRUCTION GUIDELINES

A. ELIGIBILITY:

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.

B. PROCEDURE:

Student/Parent will visit with the school counselor to determine if homebound services are appropriate and to acquire the required medical forms.

To qualify for homebound services for an emotional illness a treatment plan from the counselor or psychologist must be attached to the medical report. Regular medication maintenance by a physician and counseling is REQUIRED.

The completed medical form, signed by the doctor, should be returned to the counselor’s office as soon as possible. The Homebound Team, consisting of the parent, the student, the counselor, and the student’s teachers will meet to determine eligibility. Parents must attend the eligibility meeting.

Students are required to meet with the homebound teacher one hour three times per week. If for some reason the student cannot make the homebound session, he/she must notify the homebound teacher. In the event that the student misses two consecutive sessions, homebound Instruction will be terminated.

In compliance with state guidelines, a review of homebound placement will be conducted at least monthly to determine if the placement is still appropriate and if modifications should be made to the program.

A re-entry meeting will be held with the Homebound Team prior to the student’s return to school. **The parent must contact the school counselor to schedule the re-entry meeting one week prior to the ending date of homebound instruction.**

REPORT CARDS/PROGRESS REPORTS

Pre-K through 2nd Grade – these grade levels will use a skills based checklist instead of a traditional letter grade. This will reflect progress that is developmentally appropriate for students for the lower elementary.

3rd through 4th - Letter grades are based on percentages as follows:

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

Gold Cards (Honor Roll)

Gold cards recognize academic achievement beginning with students in the 3rd grade and are awarded at the end of each 9-week grading period. Eligible students must earn an “A” in each honor roll course by 9-week period or quarter.

TEXTBOOKS AND SUPPLIES

Parents, please help your child(ren) by:

1. Ensure that homework is done and that all books are returned to school the next day.
2. Check notes and backpacks to ensure that students have all of the necessary supplies needed.

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.

Tahlequah Public Schools Physical Activity Report to Parents Per SB 1876 August 2010

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.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available to all students. Parents interested in purchasing it may pick up an application in the office.

BUS PROCEDURES AND DISCIPLINE

A. Riding a school bus that serves this district is a privilege. This privilege may be modified or withdrawn as outlined below. Further, while no state funds are paid for the transportation of a student whose residence is within one and one-half (1 1/2) miles from the school attended, the Tahlequah Public Schools District provides transportation for all students. The driver is recognized as the authority on the bus and has control over daily operations. The following procedures shall be followed when inappropriate behavior occurs on a bus serving a regular route or an extracurricular activity.

1. The driver, Tahlequah Schools Transportation Department, and site administration shall be responsible for enforcing discipline on all buses. All Tahlequah Transportation personnel are authorized to insure the department and district discipline management regulations and guidelines are followed.
 2. Misconduct will be reported to the Transportation Director or Principal, using a Bus Safety Report. Copies of this report will be sent to the parent, and placed on file with Tahlequah Transportation.
 3. The Transportation Director, Principal or Assistant Principal will contact parents by phone or letter if their child is involved in inappropriate behavior. If the consequences dictate a suspension, dates will be set for suspension, and the parents will be contacted. In the event that parent contact has been attempted and not achieved, the suspension dates will still be enforced.
 4. Students are expected to behave at bus stops and on the buses as they do in the classroom. Due to misbehavior, a child may be denied the privilege of riding the bus.
 5. Students are expected to ride their assigned buses. If circumstances require a student to ride a different bus, parents should provide a note to that effect. That note should be countersigned by the site principal before being given to the bus driver. A request to ride a different bus may be denied if bus is loaded to maximum capacity. It is advised to confirm a change before the end of the school day.
 6. School bus transportation is provided for Tahlequah students. No persons other than Tahlequah students or employees in the performance of their jobs shall ride school buses without prior approval.
 7. Bus drivers have a great responsibility in driving the bus, so we expect complete cooperation from students and parents. If a student misses his/her bus at school, every effort will be made by the school to help the student get home safely. If the student misses the bus at home, the parent should make every effort to get the child to school as soon as possible.
 8. Children should go to and come from their busses by the shortest and safest available route.
 9. Students who violate bus safety rules will receive appropriate consequences.
- B.** Communication between the Transportation Department and school administrators will happen anytime clarification on any issue is needed. The drivers or Transportation Director will, upon request from a school Principal or Assistant Principal, communicate by phone or by visiting the school administrator in person. Board Policy # 6113

