

**TAHLEQUAH HIGH SCHOOL
TIGERS
2016-2017**

STUDENT HANDBOOK

Removing Obstacles **Achieving** Results

Cory Slagle, Principal

BOARD OF EDUCATION

Brian Berry, President
Sharon Ballew
Carl Farinelli
David Morrison
Lorraine Walker

DISTRICT I035 – ADMINISTRATIVE STAFF

Lisa Presley.....Superintendent
Nancy Jones.....Executive Director Special Education and 504 Compliance
DeAnn Mashburn.....Executive Director of Secondary Curriculum and Human Resources
Randy Underwood.....Executive Director of Technology and Operations

THS ADMINISTRATION

Cory Slagle.....Principal
Paula Sloan.....Principal, Central Academy
Vicki Bush.....Assistant Principal
Natalie Cloud.....Assistant Principal
Garry Ferguson.....Assistant Principal
Janell Meigs.....Assistant Principal

DIRECTORS

Matt CloudAthletic Director
Stanley King.....Assistant AD

ACADEMIC COUNSELORS

Jennifer Lynn Mandi Stafford Sherry Qualls James Williams

OTHER STAFF

Sabrina GarnerPrincipal’s Secretary	Michelle Hensley.....Cafeteria
Tracey Guthrie.....Attendance, VP Secretary	Kimberly Simmons.....Nurse
Donna Matthews...Attendance, VP Secretary	Chris Smith.....SRO
Danna Reese....Athletic Director’s Secretary	Leah Matlock.....Registrar
David Birchett.....Student Advocate	Gary Goodwin.....Attendance
Sherry Kelley.....JOM	Mark Rogge.....Title VI

HANDBOOK COMMITTEE

Maddy Copeland	Jennifer Lynn	Vallerie Jones	Michael Hunt
HS Administrators	Brenda McClain	Tate Schneider	Macy Reasor

IF YOU NEED HELP

Activity Fee	Donna Matthews
Athletics	Matt Cloud
Attendance	Mrs. Guthrie (A-M) and Mrs. Matthews (N-Z)
Blue Slips	Mrs. Guthrie (A-M) and Mrs. Matthews (N-Z)
BOE Policies	www.tahlequahschools.org
Bullying	www.tahlequahschools.org
Bus Information	Transportation Dept.
Change of Address	Board of Education
Eligibility	Cory Slagle
Homework (Extended Illness)	Tracey Guthrie
Late to School Admit (after 9 am)	Mrs. Guthrie (A-M) and Mrs. Matthews (N-Z)
Locker	Mrs. Guthrie
Notes (to Document Absence)	Mrs. Guthrie (A-M) and Mrs. Matthews (N-Z)
Parking Permit	Mrs. Matthews
Parking Fee	Donna Matthews
Performing Arts Center	Michael Peters
Safety	Officer Chris Smith
Student Government	Charlotte Wood
Textbook Fines, Transcripts, Reading Proficiency, Withdrawals	Leah Matlock
Student ID	Mrs. Garner
Work Permit	

SAFE-CALL (24 hours)	1-877-SAFE-CALL
Ext. OK1 (7233225 x651)	
➤ Tahlequah Police Department	(918) 456-8801
➤ Sheriff (Cherokee County)	(918) 456-2583
➤ EMERGENCY	911

SAFE PLACE LOCATIONS

Tahlequah Fire Department	(456-3131)	125 East Chickasaw
Tahlequah Police Department	(456-8801)	100 S Phoenix

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ABSENCE EXPLANATION

- A parent contact keeps a student from being recorded or disciplined as truant. This absence does count toward failure (over 8 undocumented will result in a grade no higher than 59%) and when counting absences regarding a truancy citation (may be written at 10); the absence is unexcused.
- An absence marked truant means no parent contact was made to the school. This absence does count toward failure and truancy.
 - A documented absence has a professional document turned in, (doctor, court, dentist, funeral, etc.,) and does not count toward failure or truancy unless deemed excessive by administration.
 - **IF A STUDENT MISSES MORE CLASS TIME THAN A TYPICAL TARDY (OVER 5 MINUTES) THE STUDENT MAY BE COUNTED ABSENT** and recorded as skipping or truant. All absences listed above **DO** count when considering exemptions. The **ONLY** absences that do not count toward exemptions are school related absences, noted as Other, OCSA or SA. Please see any administrator or attendance office personnel with questions. BOE Policy 5314, See BOE Policy 6007, 6009

ACADEMIC ACHIEVEMENT RECOGNITION

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

ACTIVITY ABSENCES POLICY AND APPEALS FOR EXCEPTIONS TO POLICY

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

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

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

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

ACTIVITY FEE All students involved in any manner in extra-curricular activities or athletics are required to pay a \$20.00 activity fee. All of these students will be subject to random drug testing.

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

ATHLETICS

Tahlequah High School offers programs in the following sports:

Baseball	Golf	Tennis
Basketball	Soccer	Track
Cross Country		Volleyball
Football	Cheer	Wrestling
Pom	Fast pitch	Slow-pitch

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

THS SCHOOL COLORS - ORANGE AND BLACK

THS SCHOOL MASCOT - TIGERS

ATTENDANCE OFFICE PROCEDURES - Please call and leave a message regarding student attendance. Staff will attempt to notify parents each day a student is absent. It is the responsibility of the parent/guardian to notify the district office if phone contact numbers change or are inaccurate. Please feel free to call the Attendance Office at any time.

ATTENDANCE POLICY

- 1) Absences may not exceed eight (8) during each semester without professional documentation. Documentation is defined as a professional type appointment supported by an original note from the professional on letterhead that details the office or entity. Professional notes are to be turned in **within 5 days of student return to school. ALL NOTES ARE SUBJECT TO VERIFICATION.**
- 2) Students who exceed eight absences, excused and truant total, (school approved activity absences, noted as **Other, OCSA** or **SA** do not count against student absences) unsupported by professional documentation may receive a semester grade no greater than 59%. The student may receive a passing grade based on scoring a high enough percentage on the semester exam.
- 3) In the event of chronic or recurring absences, documentation may be required.
- 4) THS requires a parent/guardian to contact an attendance office if a student is not in school. Otherwise, the student is considered truant, and disciplinary action may be taken.
- 5) Exceptions to these rules must be requested in writing to the principal. AN EXCEPTION MAY NOT BE GIVEN FOR ABSENCES DUE TO A VACATION OR TRUANCY.
- 6) Students who report to school at any time after 8:35 a.m., must sign in

Bell Schedules 2016-2017

Regular School Day Schedule

1 st Lunch			2 nd Lunch		
Period	Time	Minutes	Period	Time	Minutes
0	7:00-7:55	55	0	7:00-7:55	55
Encore	8:00-8:25	25	Encore	8:00-8:25	25
1	8:30-9:25	55	1	8:30-9:25	55
2	9:30-10:25	55	2	9:30-10:25	55
3	10:30-11:25	55	3	10:30-11:25	55
Lunch	11:30-12:00	30	4	11:30-12:25	55
4	12:05-1:00	55	Lunch	12:30-1:00	55

5	1:05-2:00	55	5	1:05-2:00	55
6	2:05-3:00	55	6	2:05-3:00	55

AM - Tahlequah ICTC students attend ICTC 8:00-11:00. They return to THS for 4th Hr.

