

# Oologah-Talala Public Schools

## MS/HS Student & Parent Handbook

### 2023-2024



### ***Mustang PRIDE***

Be proud of our schools and the work you do while a student in the Oologah-Talala Public School System. Make all of your accomplishments count for something greater than yourself.

#### **Oologah High School**

Phone: (918) 443-6000, ext. 6221      Fax: (918) 443-2418

Website: [www.oologah.k12.ok.us](http://www.oologah.k12.ok.us)

Facebook: search Oologah-Talala High School

#### **Oologah Middle School**

Phone: (918) 443-6000, ext. 6155      Fax: (918) 443-4201

Website: [www.oologah.k12.ok.us](http://www.oologah.k12.ok.us)

Twitter: @OMSmustangs

Facebook: search Oologah Middle School

Instagram: search oologahms

## TABLE OF CONTENTS

*Click on the topic of interest and the link will take you to the information.  
Use the link at the bottom of each page to return to the Table of Contents.*

<b>SECTION 1</b>	<b>ADMINISTRATION AND ORGANIZATION</b>	<b>PAGE: 3</b>
<a href="#">Board of Education</a>		3
<a href="#">School Vision Statement</a>		3
<a href="#">Secondary Administration &amp; Staff</a>		3
<a href="#">Counselors</a>		3
<a href="#">CORE Values</a>		4
<a href="#">Pledge of Allegiance &amp; Moment of Silence</a>		4
<a href="#">School Day for Students</a>		4
<b>SECTION 2</b>	<b>ATTENDANCE</b>	<b>PAGE: 4</b>
<a href="#">Attendance</a>		4
<a href="#">Early Dismissal</a>		6
<a href="#">Tardy</a>		6
<a href="#">Closed Campus</a>		6
<a href="#">Make-Up Work Procedures</a>		6
<a href="#">Student's Responsibility for Work</a>		7
<b>SECTION 3</b>	<b>STANDARDS OF BEHAVIOR</b>	<b>PAGE: 8</b>
<a href="#">Student Code of Conduct</a>		8
<a href="#">Disciplinary Consequences &amp; Alternatives</a>		9
<a href="#">Habitual Offender</a>		10
<a href="#">Dress Code/MS Badges</a>		10
<a href="#">Tobacco/Vape Possession</a>		11
<a href="#">Nuisance Items</a>		11
<a href="#">No Tolerance for Fighting</a>		11
<a href="#">Physical &amp; Verbal Assault on Adults</a>		12
<a href="#">Bullying, Harassment, Hazing</a>		12
<a href="#">Vandalism</a>		12
<a href="#">No Tolerance for Alcohol &amp; Controlled Dangerous Substances</a>		12
<a href="#">Search &amp; Seizure</a>		13
<a href="#">Possession of Weapons</a>		13
<a href="#">Police Involvement</a>		13
<a href="#">Student Due Process</a>		14
<a href="#">Honesty and Integrity of Student Work</a>		14
<b>SECTION 4</b>	<b>ACADEMICS AND COUNSELING</b>	<b>PAGE: 15</b>
<a href="#">Counseling Offices</a>		15
<a href="#">ICAP</a>		15
<a href="#">Graduation Requirements</a>		15
<a href="#">Grade Classifications</a>		16
<a href="#">Grading Policy</a>		16
<a href="#">Grade Reports</a>		17
<a href="#">Notification of Student Performances</a>		17
<a href="#">Dropping &amp; Adding Classes</a>		17
<a href="#">Withdrawal from School</a>		17
<a href="#">Honor Roll</a>		17
<a href="#">Honor Societies</a>		18
<a href="#">Valedictorian &amp; Salutatorian</a>		18
<a href="#">Advanced Placement Classes</a>		19
<a href="#">Concurrent Enrollment</a>		19
<a href="#">School Records</a>		21

[\(Click here to return to the Table of Contents\)](#)