Adopted by the Board of Education on 10-10-91,
Revised 9-8-94, Revised 10-9-97, Revised 7-16-07

Tahlequah School's Transportation Department considers student management an important component in the safe transportation of all students to their final destination. Please direct any and all questions about these, or other policies, to the Director of Transportation 458-4168.

P A R E N T P I C K U P

Students are to be picked up and dropped off in designated parent pickup areas only (no dropping off in the parking areas or the bus area). **Parents are to remain in their vehicles and stay in the pickup line. No students will be allowed to load in parent and/or day care vehicles from the bus line.**

WALKERS

Students who walk or are dropped off by parents should NOT arrive before 7:00 a.m. Doors will be locked until that time.

Students eating breakfast SHOULD arrive within the time frame allotted at each site.

Parents should advise their children not to accept rides, clothing, gifts, food, drinks, etc. from strangers. (Parents should also make sure their children understand “Who is a stranger?”)

It is best if students and parents have agreed upon a definite and consistent route to follow to and from school.

Students walking home will let the car-duty teacher or crossing guard help them across the street.

Student walkers should go directly home from school.

BICYCLES

Parents should consider the following recommendations:

1. Bicycles should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked upon arriving at school and not ridden again until school is dismissed.
4. The school is not responsible for stolen bicycles. **We suggest padlocks on bicycles.**
5. Skateboards are not allowed at school.
6. Shoes with wheels or rollers built-in or attached are not allowed at school.

STUDENT DRESS CODE

A. All students are expected to be neatly groomed. Shoes must be worn. Clothing and/or jewelry should not display pictures, lettering or numerical figures that are profane, repulsive or obscene or that advertise or promote weapons, tobacco or alcohol, low-point beer, drugs, drug related items or drug paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive shall be corrected immediately. Included in this policy is the prohibition of clothing and/or athletic uniforms worn in a manner which is revealing, disruptive or inappropriate for the school setting. Jeans, slacks, pants or other garments worn below the natural waist are prohibited.

B. Extremes in wearing apparel or personal appearance which would disrupt classrooms and/or interfere with the intended function of the school will not be considered as acceptable school dress. The wearing of any apparel associated with “gang” membership will not be allowed at school, on school vehicles or at or going to and from school, on school vehicles or at or going to and from school-sponsored or authorized functions.

C. 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 site principal will make the decision.

Adopted by the Board of Education on 10-10-91, Revised 9-8-94,
Revised 7-10-97, Revised 6-15-99, Revised 7-25-00, Revised 7-16-07

SCHOOL VISITORS

Parents are welcome to visit the school. All visitors should check in at the office and receive a visitor badge before visiting classrooms. **Students are not allowed to bring visitors to the school.**

LOST AND FOUND

All articles found are to be placed in the lost and found boxes. Please check the boxes when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of each quarter.

Please use name labels or some form of identification on items of clothing so that the child will recognize it.

MONEY

When it is necessary to send money to school, please send a check if possible. If not, please send correct change in a sealed envelope.

CONFERENCES

Please make arrangements in advance for conferences. A time will be set up when the teacher is not in the classroom or on recess duty.

TELEPHONE/CELL PHONE USAGE

School Telephone: Because of the rapid growth in school enrollment, the following limitations must be placed on the use of the school telephone.

1. Students must have permission from the teacher to use the school telephone.
2. Outgoing calls are to be made only in cases of emergency such as illness or inclement weather.
Permission to visit a friend does not constitute an emergency.
3. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus, saving some telephone calls.
4. Students will be called to the telephone in cases of emergency. (Parents should not call their children at school and ask office personnel to deliver messages, unless it is an emergency.) The principal will define emergency.