PM - Tahlequah ICTC students will have 1st lunch. They attend ICTC from 12:00 – 3:00.

2016-2017 Pep Assembly Bell Schedule

<u>1st Lunch</u>			<u>2nd Lunch</u>			
<u>Period</u>	<u>Time</u>	<u>Minutes</u>	<u>Period</u>	<u>Time</u>	<u>Minutes</u>	
0	7:00 -7:55	(55)	0	7:00-7:55	(55)	
Encore	8:00-8:25	(25)	Encore	8:00-8:25	(25)	
	1 st	8:30-9:18	(48)	1 ST	8:30-9:18	(48)
2 ND	9:23-10:11	(48)	2 ND	9:23-10:11	(48)	
3 RD	10:16-11:04	(48)	3 RD	10:16-11:04	(48)	
Lunch	11:09-11:39	(30)	4 th	11:09-11:57	(48)	
4 th	11:44-12:32	(48)	Lunch	12:02-12:32	(30)	
5 th	12:37-1:25	(48)	5 th	12:37-1:25	(48)	
6 th	1:30-2:18	(48)	6 th	1:30-2:18	(48)	
Assembly	2:18-3:00	(42)	Assembly	2:18-3:00	(42)	

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

NEED NEW CALENDAR

CAMPUS BUILDINGS

<u>Room #/Series</u>	<u>Building Name (Majority of Classes)</u>
001	Administration/Counseling Center
100	English/Art/World Languages
200	Career Tech/Special Services
300	Science
400	Math
500	Athletic and Physical Ed Facilities
600	Media Center
700	Social Studies
800	Performing Arts Center, Band, Choir, Drama
900	Agriculture/JROTC
TMAC	Tahlequah Multi-Purpose Activity Center
Cafeteria	Located south of the 200 Wing

CHEATING /PLAGIARISM - If a student is caught cheating/plagiarizing on tests or work, students will be given “zeros”. Please note that the use of an electronic device in class or during EOI testing, which is clearly not allowed, will likely result in major consequences.

CLOSED CAMPUS – Because THS is a closed campus, a parent/guardian must **personally** check a student out between the hours of 11:00 a.m. and 1:00 p.m. Exceptions require administrator approval. Please note that we will make the effort to contact students at lunch time, but it is very hard at times for the student to hear or be located. It would be best to call for the blue slip before 10:45 am to be sure the student can be reached. See BOE Policy 6015

CLUBS AND ORGANIZATIONS

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

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

<u>CLUB</u>	<u>SPONSOR</u>	<u>PURPOSE</u>
ACADEMIC TEAM	<u>Eric Jones</u>	The Academic Team is designed to allow students to compete in core content, both within the team and with Teams from other schools.
ART CLUB	<u>Anthony Amason/Ellie Peterson</u>	Art Club functions to give the opportunity to explore and compete in the many facets of visual Art.
BPA	<u>Peggy Williams/Brenda McClain</u>	BPA encourages students who are interested in the business fields to learn to be successful, compete, and grow in leadership. (Business Professionals of America)
CHEROKEE CLUB	Haley Miller	Cherokee Club attempts to deepen the relationship between students and the Cherokee culture, utilizing trips, activities, speakers and hands on activities
ENGLISH CLUB	Debbie Underwood	English Club offers THS students an opportunity to share in their love for literature with book

discussions. We also promote writing contests and community service.

FCA	<u>Anthony Amason</u>	FCA challenges coaches and students to demonstrate steadfast commitment to Christianity, serving Him and demonstrating Integrity, Service, Teamwork and Excellence.
FCCLA	Tracey Adams	FCCLA promotes personal growth and leadership development through family and consumer science education. Members develop skills for life.
FFA	Jay Stinnett	Agricultural Education prepares students for successful careers and a lifetime of informed choices in agriculture, food, fiber and natural resources.
FRENCH CLUB	<u>Jean Havens</u>	French Club allows students to explore and interact in Various elements of French culture.
JROTC	<u>Col. Hunt/ 1st Sgt. Walker</u>	JROTC prepares students for leadership, makes them aware of their rights and responsibilities as a citizen of the school, Community and nation. JROTC competes in drill, color guard, marksmanship, academic, leadership, and physical fitness.
YEARBOOK	<u>Heather Willis</u>	The Yearbook staff compiles activities, awards, Competitions and performances from the school year.
NHS	<u>Brenda McClain/Stephanie Crawford</u>	The purposes of NHS are to create enthusiasm for scholarship, stimulate a desire to serve, to Scholarship, to promote leadership and to develop character. (National Honor Society)
SCIENCE CLUB	<u>Haley Davis</u>	Science Club offers THS students an opportunity to be involved in science fields on different levels, including research and travel.
SPANISH CLUB	<u>Kris Strahler-Cooper</u>	THS Spanish Club helps students learn more about Spanish culture, customs, history and geography.
STUDENT COUNCIL	<u>Charlotte Wood</u>	The mission of the Student Council at THS is to increase student information and involvement in all areas of student leadership

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

DANCES – SEE BUILDING PRINCIPAL FOR APPROVAL

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

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

DISCIPLINE POLICY

The discipline policy is designed using a cumulative point system. Each infraction has a point value assigned. All points for a MAJOR infraction (25-45) will carry over from 1st semester to 2nd semester. Certain discipline may carry over to the following semester or the next school year. If a student commits a second major infraction during the year stronger consequences will be assessed.

DETENTION - Detention is after school for one hour.

DUE PROCESS HEARING - A Due Process hearing must be requested by a parent. Due Process Hearings are scheduled during school hours. A Due Process Team will hear the information pertinent to the student discipline. The team will decide whether to uphold the administrator decision, increase the consequences, or lessen the consequences. The parent will be notified of the decision in a timely manner, if the parent is available by telephone.

ISD - In School Detention is an intervention that removes the student temporarily from the regular classroom; the hours are those of the regular school day. The length of stay will be determined by behavior and attendance. **STUDENTS WHO SERVE 3 DAYS OR MORE IN A SEMESTER ARE NOT ELIGIBLE FOR EXEMPTION THAT SEMESTER.** If a student is tardy or misses any part of the day, another day may be assigned. A missed day will be made up immediately upon return. It is the responsibility of the student to notify the assigning principal if there is a conflict that would affect attendance before the conflict occurs. An attempt will be made to notify parents. It will be the responsibility of the student to collect class work to do during the ISD program prior to the assignment. If the student cannot collect work, the student is to notify the supervisor, who will attempt to collect work from the teachers. If work is not collected, the ISD supervisor may assign work for the student to do during the ISD assignment. Collection/make up of class work missed during an ISD assignment is the responsibility of the student. A student in ISD is considered present at school. The number of days a student may have ISD during a semester is limited to 15. BOE Policy 6259