<a href="#">Transcript Information</a>	21
<a href="#">Testing Program</a>	21
<a href="#">ACT Dates</a>	22
<a href="#">School Code Number</a>	22
<a href="#">Proficiency Based Promotion</a>	22
<a href="#">Eighth Grade Algebra &amp; Driver's Education</a>	23
<a href="#">Edgenuity</a>	23
<a href="#">Scholarships</a>	23
<a href="#">Foreign Exchange Students</a>	23
<a href="#">Graduation Ceremonies</a>	23
<a href="#">Career Tech Classes</a>	24
<a href="#">Special Education</a>	24
<a href="#">Wen-GAGE</a>	25
<a href="#">NCAA Clearinghouse</a>	25
<b>SECTION 5</b>	<b>ACTIVITIES AND ATHLETICS</b>
	<b>PAGE: 25</b>
<a href="#">Activity &amp; Athletics Eligibility</a>	25
<a href="#">Athletic Participation</a>	25
<a href="#">Activity Absence Policy</a>	25
<a href="#">Athletic Events Expectations</a>	26
<a href="#">Activity Trip Participation</a>	26
<a href="#">Athletic Code of Conduct</a>	26
<a href="#">Random Drug Testing</a>	26
<a href="#">Homecoming Policy</a>	26
<a href="#">Pep Assemblies</a>	27
<a href="#">Junior-Senior Prom</a>	27
<b>SECTION 6</b>	<b>GENERAL PROCEDURES</b>
	<b>PAGE: 28</b>
<a href="#">Transportation &amp; Bus Expectations</a>	28
<a href="#">Visitors</a>	29
<a href="#">Food Service</a>	29
<a href="#">Student Vehicles</a>	29
<a href="#">Telephone</a>	30
<a href="#">Cell Phones</a>	30
<a href="#">Library/Media Center</a>	30
<a href="#">Bulletins &amp; Announcements</a>	30
<a href="#">Student Lockers</a>	30
<a href="#">Emergency Procedures</a>	31
<a href="#">Special Medical Needs</a>	31
<a href="#">Procedures for Dispensing Medication/Immunization Requirements</a>	32
<a href="#">Dead Week</a>	32
<a href="#">Semester Exams</a>	33
<a href="#">Technology Policies</a>	33
<a href="#">Family Education Rights &amp; Privacy Regulations</a>	33
<a href="#">Nondiscrimination</a>	33
<a href="#">Civil Rights Compliance</a>	33
<a href="#">Title IX</a>	33
<a href="#">Prohibition of Race &amp; Sex Discrimination in Curriculum &amp; Complaint process</a>	34
<a href="#">Public Complaints Procedures</a>	34
<a href="#">Grievance Procedure</a>	34
<a href="#">Appendix A &amp; B: MS/HS Title IX Guide</a>	34
<a href="#">Appendix C &amp; D: OMS/OHS Discipline Rubrics</a>	37
<a href="#">Student/Parent Handbook Signature Page</a>	40

[\(Click here to return to the Table of Contents\)](#)

# Oologah-Talala Public Schools

## Board of Education

Mr. Brent Kellogg – President  
Mr. Don Tice – Vice President  
Mr. Robert Powell – Clerk

Mr. Joe Koster – Deputy Clerk  
Mr. Lyle Blakely – Member

Dr. David Wilkins, Superintendent  
Mrs. Kendra Adkins, Assistant Superintendent

## Vision Statement

Oologah-Talala Schools, inspired by a tradition of excellence, is committed to the shared responsibility of preparing all learners for productive, responsible citizenship in an ever-changing world.

## Administration and Staff

Kevin Hogue, High School Principal	918-443-6000, ext. 6211
Scott Doss, High School Assistant Principal	918-443-6000, ext. 6221
Staci Streater, OHS Principal's Secretary	918-443-6000, ext. 6211
Sonja Giertz, OHS Attendance Registrar	918-443-6000, ext. 6221

Kelli Dixon, Middle School Principal	918-443-6000, ext. 6161
Boone Upky, Middle School Assistant Principal	918-443-6000, ext. 6155
Janet Thoenen, OMS Principal's Secretary	918-443-6000, ext. 6161
Nicole Moffett, OMS Attendance Registrar	918-443-6000, ext. 6155

Brady DeSpain, Director of Operations	918-443-6000, ext. 6320
Dru Dixon, Director of Athletics and Activities	918-443-6000, ext. 6220
Sherry Hutchinson, Director of Special Education	918-443-6000, ext. 6164
Rick Fisher, Technology Director	918-443-6000, ext. 6349
Donna Parrett, Central Enrollment	918-443-6000, ext. 6055
Breanna Rogers, Business and Finance Manager	918-443-6000, ext. 6079
Leslie Dunavent, Activity Fund Custodian	918-443-6000, ext. 6080

## Counselors

Sharon Holmes, 11 <sup>th</sup> and 12 <sup>th</sup> grade Counselor	918-443-6000, ext. 6214
Amber Fitzgerald, 9 <sup>th</sup> and 10 <sup>th</sup> grade Counselor	918-443-6000, ext. 6212
Melissa Gibson, Middle School Counselor	918-443-6000, ext. 6161

[\(Click here to return to the Table of Contents\)](#)

The OTPS handbook includes policies and procedures adopted by the Board of Education as well as policies that are specific to Oologah Middle and High School.

All students are responsible for the information/regulations included in this handbook and are subject to all rules and policies set forth by the Oologah-Talala Board of Education, State Department of Education and Oklahoma Secondary School Activities Association. These policies, penalties, procedures and rules will be administered in a spirit of consistency, fairness, and flexibility. All personnel hired by the Oologah-Talala Board of Education is authorized to enforce these policies.

## **Core Values**

We believe our core values should be the catalyst to all of our success and words we live by.  
We show this in our commitment to Community and Character.

### **Mustang Family (Community)**

We believe that we are better together and that we should support one another in successes and failures.

### **Be Your Best (Character)**

We believe that we should strive every day to be our best in everything that we do.

## **U.S. Flag 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 of Allegiance is a daily school-wide activity. As a matter of etiquette and policy, students have one of three options to exercise while the Pledge is given:

- Stand and recite the Pledge
- Stand and remain quiet while the Pledge is recited
- Remain seated and quiet while the Pledge is recited

## **Moment of Silence**

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law Senate Bill 815 states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray or engage in other silent activity.