Cell Phones: It is the policy of the Board of Education that students will not possess any wireless telecommunication devices on school property or while attending any school-sponsored activity on or off school property without permission. Wireless communication devices include, but are not limited to, beepers, pagers, and cellular telephones. A student may request permission to possess a telecommunication device by receiving written permission from the student's parent or guardian and the superintendent or designee.

Revised
01

Adopted by the Board of Education on 8-10-89,
7-10-97, Revised 7-25-00, Revised 10-8-

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 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.

SCHOOL LUNCHES LUNCH SERVICE (REGULATION)

Students in Tahlequah Public Schools will be provided nutritious meals under federal and state monitoring. Every effort will be made to insure that all students participate in the lunch program through purchase, free or reduced plans, or by bringing a lunch from home.

At the beginning of the school year or whenever a new student enrolls, the student and/or parents/guardians will receive copies of the free and reduced regulations as well as the payment policy for the district.

PAYMENT FOR MEALS

Purpose:

To establish a policy for students grades K-12 in the Tahlequah Public Schools District and define the procedure when a student is classified as non-paying.

Policy:

Standardizing the definition and treatment of K-12 students who are classified as non-paying for meal costs at Tahlequah Public Schools.

Definitions:

Non-Payment is defined as not having cash on account or cash in hand as a student comes through the meal line.

Payment is defined as pre-paying into student account or providing cash on a daily basis.

Treatment:

Non-paying students will not be allowed to receive a menu meal in the cafeteria. All students who are non-paying will be offered a replacement meal consisting of a peanut butter sandwich and milk or juice.

All Tahlequah Public Schools (I-35) participate in an A La Carte Program, which allows students to purchase extra items at an additional cost. In order to participate in this program, the student must first purchase a reimbursable meal. No A La Carte items will be charged under any circumstances. Cash payment must be made at the time of purchase. Monies in a student's account cannot be utilized for A La Carte items unless the student's parent/guardian has signed a release slip, provided by Child Nutrition.

All students will have account numbers. All students will have the opportunity to place advanced monies into their accounts for school meals. This pre-payment method is preferred. You may also pay electronically by logging onto TPS website at <http://www.tahlequah.k12.ok.us> and clicking e-funds login on lower left of page.

Notification of account balances will not be mailed to parents/guardians. Account information is available upon request through the Cafeteria Cashier. A notice will be sent home with the student after the student has been offered a replacement meal. It is the responsibility of the student /parent/guardian to ensure that monies are available to the student for meals, through pre-payment into accounts or daily cash in hand.

General Guidelines:

All parties will confidentially treat all lists and communications.

Debts accrued in the cafeteria prior to the effective date of this payment policy will continue to be carried on the student's account. Any payments received for this student will be placed into the account to decrease the amount owed. Until the debt is gone, students must provide cash payment to the Cafeteria Cashier in order to receive a daily meal. When the debt has been extinguished, the student may again place advanced monies into his/her account.

FOOD SERVICE - MEAL LINES

The purpose of this policy is to classify and standardize the order in which students are accepted in the breakfast and lunch lines at all schools in the system.

All students will be allowed to proceed in the meal lines in order, regardless of method of payment.

In order for a student to participate in the A La Carte Program, a reimbursable meal must first be purchased. **A La Carte items require cash payment or a signed Child Nutrition release for account monies.**

This policy became effective July 15, 1995.

T E S T I N G

Our schools administer district and state assessments to evaluate the student body. The testing points out various strengths and weaknesses a student might have. In an effort to better educate our students, we are using the test information and teacher suggestions to provide appropriate settings and materials for your child. The school will notify you when test dates are set. As an interested parent, you should make a "special effort" to see that your child is prepared and properly rested during the test week.

PROMOTION AND RETENTION

Tahlequah Public Schools has the responsibility to teach the knowledge, information and skills mandated by the state and which community deems valuable. The district has the responsibility to inform students and parents of student progress and mastery.

Tahlequah Public Schools believes there is a direct correlation between effort, attendance and outcome.