1. **SCHOOL SERVICE** - The school service program is used in lieu of other normally prescribed student disciplinary actions. School service is a work program that may occur during or after school. The work may include, but is not limited to lot clean-up, trash pickup, and cleaning, including the cafeteria. Should a student fail to perform the assigned number of hours the consequence will revert to other discipline, without appeal.
2. **STAP (Short Term Alternative Placement)** - This program is from 3 to 6 p.m. Monday through Thursday at Central Academy. For a student to receive credit for a STAP day the student must follow all rules. A parent is required to sign the student out of STAP unless a VP contact with the parent allows the student to walk or drive. A student must complete the assigned days before being allowed back in class; transportation is the responsibility of the parent(s). The student is to collect work; the STAP supervisor will attempt to collect work if needed. Work that cannot be done in STAP is the responsibility of the student. It is also up to the student (upon return to class) to communicate with each teacher to be sure that all work was collected. The student is to consider a STAP day the way he/she would an absence in terms of work to be made up or completed. A student who attends STAP is considered present at school. **STUDENTS WHO HAVE BEEN ASSIGNED STAP ARE NOT ELIGIBLE FOR SEMESTER TEST EXEMPTIONS.**
3. **SUSPENSION** - Appeal rights are printed on each suspension document. A parent/emergency contact will be contacted when a student is suspended, even if the student must be removed due to safety, welfare or ability to maintain a stable learning environment for other students. The right to appeal and due process rights will be available and a conference set as soon as a parent can

come to the school to discuss the issues with an available administrator. See BOE Policy 6250, 6257, 6261, 6263, 6265

DISCIPLINARY INFRACTION LIST:

(THIS IS NOT INTENDED TO BE THE COMPLETE LIST, BUT DOES NOTE THE MOST OFTEN USED INFRACTION CATEGORIES.)

Major Infractions range from 25-45 pts.

Alteration of School Records	25 - 45
Assault/Battery Student	25 - 45
Assault/Battery Staff	45
Bomb Threats	45
Bullying	7 – 24
Bus Violation	7-45
Cafeteria Violation	7-24
Campus Rule Violation	7-45
Computer Violation	7-45
Creating a False Alarm	25
Defamation of Character	7
Defiance of Administrative Authority	25 - 45
Defiance of Authority	7- 24
Destruction of School Property/Vandalism	25 - 45
Discrimination	7-45
Disrespect / Administrator	10-45
Disrespect / Staff	7-45
Disruptive Behavior	7-15
Dress Code Violation	5
Extortion	25
Failure to Cooperate	7-45
Failure to Give Identity upon Request	16-25
Failure to Obey	5-45
Failure to Serve Discipline	5-25
False Accusations	5
Fighting	25 - 45
Food Fights	25
Food/Drink on Campus without Administrative Approval	7
Forgery	7-24
Gang Activities/Gang Apparel/Gang Graffiti	25
Graffiti	7-25
Harassment/Hazing	7 - 45
Horseplay	7
Inciting Violence	25
Intent to Distribute/Distributing (Illegal Substances/Materials)	25-45
Internet/Computer Violation	7 - 45
Littering	5
Loitering	7
Lying	7-25
Parking Violation	5
Parking Lot Violation	5 - 7
Possession of Alcohol, Drugs, Controlled Substances	45
Possession of Cigarette Lighter or Matches	7
Possession of Drug Paraphernalia	25 - 45
Possession of Firearm	45
Possession of Knife/Knives	25-45
Possession of Stolen Property	25
Possession of Tobacco/Usage of Tobacco	25
Possession or Use of Fireworks, Stink Bombs	25
Profanity	7-25
Public Display of Affection	7

Racist Behavior/Racial Slur	16-45
Reckless/Unsafe Driving	25
Sexual Acts/ Sexual Battery/Sexual Harassment	25 - 45
Tardy	2
Theft	25 - 45
Threat	7 - 45
Truancy	7 - 45
Trespassing	25-45
Unauthorized use of Electronic Devices	7
Under the Influence Alcohol, Drugs, Illegal Substances	45
Vehicle Moving Violation	7 - 45
Violation of Contract to Avoid Conflict	25
Vulgar Language Directed to an Adult	45
Weapons	25 - 45

DISCIPLINARY DISPOSITIONS

0-15 Pts	Warning/Detention/ISD
25-34 Pts	ISD/STAP/Suspension
35-44 Pts	ISD/ISD then STAP/School then STAP/STAP/Suspension
45 >	ISD then STAP/Suspension

Consequences listed are typical but should not be considered absolute. Administrators may alter or combine consequences based on total points, student infraction, attitude and compliance with authority. PLEASE NOTE THAT ANY SENIOR WHO COMMITS A MAJOR VIOLATION COULD LOSE THE RIGHT TO PARTICIPATE IN SENIOR ACTIVITIES AND MAY NOT WALK AT GRADUATION. A student may not participate in any type of event or activity during the term of STAP or Suspension.

DISTRIBUTION & POSTING OF MATERIALS

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

DRESS CODE

- A. All students are expected to be neatly groomed. Shoes must be worn. Clothing and/ or jewelry should not display anything that is profane, gang related, repulsive, obscene, advertises weapons, illegal substances, (including drug or alcohol), related items or paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive must be corrected immediately upon request. Included in this policy is the prohibition of clothing worn in a manner that is revealing, disruptive or inappropriate as determined by any adult and this policy.
- B. Upholding the dress code is the responsibility of students, parents, staff and administrators concerned. When a judgment needs to be made, a site administrator will make the decision.
- C. Our goal is for all students to be present at school. Students will not be allowed to leave campus to correct a Dress Code Violation; students unable to correct the violation will be sent to ISD. See BOE Policy 6200.
 1. Skirts, Dresses, and Shorts: All of these items must be finger-tip length, with arms fully extended.
 2. Tops: Any shirt, blouse or sweater may be worn with the following conditions:
 3. Accessories: Examples of accessories which are not permitted include:
 - b. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another are not permitted. Collars, bracelets, etc., with spikes/points are not permitted.
 - c. Facial piercing will be limited to two and may be in stud or hoop form (no gages or pointed studs)
 - d. Any emblem or item of clothing identified as distracting or potentially embarrassing, hurtful, etc., will be required to be corrected. Clothing or other items advertising alcohol, tobacco, sex or illegal substances will not be permitted.
 - e. Hats, hoods and caps or other types of head coverings are **NOT** to be worn in the building.
 - f. Oversized clothing associated with sagging is a safety issue; students must immediately obey a request to tuck in an outer or oversized garment or otherwise correct sagging.
 - g. Pants may not have large holes or tears that expose skin or undergarments.
 - h. Pants: Pant-type garments may not be worn as a primary garment if see-through.

- i. See-through” is not acceptable as a primary garment; see through that displays underwear is not acceptable.
- j. Shirt, dress, and sleeve openings must not expose the torso or underwear (bras, thongs, boxers, shorts).
- K Shirts and blouses must be properly buttoned and cannot expose any part of the torso.
Spaghetti straps are not acceptable; a student displaying cleavage may be asked to correct the situation by wearing a personal covering, a t-shirt provided by the school, or waiting in ISD until a parent can bring a covering garment.
- m. Bandanas of any color, arm bands, leg bands,
- n. Due to legal and safety issues, all contacts require prescriptions. Students may be asked to provide documentation.