The goals of the Board, the administration, and the teaching staff are to enable each student to achieve his/her potential and to attain the success of which he/she is capable. Multiple criteria are analyzed to determine the appropriate placement of a student.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by filing a written notice requesting a review of the recommendation beginning at Level I by July 1. If not satisfied, the parent may file the appeal at Levels II and III. The decision of the Board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board.

ORDER OF APPEALS:

Level I	Deadline July 1	Building Principal
Level II		Superintendent/Designee
Level III		Board of Education

Adopted by the Board of Education on 1-9-92,
Revised 7-13-95, 2-12-07

DRUGS

In recognition of the school's obligation to our students and community, we stand ready to assist with drug-related problems.

Any student found possessing, using, or under the influence of drugs, alcohol or tobacco; or possessing drug paraphernalia, may be suspended for the current semester and possibly the next semester.

The door of the principal's office and the counselor's office is open to anyone wishing to seek help. Every effort will be made to keep this information confidential. Each school has a Drug-Free and Safe School student advisory council that meets regularly and is ready to help.

WARNING!!! DRUGS AND ALCOHOL ARE HAZARDOUS TO YOUR HEALTH!!!

HELPING STUDENTS AND PARENTS COPE WITH POTENTIAL DRUG PROBLEMS

If any student has a drug-related problem, or any problem that needs to be addressed, contact your school counselor. He/She will help you find some answers, and will direct you to other agencies that will help. You may, if you wish, contact these agencies independently.

These agencies are as follows:

Toll Free Anonymous Safety Line 1-877-SAFE-CAL(L) 1-877-723-3225

Department of Human Services	207-4500	Hastings Hospital – Substance Program	458-3170
Cherokee County Guidance Center	456-0108	Jack Brown Treatment Center	453-5500
Cherokee County Child-Teenage Guidance	456-8828		

MEDICINE

TAHLEQUAH CITY SCHOOLS POLICY ON DISPENSING MEDICATION

1. The term "medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine." "Filled prescription medicine" is prescription medication contained in a prescription vial with a label that correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescription, prescription number and directions for the administration of the medicine.
2. Only the school principal or school employees who have been designated in writing by the school principal shall be authorized to administer medicine at school.
3. When a student enrolls in a particular school, the parent or guardian of the student may sign a "clinic card" authorizing the appropriate personnel to administer "non-prescription" medication to the student. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

4. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal or the principal's designee of the school the student attends and complete and sign the "parental authorization form".

5. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized in writing by the child's physician. All medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication. All medication brought to school shall be registered with the principal or principal's designee.

6. Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of the medicine which was administered, the dosage of the medicine which was administered and the time the medicine was administered. The "Log of the administration of medicine" shall be used by each school to keep the record of all medicine.

STUDENT DISCIPLINE POLICY

DISCIPLINE PROCEDURES

I. Philosophy

Each generation of young people is expected to mature in the ability to be responsible individuals capable of making worthwhile contributions to society. Tahlequah Public schools shares with parents the role of education and training young people in those citizenship skills needed throughout life. By providing an atmosphere free from disruptions and distractions that might interfere with a child's education, schools can encourage good student behavior that in turn fosters self-discipline. The maintenance of order necessitates regulations relating to school discipline. These regulations prepared by students, parents, teachers, and administrators and approved by the Board of Education are expected of all students while in attendance at school, sponsored activities, or being transported to or from school or activities.

II. Rewards for Acceptable Behavior

Students are encouraged to exhibit good behavior by being considerate of others and responsible for their actions.

A. Classroom Motivation

1. Teachers will support good behavior by the use of intangible rewards and may use tangible, non-monetary rewards in each classroom
2. Rewards, which involve the spending of money, should be given only at the teacher's discretion.

B. Building Motivation

1. Tangible rewards should not exceed an appropriate response time.

III. Types of Unacceptable Behavior

- ##### **A. Disciplinary action may be taken for any of the following reasons:**

1. Disobeying the rules
2. Showing disrespect to any teacher, pupil, or other school person
3. Damaging any school property

IV. Student Responsibilities

School-Wide

1. Be in designated areas.
2. Follow directions of school personnel.
3. No physical aggression and/or fighting.
4. No profanity, abusive language, or obscene gestures.
5. Obey rules for specified areas.
6. No articles which are hazardous or disruptive to others.
7. No chewing gum or eating candy (gum and/or candy are not to be brought to school).
8. No items may be sold among students.
9. No toys should be brought to school without permission from the teacher. **(This includes radios, cassettes, CD players, YO-YO's, Laser pointers, walkmans, baseball cards, electronic games, etc.)**
10. No hard balls or bats will be allowed except in teacher-organized games.
11. No alcohol, drugs, tobacco, lighters or matches.
12. 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 to the student; however, the parent/guardian may pick up the confiscated items. The school is NOT responsible for lost items confiscated from students.

Classroom

Each teacher will have a set of classroom expectations and a discipline plan.

This plan will be:

1. Approved by the building principal.
2. Sent home to the parents.
3. Posted in the classroom.

Hall and Restroom

1. Always walk.
2. Normal voices/noise level.
3. Never jump and/or hit exit signs, tops of doors, ceilings, etc.
4. Never play or climb in the rest room.
5. If you see someone abusing his or her restroom privilege, let a teacher know.

Playground

1. Play in designated areas only.
2. Play games that are not dangerous.
3. Throw nothing on the playground except authorized playground equipment designed to be thrown.
4. Report strangers on or around the playground to school personnel.

Cafeteria

1. Good manners are always expected.
2. Speak softly.
3. Be excused before leaving the table.
4. No food or drink is to be taken from the cafeteria.
5. No pop/soft drinks are to be brought to school

Bus Line

1. Students riding the bus are to go directly to their bus/bus lines immediately after school.
2. Stay in your bus line until your bus arrives.
3. Do not play or make excessive noise.
4. Wait for the bus duty teacher to tell you to get on the bus.

Car Pickup

1. Students to be picked up by car are to go directly to the assigned area immediately after school and watch for car.
2. Wait for your car to stop in front of the sidewalk.

V. Types of Disciplinary Action

The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations.

A. Classroom discipline

1. Conference between teacher and student
2. Consequences deemed appropriate by the teacher
3. Conference with parents/guardian
4. Time-out areas
 - a. Not humiliation
 - b. Education continues
 - c. Supervised area
5. Teacher's detention before or after school, at noon, or at recess.

B. Administrative discipline options

1. Conferences between administrator and student
2. Consequences deemed appropriate by the administrator
3. Loss of privileges
4. Conferences with parent/guardian
5. After-school detention
6. Work detention
7. Alternative In-house Placement
8. Short-term suspension (2-3 days)
9. Progressive suspension (fewer than 10 days)
10. Long-term suspension (more than 10 days)
11. Semester suspension (can be two semesters)
12. Behavioral contract
13. Financial restitution

Based on the severity of the behavior, and the repetition of the offenses, violation of student responsibilities will result in disciplinary action. Repeated inappropriate behavior will result in progressively more stringent action.

VI. SEVERE CLAUSE

The following behavior will be defined as severe:

- A. refusing to obey school personnel
- B. fighting
- C. profanity, obscene gestures or abusive language
- D. damaging property

Students involved in one of the actions listed above may be sent home immediately. If so, parents will be contacted to pick-up the child for the remainder of that school day. The student will be given the opportunity to make a statement to the administrator while waiting for the parent to pick them up. The parent and the student will meet with the administrator the following morning. At that time, the administrator will determine which consequence(s) is (are) appropriate.

S U S P E N S I O N

It is the policy of the Board of Education that the Superintendent or designee may suspend from school a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages the property of another. Any student who violates the policies or regulations shall include provisions for the appeal. The Superintendent may delegate authority for suspension of students to building principals.

(70 O.S. Sec 24-101)

OUT-OF-SCHOOL SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the Board of Education, the authority to suspend a student from school is delegated to the respective building Principal and Vice-Principal.

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and a parent/guardian shall be notified of the probation and the reasons therefore.

In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and a parent/guardian shall be notified of the placement and the reasons therefore.

Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the succeeding semester. If out-of-school suspension is prescribed, the building principal must set forth in writing why other alternatives to suspension were not appropriate. Both the student and a parent/guardian shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education.

Any student may be suspended for acts of immorality, violations of policy or regulations, any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, possession of an intoxicating beverage, low-point beer, wireless telecommunication device, missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school during school activities, possession of a dangerous weapon or a controlled dangerous substance, damages property, or other reasons set forth in the Student Handbook. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended. Students suspended for a non-violent offense will be referred to the appropriate alternative program offered by the district.

A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides a period of not less than one year.

Except under circumstances which require the immediate removal of a student or students, a parent or legal guardian shall be informed before a student is released from school.

Students under suspension may not attend or participate as representatives of the school in any school-sponsored function or activity.

A student shall not be entitled to enroll in an Oklahoma school and no Oklahoma school shall be required to enroll the student until the terms of the suspension imposed by the Oklahoma school district or the out-of-state district have been met or the time period applicable to the suspension has expired.

Any student who has committed a violent offense while enrolled as a student of the sending school or has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the Tahlequah Public School district until such time as that student no longer poses a threat to self, other students, or faculty, as determined by the school administration.

DUE PROCESS FOR OUT-OF-SCHOOL SUSPENSION

A. Pre-Suspension Conferences

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 a parent/guardian 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. Elementary and junior high school students will not be dismissed before the end of the school day without advance notice to a 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 a parent/guardian will be rescheduled as soon as possible after the student has been removed from the building.

C. Conferences With Parent/Guardian

1. The principal or his/her designee will seek to hold a conference with a 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 principal should ask the parent 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 (10 or fewer days)

A student who has been given a short-term out-of-school suspension and that student's parent(s) have 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 unable to appeal.

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 (5) school working days after the principal's decision is received by the parent or student, the principal's decision will be final and unable to appeal.

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 a 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-appealable.

E. Right of Appeal - Long term Suspension (more than 10 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 five (5) 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-appealable.
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 (5) school working days of receipt of the administration's decision.

2. If no appeal is received within five (5) 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-appealable.

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-appealable.

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-house" 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.

1. 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
2. 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 or Alternative In-House Placement (AIP)

When a student's behavior justifies suspension or AIP, the student forfeits the privilege of participating in the social and academic life at school. In addition, during the term of the suspension or AIP 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, organizations, ceremonies, student government, band, athletics, and all other school sponsored activities and organizations.

EDUCATION PLAN FOR SUSPENDED STUDENTS

With the exception of weapon or drug-related infractions, those students suspended for more than five (5) school days will be provided a written education plan designed for the eventual reintegration of the student into school. This plan will provide only for the core curriculum units in which the student is enrolled. Core units will consist of the English, mathematics, science, social studies, and art units required for grade completion or high school graduation. The parent or guardian will be responsible for providing a supervised, structured environment and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The parent will be provided a copy of the educational plan of the suspended student.

Students suspended for five (5) days or less will be allowed to make up work or tests in any of their classes while suspended. Any exception to this clause will be at the discretion of the site principal. The plan will be written to begin upon the sixth day of the student's suspension and will be updated as necessary until reintegration into the school.

The plan may designate time frames for completion, concentration of assignments, conditions of assignments, completion characteristics, and evaluation criteria.

RECORDS AND REPORTS

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection or alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or noncompliance with the Plan.

Be advised that the presence of a suspended pupil on any public school campus is prohibited.

NOTE: 70 O.S. §24-102 states that a pupil who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Approved by the Board of Education on 8-15-91,
Revised 9-8-94, Revised 11-14-96, Revised 8-14-97
Revised 7-9-98, Revised 7-25-00

WEAPONS

Weapons such as knives, guns or other harmful objects are not allowed on campus or at a school-related activity. Students having possession of such items will be in violation of state law and subject to disciplinary action and authorities may be called. Disciplinary action will include suspension, the length of which to be determined by the building administrator or designee after consideration of all pertinent information.