DRESS CODE ENFORCEMENT - Exception or modification of a provision of the dress code may be authorized by the building principal or designee for a specific school-related activity on a single-event basis.

Religious and Health Accommodation: If a legitimate religious belief or health need of a student conflicts with the dress code, reasonable accommodation may be considered. A parent or legal guardian of a student desiring accommodation based on a religious or health condition may notify the school principal in writing of the requested accommodation and factual basis for the request before the student begins school.

ELIGIBILITY RULES – SCHOLASTIC

Six Week Ineligible Period Each Semester:

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

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

Student Eligibility during a Semester

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

Other Eligibility Requirements

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

EMERGENCY PROCEDURES

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

The FIRE ALERT is a continuous 2 or 3-second sound.

The TORNADO ALERT is a continuous wailing sound over the intercom.

The ALL CLEAR is sounding of the bell.

The LOCK-DOWN PROCEDURE is posted in all classrooms and practiced during the school year. If a lock-down is needed, the principal will announce information. Evacuation procedures will be covered with students by staff and announced as prescribed by the Principal. As a backup Fire and Tornado Alert system, hand-held air horns or other notifications may be used.

ENCORE – The purpose of Encore is to allow students who need extra help or are failing to receive remediation. Students who are failing will be required on designated days to attend Encore. Before eligibility is established each semester, all students are required to go to Encore hour at 8 a.m. After eligibility is established each semester students required to attend Encore will be informed by their subject teacher. Encore is from 8 a.m. to 8:30 a.m.

EXEMPTION POLICY:

1) A semester exemption is in place to encourage attendance:

- A. Grade A and 3 absences* = exempt
- B. Grade B and 2 absences* = exempt DISCUSS A D AND ZERO ABS...
- C. Grade C and 1 absence* = exempt

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

A student who has been in ISD 3 days, in STAP, or suspended is not eligible for exemption, regardless of attendance.

EXPECTED BEHAVIOR AT ALL SCHOOL-SPONSORED EVENTS - Students are expected to demonstrate appropriate behavior at all school-related activities and events at home, away, and in transit to and from in such a manner that their behavior will be a credit to the individual, his/her family, the school and the community. THE SCHOOL AND STUDENTS MUST COMPLY WITH THE OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION RULES IN REGARD TO SPECTATOR BEHAVIOR. The right of appeal to the Board of Education in cases involving student suspension does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation or attendance in an extracurricular activities program. See BOE Policy 6189

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

Many school activity trips require students to participate in fundraising activities in order to participate in activity trips, both local and out of state. The cost of the activity trip not covered by the student's fundraising participation is the responsibility of the student and/or parent. The student's total cost of the activity trip must be paid in full prior to the activity trip. Students participating in activity trips must be academically eligible in order to participate. Ineligible students may not receive a refund. See BOE Policy 5087

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

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

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

Approved by the Board of Education on 10-10-11 BOE Policy 6150

FOOD AND DRINK ON CAMPUS - NO sunflower seeds allowed. No glass containers allowed. Students who do not dispose of food/drink containers, including cafeteria provided, are subject to discipline.

Any parent who brings a student food must check in at the front desk as a visitor and personally bring the food to the cafeteria.

FUNDRAISING- All fundraising activities must be approved by the principal and preapproved by the BOE. See BOE policies 6125, 6127, and 6131.

GOLD CARD PROGRAM - This program required a 4.0 the preceding semester with no major discipline. Students who meet these guidelines will be eligible to leave school for lunch with parental approval on the last scheduled day of school each week. Failure to return on time could result in loss of this privilege.

GRADE CHANGES/CORRECTIONS

1. Grade Corrections – a grade correction may be initiated by a teacher up to sixty days after the semester of record. The Request for Grade Change/Correction Form is located in the Registrar Office. **Any exception to the 60 days must be approved by the site principal.**

2, Grade Change – **Parents may request a grade change in writing to the Principal provided the grade data is inaccurate or misleading under BOE Policy 6150.**

GRADE POINT AVERAGE/CLASS RANK

1. A transfer student with enough credits to be considered a senior must be enrolled prior to the first day of the 2nd nine weeks of the 2nd semester to be considered for graduation honors or recognition.

2. Regular subjects are graded on a 4.0 unweighted scale; honors subjects will be graded on a 5.0-weighted scale.

3. Class rank will be determined from the 1st term of the 9th grade year through the 1st semester of the 12th grade year and will be computed using the 5.0 scale.

4. Students enrolling after two weeks into the semester will be evaluated on a case-by-case basis concerning whether credits can be earned. This will be determined according to the time of enrollment, past history and any other pertinent information.

GRADING POLICY

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

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

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

GRADUATION REQUIREMENTS FOR THE CLASS OF 2017:
PENDING BOARD OF EDUCATION APPROVAL

HOMEBOUND STUDENTS

Students who are incapacitated to the extent that they are unable to attend classes for a period of more than two consecutive weeks AND would otherwise place them at risk of school failure are eligible for consideration for homebound status. This must be verified by a doctor. Application for homebound status must be made by a student's parent/guardian to an academic counsellor. See BOE Policy 5183

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

IDENTIFICATION OF STUDENTS - An ID is required to use the Media Center and the cafeteria. The ID may only be used by the student who appears on the ID. If an ID is lost, defaced or damaged it is the student's responsibility to replace the ID with a new one, which will cost \$5.00.

STUDENTS ARE REQUIRED TO IDENTIFY THEMSELVES UPON REQUEST ON CAMPUS AND AT STUDENT ACTIVITIES. FAILURE TO DO SO WILL RESULT IN MAJOR CONSEQUENCES.

INACTIVE WEEK - The week of finals each semester is "Inactive Week." Other than regularly set practice sessions and OSSAA approved activities, no activities may be scheduled during the school day all week or after the dismissal of the school day during the last week of school.

Activities scheduled during the End of Instruction test window (to be announced as soon as available; typically in April to early May) **require building principal approval.**

LEGAL CITATIONS/TICKETING - Students are subject to legal action for violation of city ordinances and state and federal law.

LOCKERS - Students MAY REQUEST a locker. NO LOCKS are to be used on hall lockers other than school-owned

Locks. LOCKERS ARE ISSUED by Mrs. Guthrie. The school does not assume responsibility for property removed or stolen from

Lockers. Each locker is school property and may be inspected or searched at any time without prior notice.

LOST/DAMAGED TEXTBOOKS - Students must pay for any textbooks not turned in. Depreciation may be determined for

Damaged books. A receipt will be issued for any fines collected. School records will be held for unpaid textbook obligations.

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

LUNCH -. There are two lunch periods. Students with 1st lunch will go to lunch after 3rd hour. Students who have 2nd lunch will go to lunch after 4th hour. . Students who have lunch are not allowed in classroom areas during their assigned lunch. Students (during their lunch schedule) are restricted to these areas: Cafeteria - Outdoor Cafeteria Area

Students may not be in or go to the Parking Lots without a note from a staff member AT ANY TIME.

MAKE UP WORK DUE TO ABSENCES - If a student is absent for three full days and will be absent for additional consecutive days the student may request from his/her counselor that assignments be collected. For each day of absence, a student may have two school days to make up the work missed. During the period of make-up time allowed, the work missed may not be calculated in the students' grade until the work is turned

in, graded or the makeup time has expired. For example, if absent on Monday, makeup work is due to the teacher at the beginning of class on Thursday. Any examination or assignment, announced or scheduled prior to a student absence (e.g. semester test, research paper, etc.) may be made up on the day the student returns to class.

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

MISCELLANEOUS INFORMATION IN ACADEMIC COUNSELOR AREA

The following information is available for students from any academic counselor: (1) Oklahoma Career Search

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

MOMENT OF SILENCE

A moment of silence is planned daily to allow students to meditate, pray or focus on the day ahead. It is requested that each student spend the time allowed quietly and respectfully to allow all students the ability to utilize the time as chosen. (OSL 70-11-101.2)

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

OKLAHOMA HONOR SOCIETY

See any academic counselor for information.

OKLAHOMA'S PROMISE- This program is designed for all financially eligible students to help with college/post HS training expenses. See an academic counsellor for more specific information. PLEASE see your child's counsellor in the 9th or 10th grade if they have not already contacted you about this program.

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

PARENT INFORMATION - located at the back of this document

AHERA

AID'S EDUCATION

BULLYING POLICY

FERPA

GRIEVANCE PROCEDURES

HARASSMENT

HEAD LICE/CONTAGIOUS DISEASES

HEATH SERVICES/MEDICAL POLICIES

INOW (HOME PORTAL)

NON-DISCRIMINATION STATEMENT

OPEN RECORDS ACT

PARENTS RIGHT TO KNOW

PHYSICAL ACTIVITY REPORT TO PARENTS

PPRA (CONDUCT OF SURVEYS)
SEXUAL HARASSMENT
TITLE I SCHOOL PARENT COMPACT
VISITOR POLICY

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

The policy of Tahlequah Public Schools concerning authorization for students to purchase a permit/decals and park on the THS

Campus includes the following minimum requirements:

THE DECAL MUST BE ADHERED TO THE LOWER INSIDE WINDSHIELD ON THE DRIVER'S SIDE.

1. Possession of a valid Oklahoma driver's license.
2. Evidence of valid auto insurance.
3. Current car/motorcycle tag.
4. \$20.00

5. Complete parking application. (No parking fees will be refunded.....)

****DECALS MUST BE PURCHASED BY August 30, 2016.** Students are required to park in designated student parking. Students are not to park in residential areas, Cornerstone Church, Administration Lot, Tennis Court area, PAC or TMAC Lots. Vehicles are subject to towing at owner's expense if parked in a non-designated spot, in an unsafe manner, or if they do not have a valid THS parking permit. An ICTC, NSU or other permit shall not take the place of the THS parking permit. See Mrs. Meigs or Mrs. Matthews regarding a lost/stolen permit, or any permit that needs to be replaced, or if you need a temporary permit because you are driving a different vehicle for any period of time. The building principal is authorized to establish additional parking and driving regulations on the school campus. The school is not responsible for automobiles or their contents. Any student who drives a vehicle to school is deemed to consent to a search of that vehicle at any time for any lawful reason. Searches will be conducted in accordance with legally approved policies. If it becomes necessary to permanently drive another vehicle, students are to register the new vehicle information. A five mph speed limit will be enforced in all parking areas and a 15 mph speed limit on all access roads to the parking lots. Passing on access roads is prohibited; **ALL VEHICLES ARE REQUIRED TO STOP WHILE BUS STUDENTS ARE LOADING/UNLOADING. RED WARNING LIGHTS WILL BE FLASHING.** Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in the issuance of a ticket that will have a consequence of a monetary fine not less than \$25.00 and/or suspension from driving and/or parking on school property. ***** UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO SIT IN VEHICLES DURING SCHOOL HOURS.** Approximately 8:45 a.m. daily, all access gates will be locked, except those necessary to aid construction. All parking lots are "off limits" during school hours without an authorized pass or scheduled student release/entrance. If a student's vehicle is removed from the campus for violating regulations, all expenses associated with the removal are the responsibility of the student and/or parent/guardians. See BOE Policy 6107

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

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

PROTECTIVE ORDERS / RESTRAINING ORDERS - It is the responsibility of the parent/guardian to notify the school of any special court orders or directives concerning student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file. If an order is changed or rescinded, it is the responsibility of the adult parent/guardian to bring further documents to the school. Every effort will be made to comply with legal orders, but it is the ultimate responsibility of the student to state the situation if a staff member forgets or is unaware of a court order. Legal documents should be turned in to the Receptionist at the Administration Building as soon as applicable; it is the responsibility of the parent/guardian to be sure that any legal order is in place for a following year if needed. It is not the responsibility of THS to roll over a document or assume that one is in effect for a succeeding school year. **ALL LEGAL DOCUMENTS SHOULD BE PRESENTED TO THE BOE.**

PUBLIC DISPLAY OF AFFECTION (PDA) - Physical contact, other than holding hands, is prohibited on campus. Full body hugs and kissing are not allowed. A student must correct a situation upon request. A repeat of this behavior will be considered defiance.

REPORT CARDS - Report cards are distributed to students as soon as available at the close of a grading period. The date of distribution should not be more than two weeks past the end of the grading period. Final

grades will be available as soon as possible after school is out. Students will be notified when and where grades may be picked up. See BOE Policy 5311

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

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

SCHOOL DAY FOR STUDENTS/HOURS OF OPERATION - The Tahlequah Board of Education has a policy requiring all students to be in school six (6) classes or the equivalent each day, except those enrolled in the work program within the school curriculum, approved vocational-technical work-study programs, or enrolled in approved concurrent college classes. Students who take a zero hour class are required to leave campus if not enrolled in a 6th hour class. THS has offices open from 7:00 am to 3:30 pm. See BOE Policy 5025

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

SEARCHES (See also Lockers, Dress Code and Parking) Authority is given to administrators/designee to conduct a search of

Any pupil or property in the possession of a pupil on any school premises, in transit under the authority of the school, or while

Attending any school function, when reasonable suspicion exists. The superintendent of schools, principal, or designated school

Employee searching or authorizing the search has authority to detain a student to be searched and any confiscate any contraband

Found during search. Strip searches are prohibited. Any pupil found to be in possession of dangerous weapons, controlled

Dangerous substances, intoxicating beverages, or missing / stolen property may be suspended.

Administrators are providing this

To inform all pupils through written explanation that STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY RIGHTS TOWARDS SCHOOL OFFICIALS IN SCHOOL LOCKERS, DESKS, OR OTHER SCHOOL PROPERTY. In accordance with Title 70, Section 6-114, Oklahoma Statutes, the professional educator "shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

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

Unauthorized Vehicles - As part of a comprehensive program to protect the health, safety and welfare of Tahlequah students and

Personnel, this policy is presented for your review. The school principal or his/her designee is authorized to detain and search any

Vehicle not bearing a valid parking permit. Searches may be conducted without an individualized suspicion, consent, or warrant.