SMOKING

Smoking and/or possession or use of other forms of tobacco (Skoal, etc.) will not be permitted in the school or on school grounds any time during the day. If a student has possession of any form of tobacco, it will be confiscated. At Tahlequah Public Schools we encourage students to abstain from the expensive and injurious habit of smoking. Students who leave the campus to smoke and continuously abuse the privilege of smoking on private property will be subject to disciplinary action.

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 to suspension or disciplinary action.

HAZING

1. No student organization or any person associated with any organization sanctioned or authorized be the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
2. Any hazing activity described in this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
3. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the by laws of all organizations operating at the public school or the institution of higher education.
4. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
5. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
6. For purposes of this section:
 - A. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in to or affiliation with any organization operating subject to the sanction of the public or private school or any institution of higher education in this state;
 - B. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, non-intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
 - C. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

ALCOHOL - NARCOTICS

Use or Possession of Alcohol or Narcotics on School Property or at School Events

The Board of Education will, to the full extent of its legal powers, attempt to insure the control of the use of alcohol or narcotics on school properties and at school events. The possession or use of beer, alcohol beverages or narcotics of any description on the school premises, school buses, or at any school-sponsored activity will be grounds for immediate suspension from school.

LIBRARY/MEDIA CENTER

The mission of the library media program is to encourage and assist students in becoming independent lifelong learners. A professional library media specialist is available to work cooperatively with parents, administrators, faculty and staff in providing opportunities for students to develop the joy of reading and to use information problem solving skills for personal research and in completion of class assignments.

Materials of various formats, traditional and electronic, are provided to enrich and supplement the curriculum as well as to provide recreational and informational reading. A limited number of computers are available in the library media center to assist the students in becoming proficient in locating and evaluating electronic information. The Internet is also available in most K-6 library media centers, but can only be accessed by students whose parents have read and signed the district permission form.

The library media center is open during regular school hours. Parents are welcome to visit at any time. If these hours are not convenient, special appointments may be arranged by calling the school. Students may come to the library when scheduled with a class or when provided a pass by their teacher, individually or in a small group.

Basic policy, which may vary by site, allows most students to check out one item for a one-week period. Materials may be rechecked for additional one-week periods by bringing them to the circulation desk in the library media center. Flexibility in policy allows for arrangements to accommodate various student needs or requirements. Fines are not charged for overdue materials, however, students and their parents are financially responsible for all borrowed items.

If any item is lost or damaged, the library media specialist should be notified immediately. A note about the cost of the book will then be sent to parents so that payment can be made. Students with lost or overdue items are not allowed to check out additional materials but may continue to use items while in the library media center. Outstanding library obligations are passed from one grade level to the next and from school to school and may also result in the holding of grade cards or student records.

INTERNET USAGE POLICY

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 School 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.

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 material, 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 inappropriate 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 network etiquette. These include, but are not limited to the following:

- a. Be polite. Your messages 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 email addresses of students, staff members, or any other person(s).
- 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, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Tahlequah Public School District, or the Oklahoma State Department of Education, is at the users own risk. 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 feel 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 the 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 identified 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.

NOTIFICATION OF FERPA (Family Educational Rights and Privacy Act)

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 for 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 student's 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, 2010. 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 below.]

- * 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
- * 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 (P.L. 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 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Notification of Rights for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without con-sent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

**NO CHILD LEFT BEHIND
TITLE 1 PROVISION
PARENT'S RIGHT-TO-KNOW**

One of the Title 1 provisions under the *No Child Left Behind Act of 2001* requires Title 1 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 teacher 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 paraprofessionals 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, Tahlequah Public Schools Board of Education at 458-4100.

FLAG SALUTE

The pledge of allegiance to the flag of the United States of America will be recited at the beginning of each school day. Students who do not wish to participate in the pledge shall not be required to do so.

State law of Oklahoma (70-24-106)

Amended by SB 128, Sec. 2, of the 2001 Reg. Sess.

MINUTE OF SILENCE

One minute of silence will be observed daily.

SB 815 2002 Reg. Sess.

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 towards the individual who is judged guilty of the harassing behavior.

For complete policy contact School Principal or District Office.

PROFICIENCY - BASED PROMOTION

Upon the request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in the district adopted learner outcomes. Proficiency will be demonstrated by an assessment or evaluation appropriate to curriculum areas which include Language Arts, Math, Social Studies, Science, Art/Music, and Language.

Student demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area (s).

Elementary, Junior High, or High School students may demonstrate proficiency in the learner outcomes. For students in grades 9-12 appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

Operating Procedures:

1. The student must register at the respective school at least two weeks prior to examination.
2. Beginning with the 1993-94 fall term, exams will be administered during the week of September 1st and May 1st. Beginning with the 1994-95 school year and thereafter, exams will be administered during the second week of August and the first week in May.
3. Students will be allowed to take proficiency assessments in multiple subject areas.
4. Curriculum outcomes and a copy of the adopted textbook (if applicable) will be available at the time of registration.
5. At the secondary level, upon completion of the proficiency exam(s), a grade of "A" shall be recorded on the transcript.

ANNUAL NOTIFICATION FOR COMPLIANCE WITH AHERA ASBESTOS INSPECTION AND MANAGEMENT PLAN.

In accordance of federal law, Tahlequah Public Schools 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.

RESIDENCY DETERMINATION AND DISPUTE REGULATIONS

Pursuant to 70 O.S. Supp. 1992, 1-113, the State Board of Education, at its June 30, 1994 meeting adopted procedures for all school districts to utilize when disputes arise concerning the residency of a student.

House Bill 557, effective July 1, 1997, implements a \$500 penalty for those providing false residency information to schools.

RESIDENCY DETERMINATION

A. The residence of a student for school purposes is defined by 70 O.S. Supp. 1992, Section 1-113.

B. The school district in which a student is presented for enrollment shall verify that the student is either a resident of the school district or is otherwise entitled to attend school in that school district for any other reason authorized by law.

C. Each school district shall adopt a policy which provides for the procedures and criteria to determine if a student is a resident of the school district. Local board education policy shall include but, not be limited to, documented evidence provided by the parent, guardian or person having care and custody of the student. Such documentation may include proof of provisions of utilities, payment of ad valorem taxes, local agreements or contract for purchasing/leasing housing.

The criteria for residency adopted in such policy shall not be in conflict with statutory provisions relating to the residence of students. Such policy shall provide for educational services for homeless children to the extent required by

Public Law 100-77, Title VII, Subsection B.

D. Pursuant to 70 O.S. 18-111, a pupil moving from a school district during a school term shall be entitled to attend such school for the remainder of that school term.

DISPUTE REGULATIONS

A. A school district may, as part of its procedures for determining student residency, require re-verification of student residency at the beginning of each school term.

B. Procedures for resolving residency disputes are specified in this subsection. Each school district shall designate a residency officer. In addition, each district shall include in their written policy information on how to request a review of a residency dispute and how the residency officer may be contacted. Any question or dispute as to the residence of a student shall be determined by the residency officer pursuant to the following procedures.

1. If a school district initially denies admittance of a student who claims to be a resident of that district, the parent, guardian or person having care and custody (hereafter parent) of the student shall be informed that they may request a review of the decision of the local residency officer. Each district may develop a residency review form.
2. If, during the course of the school year a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in that school until these dispute procedures have been exhausted.
3. The parent of the student must notify the residency officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian or person having care and custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. Said information must be submitted with the request for review.

4. The residency officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review.
5. In the event the parent disagrees with the decision, the parent shall notify the residency officer, within three (3) school days of receipt of the residency officer's decision, who will submit his/her findings and all documents reviewed to the local board of education. The local board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The local board's decision shall be the final administrative decision in an effort to place students in school as quickly as possible, time lines shall be followed unless due to emergency circumstances both parties agree to an extension of time lines.

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;
 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 a student 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 screenings, 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.
 - 4.

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 state 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

**GRIEVANCE PROCEDURE FOR
FILING, PROCESSING, AND RESOLVING
ALLEGED DISCRIMINATION COMPLAINTS
(STUDENTS AND EMPLOYEES) 6300**

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 Coordinators(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 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 processing 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 or 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 on 2-13-92
Revised 10-9-00