Persons entering any parking areas of the High School/Alternative School without a valid parking permit will be provided notice

That their vehicle and its contents are subject to search by the posting of a sign at the entrance to Tahlequah High School.

Drugs, Alcohol and Contraband Searches by Canine Detection - The Tahlequah Board of Education believes that in order to

Respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district

Will occasionally use trained dogs to search for drugs, firearms or explosives on school property. Students, staff members, and

Other persons on school property will not be the subject of animal searches. Staff may follow existing search policy and guidelines

If reasonable suspicion arises during a search on school property. See BOE Policies 6217 – 6219

SEMESTER TESTS, SCHEDULE & LATE WORK AT THE END OF THE YEAR - Semester tests are usually given on the last two days of each semester. The semester test will be comprehensive. Students who have been in ISD 3 days, STAP or Suspended during a semester will not be considered for that semester exemption. If possible, the principal will announce the test schedule approximately one month prior to the semester tests. For a **pre-approved** absence at the end of the school year, the student will have a designated date to make up semester test(s) and turn in any school make up work not completed due to absences. A Principal will specify this extension of time and testing date in advance. Unapproved absences will be reviewed on a case-by-case basis; the Principal will be the final authority on whether these students are allowed to take tests later. All non-exempt students will take semester tests. The semester test will count 20% of the final grade. See BOE Policy 5313

SENIOR ACTIVITIES - Students who are under active discipline are subject to administrative review regarding participation in senior activities. Only seniors may participate in activities designated as senior activities. Seniors will be given dates, times, and information about upcoming activities in the spring of each school Year. **SENIORS ARE RESTRICTED TO SPECIFIED AREAS DURING SENIOR ACTIVITIES; THEY ARE NOT ALLOWED TO BE IN THE CLASS AREAS WITHOUT PERMISSION FROM AN ADMINISTRATOR.** Graduation dress code for seniors
Participating in graduation ceremonies will be included in the graduation packet. Seniors must adhere to those policies in order to
Walk at graduation.

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

A pink slip will be sent to the student; the student must bring the pink slip to the receptionist desk to sign out. If the student does

Not sign out before leaving school, an appropriate disciplinary action will be administered. If the student returns the same day they

Must sign back in?

SMOKE FREE ENVIRONMENT/ TOBACCO USE POLICY - Tahlequah Public Schools is committed to providing a healthy, comfortable, and productive environment for all persons using school facilities. Tahlequah Public Schools recognizes that the use of smokeless tobacco, tobacco smoking and the environmental tobacco smoke (second hand smoke) has been shown to be linked to illnesses and disabilities and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using
The schools.

A. Therefore, smoking, chewing/dipping, or any other use of tobacco by faculty, staff, students, and members of the public is

Prohibited on, in, or upon any school property, 24 hours per day, seven days per week, including non-school days and will apply

To all students, faculty, staff and visitors and to any outside agency using the district's facilities. Possession of tobacco products

(Or a lighter) is prohibited by students on, in, or upon any school property.

1. "School Property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:

a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. This includes but is not limited to areas normally reserved for the exclusive use of faculty or support staff.

b. All school grounds and buildings over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking lots.

c. All vehicles used by the district for transporting staff, students, and visitors.

2. "Tobacco" is defined as any lighted or unlighted cigarette, cigar, pipe tobacco, bidi, snuff, chewing/dipping tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing/dipping, smoking (or both), and includes cloves or any other product packaged for smoking or the simulation of smoking and includes e-cigarettes/ vaping devices.

3. "Use" is defined as lighting, chewing/dipping, inhaling, or smoking any tobacco as defined within this policy.

B. It will further be the policy of the district that students will not be permitted to use tobacco or tobacco products, including
Smokeless tobacco, while participating in any class or activity in which they represent the district.

C. Employees of the district will not be permitted to use in public, or in view of the students, tobacco or tobacco products while they are participants in any class or activity in which they represent the district.

D. The district prohibits tobacco advertising on school property, at school functions, and in school publications. This includes gear, paraphernalia, clothing, etc.

E. School administrators shall notify students, families, education personnel, and school visitors of the tobacco free policy in
Handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations, and by other
Efficient means.

F. It is the responsibility of all students, employees, and visitors to enforce this policy through verbal admonition. Students and
Employees in violation of this policy may be subject to germane sanctions as determined by written policy, including disciplinary
Action. Patrons who violate this policy may be asked to leave school property.

G. To the extent possible, tobacco use prevention education will be integrated within the instructional programs of the district.

H. As a function of improving student health, the district will work with available community resources to develop and implement
Voluntary programs to assist students in overcoming tobacco addiction and in the cessation of tobacco use.
Attendance or
Completion of such programs will be allowed as a voluntary substitute to disciplinary sanctions (including suspension) imposed
For possession or use of tobacco.
Adopted by the Board of Education on 12-13-90, Revised 2-13-92, Revised 7-15-04, Revised 11-14-05, Revised 7-16-07,
Revised 10-14-13 See BOE Policy 6208

SPECIAL EDUCATION - If a student has a condition or disability that significantly interferes with participation in school, then the student may require a school accommodation plan in order to be successful. TPS provides special education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the school counselor or school principal of the building to initiate a referral for eligibility determination. Confidentiality: All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from student cumulative records. The records are maintained in a secure manner that prevents unauthorized access. See BOE Policy 5155

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

- 1.1 The safety of students and employees of the School District is of paramount concern to the School Board.
- 1.2 Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicle or travelling to or from a school sponsored event pose serious safety risks to students, employees and the public.
- 1.3 The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

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

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

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

4. Authorized to Order Alcohol or Drug Testing

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

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

5. Out-of-School Suspension Due Process Procedures

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

6. Circulation of Policy

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

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

1. A request to appeal must be presented by letter to the Principal, Superintendent of Schools, or the Assistant Superintendent of Student Services. A request by the guardian for an appeal hearing must be in writing and must cite the specific part of the

Suspension decision about which there is an alleged inequity.

TRANSCRIPT REQUESTS - Requests for transcripts are made in the Counselor Office, and are processed by the Registrar. Transcripts, with proper releases, may be picked up in person or mailed. Each transcript after the student has graduated will cost \$1.00. Every attempt is made to provide requested transcripts quickly.

TRESPASSING - Unless there is a scheduled event, activity, or school is going on, there is no reason for any student to be on School property. If an occasion does arise that might create that need, a student must have approval from an administrator or SRO. Failure to have permission could result in school and possibly legal consequences. This infraction is considered major.

TRUANCY - A student is identified as truant when:

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

**If a student is ill enough to miss class it is the responsibility of the student to communicate with a certified staff member. Staying

In a restroom all class hour will likely be truancy. WHEN A STUDENT ARRIVES ON CAMPUS, THE STUDENT IS TO REMAIN IN

THE BUILDING UNLESS HE OR SHE HAS PERMISSION TO LEAVE.

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

UNITED STATES PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag of the United States of America, and to the Republic for which it stands... One nation, under God, indivisible, with liberty and justice for all.

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

Stand and recite the Pledge,

Stand and remain quiet while the Pledge is given,

Remain seated and quiet while the Pledge is given, or

Stand outside the classroom door until after the Pledge.

*Any adult employee has the ability to request that one of the four options above be exercised to avoid disruption or disturbance.

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

WEAPONS, DANGEROUS ARTICLES - It is the policy of this school district to comply fully with the Safe and Drug-Free School Act. Any student who uses or possesses a weapon/facsimile at school, school event, or to/from either may be removed from school for not less than one calendar year. Knives or any implement with a sharp cutting point, such as a sheetrock knife are not allowed at school. Students found to have a knife at school or in a vehicle will receive major consequences. Students who display a knife for any reason or threaten anyone with a knife will receive even more consequences. Any other behavior exhibited, whether vandalism or physical harm, will add consequences. This is not intended to exclude any type of weapon or potential weapon. Any item listed in the Safe and Drug-Free School Act, any item prohibited by law or designated as a weapon, or any item used as a weapon will be considered a weapon, and the student who possesses, uses or displays that item will receive serious consequences. The Superintendent or designee may grant students participating in a school activity an exception. See BOE

WIRELESS COMMUNICATION DEVICES

This policy includes any electronic/battery operated device with an on/off switch from 8:00 am to 3:00 pm.

1. Students are allowed to text or listen to music (with ONE earbud in) at any time except during class time.
2. During class time teacher permission is required for use.
3. There will be absolutely no use of any electronic device by students or faculty while in EOI/standardized testing. Any exception must be approved by the test coordinator.

PLEASE NOTE: Headphones are not allowed. The consequences for headphones will be the same as those for cell phones. Please also note that only one earbud may be worn.

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

- 1ST Offense = Warning - Student picks up phone.
- 2nd Offense = Points - **Parent** picks up phone OR 1 ISD
- 3rd Offense = Points - Parent picks up phone OR 2 ISD
- 4th Offense and thereafter = Parent Contact **required**;

Consequences will be determined after contact

*Phones may only be picked up after 3:00 pm.

Offenses for wireless communication devices DO NOT begin over at mid-term; they are progressive throughout the entire school year. Point total and cooperation can impact discipline assignment and ability to choose options. Any exception to the above policy requires approval by the building principal. It is requested that students do not bring electronic devices to school at all; therefore THS assumes no responsibility for lost/stolen items. Failure to turn a device over when used without permission will be considered defiance. See BOE Policy 6229

HAVE A GREAT 2016-2017!!!!

PARENT INFORMATION

This information is intended to keep Tahlequah High School parents fully involved in the education of each student. It takes cooperation from the students, parents, staff and community to help each child succeed in the areas of homework, attendance, discipline and participation in clubs and activities.

We encourage parents to be involved; there are many opportunities to serve on committees, to sponsor and to interact in club and extra-curricular activities and events. Please contact THS with any questions or ideas in any of the areas listed.

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AHERA ASBESTOS

In accordance of federal law, Tahlequah Public School I-35 has been inspected by licensed and accredited personnel for the presence of asbestos. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those which can be crumbled by hard pressure, and therefore have a potential to release airborne fibers if material is damaged or disturbed. Non-friable materials are hard, and are incapable of releasing asbestos fibers, unless the materials are sanded or ground by a machine in some way. The complete report and asbestos management plan are available for review during regular business hours in each school's administrative office. We are pleased with the plan and continue to strive to provide a safe environment for our students and faculty. **Statement of availability of management plan and notification of activities** – TPS will annually notify all parents, teachers, and other employees of the availability of the management plan by posting this information in the main office at each location. Additionally, information regarding any asbestos-related activities planned or in progress, will be posted in the same location and memorandums will be given directly to employees concerning the specific activity.

AIDS EDUCATION PROGRAM

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

POLICY PROHIBITING BULLYING, ALSO REFERRED AS THE "SCHOOL SAFETY AND BULLYING PREVENTION ACT"

6203

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

A. Statutory Definition of Terms

"**Bully**" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

“Electronic Communication” means the communication of any written, verbal, pictorial information or video content by means

Of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. The District prohibits bullying by electronic communication whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At School” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events. **“Threatening Behavior”** means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. The staff may also consider discipline history and physical characteristics of the alleged bully. **C. Types of Bullying**

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks, gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage to the target’s current relationships, or deprive the target of the self-confidence or respect of peers. **“Sexual Bullying”** includes harm of a sexual nature, including, but not limited to, making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; sexting; committing a sexual act at school, including touching private parts of the target’s body; gossiping about the target’s sexuality or sex life; engaging in off-campus dating violence that adversely affects the target’s educational opportunities; or making threatening sexual statements directed at or about the target. **Such conduct may also constitute sexual harassment, which is prohibited by the District.** **Understanding and Preventing Bullying**

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the availability of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to prevent bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district’s bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. the District’s Safe School Committees

The District’s Safe School Committees have the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district’s policy and currently accepted bullying prevention programs to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (I) needed staff development including how to recognize and avoid bullying; (ii) increasing the involvement of the community and students in addressing bullying; (iii) improving communication between students and school staff,

(iv) Implementing problem-solving teams which include counselors and/or school psychologists, and (v) utilizing behavior health resources. **Student Reporting**

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report. **Staff Reporting**

Employees will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Mr. Fred Poteete, Family and Community Support Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school will refer the person who commits an act of bullying to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

The school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation. The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

Parents/guardians will be informed in writing of the District's program to stop bullying and given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;

5. Cooperate fully with school personnel in identifying and resolving incidents; and

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Adopted by the Board of Education on 11-12-12; Revised 11-11-2013;

Revised 1-13-2014; Revised 7-31-14

ACCESS TO STUDENT RECORDS (FERPA)

The Family Education 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 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, 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 the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. 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 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 the 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 directory information released. 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. Tahlequah Public Schools has designated the following information as directory information.

Student's name; Address; Telephone listing; Electronic mail address; Photograph

Date and place of birth; Major field of study; Dates of attendance; Grade level

Participation in officially recognized activities and sports

Weight and height of members of athletic teams; Degrees, honors, and awards received

The most recent education agency or institution attended

(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.

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

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, sex, (including sexual harassment, or qualified handicap.
4. Title IX, ADA, Title VII and 504 Coordinators (s): The person(s) designated to coordinate efforts to co 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 correspondent'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 See BOE Policy 6 6300

HARASSMENT AND INTIMIDATION - It is the policy of this school district that no student or employee of the district may participate in or by members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. Harassment, bullying and intimidation means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

- A. No student in this school district will be subject to bullying, hazing, harassment or any other form of persecution by any student or employee whether connected to any fraternity or organization or not.
- B. Students or employees who are confirmed as violating this policy will be subject to disciplinary action. See BOE Policy 6203 for the complete policy and definitions.

HEAD LICE/CONTAGIOUS DISEASES

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.

Adopted by the Board of Education on 10-10-91, Revised 7-10-97, Revised 11-11-02, Revised 10/9/06

Procedures for Head Lice

- 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 head lice 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 head lice

HEALTH SERVICE INFORMATION

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

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

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

1. The nurse has to have parent approval to send a child home.
2. The nurse cannot allow a student to miss activities; a physician must provide a statement.
3. All state required immunizations must be up to date for a student to attend school.
4. A student with asthma may carry an inhaler **IF registered with the nurse**. The form must be completed and on file.
5. The nurse has the ability to make the decision whether any medication is given, utilizing policy, evaluating required documentation and medical knowledge.
6. No medicine of any type will be administered without written parent authorization on the form provided by the nurse.
7. A parent should transport prescription medication to school if possible.
8. Prescription medication must be turned in to the school nurse immediately UPON ARRIVAL at school. The medication must be in the original container, with the pharmacist/physician information. The student name, date, time of administration, dosage and contact information for the pharmacy must all be clear on the label. The parent permission form must be provided at that time if not already on file.
9. The nurse will not deviate from what is prescribed on the prescription label. To change anything on the label a physician must provide written instruction on professional letterhead.
10. Any student in possession of any type of medication faces school and legal consequences, as appropriate.
11. No narcotic medication of any type is allowed at school.
12. It is the responsibility of the parent to educate their child about medications.
13. CHRONIC or recurring illness **requires documentation from** a physician, which must be updated as appropriate and will extend only to the end of a school year.

A. the Tahlequah Board of Education recognizes the district's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. The Superintendent shall prepare procedures to implement this policy for assisting students who become ill or injured while under the district's supervision.
1. The Superintendent shall emphasize to students and parents that in order to obtain emergency medical care a Parental Consent for Emergency Medical

Treatment/Clinic Card form signed by a parent/guardian must be on file. If this consent form is not on file, emergency medical care will be provided in life threatening situations only. **2.** This policy was adopted to further define Policy on Accidents/Injuries and to provide for additional procedures for reacting to health related emergencies. Adopted by the Board of Education on 5-10-90

TREATMENT FOR MEDICAL EMERGENCIES - PROCEDURE 6063

A. In accordance with the policy of the Tahlequah Board of Education the following procedures will be followed in the event of an emergency requiring medical attention to a student of this school district:

1. Consent to Medical Treatment:

a. The Tahlequah Public Schools may consent to medical treatment for the student whose name appears below provided:

- 1)** The person having the power to consent as provided by law cannot be contacted. **2)** Written authorization to consent has been received from that person.
- 3)** There is an emergency situation in which prompt action is deemed necessary.
- 4)** Emergency medical care will be provided in life-threatening situations whether or not written authorization is on file. Whether or not a situation is life-threatening will be determined by the principal, teacher or administrator in attendance.

2. Form of Consent:

a. Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment.

1) The consent shall contain:

- a) The name of the student;
 - b) The name of one or both parents, if known, or appointed guardian;
 - c) The name of the school official giving consent and his or her relationship to the student;
 - d) A statement of the nature of the medical treatment to be given;
 - e) The date on which the treatment is to be given.
- Adopted by the Board of Education on 5-10-90

MEDICATION: ADMINISTERING TO STUDENTS 6065

A. It is the policy of the Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be administered to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

- a.** Student's name
- b.** Name and strength of medication
- c.** Dosage and directions for administration
- d.** Name of physician or dentist
- e.** Date and name of pharmacy

B. 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 which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

1. The medication must be delivered to the principal's office in person by the parent or guardian of the student. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following: **2.** Purpose of the medication

3. Time to be administered

4. Termination date for administering the medication

5. Other appropriate information requested by the principal or the principal's designee

C. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

1. The administrator, or administrator's designee, will:

- a. Inform appropriate school personnel of the medication being administered
 - b. Keep an accurate record of the administration of the medication
 - c. Keep all medication in a locked cabinet
 - d. Return unused prescription to the parent or guardian only
2. The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.
 3. The school district retains the discretion to reject requests for administration of medicine. This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

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

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION 6067

A. In compliance with State law, Tahlequah Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma and the self-administration of anaphylaxis medication by a student for the treatment of anaphylaxis. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician (who is treating the student) that states the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of their medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law. This would require two inhalers in the school setting or two doses of anaphylaxis medication, including but not limited to Epinephrine injectors that have been prescribed by a physician and have an individual label prescription on each medication dispenser. The student would carry one medication dispenser and an identical medication dispenser would be kept in a designated place in the school building.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian will sign a statement acknowledging that the school district and its employees and agents will incur no liability as a result of an injury arising from the self-administration of medication by the student. Tahlequah Public Schools reserves the right to review and/or terminate this authorization should a student choose to use to use their medication in a careless or questionable manner, or share their medication with another individual. If a child is found unable to self-administer the medication, an alternative method will be developed and implemented.
3. Permission for the self-administration of asthma medication or the self-administration of anaphylaxis medication is effective for the school year for which it is granted and will be renewed each subsequent school year upon fulfillment of the district requirements.
4. A student who is permitted to self-administer asthma medication or self-administer anaphylaxis medication will be permitted to possess and use a prescribed inhaler at all times 5.

Definitions:

- a. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
- b. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

Adopted by the Board of Education on 8-27-03, Revised 8-11-08

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AUTHORIZATION

Student's Name _____ Grade: _____

Date of Birth: _____ School Site _____ In compliance with state law and district policy, I would like to request that the above-named student be allowed to possess and self-administer their asthma medication. My signature on this document releases Tahlequah Public Schools and its employees and agents from incurring any liability as a result of an injury arising from the self-administration of medication by this student. I understand I will provide the school site with an emergency supply of the student's inhaler medication that will be kept in the appropriate area, as designated by the principal. I also understand I must provide a written statement from the student's treating physician stating the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of their asthma medication.

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

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

- Whether Oklahoma State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major... whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of this information, call the Board of Education at 918-458-4100.

SAFETY Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of prior property damages or security incidents. All staff and patrons shall be made aware of the areas and hours which surveillance is conducted.

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

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

the student, employee or applicant involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

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

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

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

If the student returns the same day they must sign back in.

Title I Parent Involvement Policy

The Title I Committee at Tahlequah High School, in accordance with guidelines set forth by Title I, will set forth in the Title I plan for each school year the agreement to follow Title I guidelines. In conjunction with the requested parent involvement on the committee, the development of a "School-Parent Compact" will include how parents, staff and students will share the goal for improved academic achievement. The compact will suggest the ways parents will be responsible, the school's role in providing high-quality curriculum, the ways that students will participate in personal achievement, and the importance of communication. The policy will be available at the office of the principal at Tahlequah High School for review at all times. Any parent is welcome to attend any Title I Meeting or offer to serve on the Title I committee.

VISITORS - All visitors, including parents and volunteers, must register with school officials, state the purpose for the visit and leave an ID with the check in desk. Check in must be through the Administrative office (beside the Tennis Courts) at the reception desk. The principal or designee will have the right to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school; an item belonging to the visitor will be held at the check in desk until the ID badge is returned. Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. There are no lunch visits allowed without prior approval from an administrator. Before school visits are not allowed. Parents who schedule an appointment through the principal and accompanied by an administrator may visit their student's classes for a short period (approximately 10 minutes) to observe their child. Parents are not there to observe the teachers... The principal may have the right to restrict or deny visitation to a classroom in order to avoid interference with education. The visitor regulations pertain to all areas of the school. See BOE Policy 6325, 6326