The Board of Education, therefore, directs that schools observe approximately one minute of silence daily so each student may exercise his or her individual choice to reflect, pray or engage in other silent activity that does not interfere, distract, or impede other students in the exercise of their individual choice.

## **Attendance**

### **School Day for Students**

The OTPS Board of Education has a policy requiring all students to be in school seven (7) classes or its equivalent each day, except those enrolled in the work program within the school curriculum, approved vocational-technical work-study programs, or participating in approved concurrent college enrollment.

According to the **STATE LAW ON SCHOOL ATTENDANCE** (70-10-105) it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under the age of 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in extreme cases.

[\(Click here to return to the Table of Contents\)](#)

Good attendance is essential to success in school. Poor attendance habits create problems at school, at home as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school that will apply to this policy.

**STUDENT ABSENCES:** School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

**A student may not miss 10 or more days of school per semester per class and still receive credit.** On the **tenth** absence in a period, the student will receive a failing grade in that class. Please refer to the Middle/High School's attendance procedures for the "Appeal" options. A written procedure is available in each site's attendance school office/website as needed.

*The only absence that will not count toward the student's overall absences are school-sponsored activities.*

Doctor's notes and/or legal documentation must be kept on file in the attendance office at each site. Any doctor's notes and/or legal documentation regarding absences **MUST** be submitted within TWO (2) business days upon student's return to school.

A student may be excused for the observance of religious holy days if the parent/guardian submits a written request for the absence. (SL 70-10-105)

#### **Absence Explained (AE):**

- **High School**

Upon notification by the parent/guardian by noon on the day following an absence, a student **may** be excused from school and allowed to make-up schoolwork missed for absences related to illness, medical appointments, family emergencies or college visits. The parent/guardian is to contact the attendance office at 443-6000, ext 6221 or via email at [sonja.giertz@oologah.k12.ok.us](mailto:sonja.giertz@oologah.k12.ok.us) when your child is absent from school.

- **Middle School**

"Absence Explained" indicates absences in which the attendance office has been notified by a parent/guardian. This type of absence will count against a student's allowable absences per semester. The parent/guardian is to contact the attendance office at 443-6000, ext. 6155 or via email at [nicole.moffett@oologah.k12.ok.us](mailto:nicole.moffett@oologah.k12.ok.us) when your child is absent from school.

#### **Absent Unexcused (AU):**

"Absent Unexcused (AU)" indicates absences in which the attendance office *has not* been notified by a parent/guardian. This type of absence will count against a student's allowable absences per semester.

#### **Truant**

**Students are considered truant when they are absent without proper notification from or without the knowledge of their parents, or more than 10 minutes late in reporting to class.** Discipline, including ISD, may be assigned at the discretion of the administration.

- **High School only**

**NO MAKE-UP WORK** will be allowed for absences listed as truant.

Repeated truancy at the MS/HS will be just cause for legal action to be taken against the parent (violation of compulsory attendance law).

[\(Click here to return to the Table of Contents\)](#)

The following constitute examples of truancy:

- Leaving school without signing out through the attendance office
- Absent without parent's permission
- Arriving at school but not attending class
- Becoming ill and going to the restroom instead of reporting to school health care provider, counselor, or attendance office
- Present on school grounds but not in the appropriate classroom or area

Note: Any falsified calls or notes may constitute disciplinary action, including out of school suspension.

## Early Dismissal

If a student must leave during the school day, he/she must use the following procedure:

- Have parent call the attendance office or come to the main school office to sign out the student.
- Sign out in the attendance office before leaving campus.  
(Students will not be allowed to sign out without parent/guardian permission.)
- Students who check out of 7<sup>th</sup> hour 10 minutes before the end of the day bell will be considered tardy to 7<sup>th</sup> hour. This will be considered an early check out and carries the status of "Tardy".

## Tardy

Students are expected to be in class on time to maximize their own learning and to avoid interrupting the teaching of others. Students who are not in the classroom and prepared to learn at the beginning of the class are considered tardy and are subject to disciplinary action by the teacher or the administration. Every appropriate effort will be made to change the behavior of repeatedly tardy students. Disobedient students are subject to suspension or removal from the class. Students who are 15 or more minutes late to class will be considered absent and must obtain an admit slip from the office before being admitted to class. Students are not permitted to linger in the halls or by their lockers when classes are in session.

- 3 tardies = 1 ASD, 6 tardies = 1 INT, 9 tardies = 3 days ISD, 12 tardies = 5 days ISD AND one unexcused absence.

## Closed Campus

Oologah-Talala Public Schools is a closed campus and students are required to remain on campus after arriving whether by bus or car, unless excused by an administrator. Vehicles are off limits to students at all times. **A parent/guardian must accompany students wishing to check out for lunch.** Any student found in the parking lot during school hours will be subject to disciplinary measures including suspension. At no time may a high school student be in the middle school or elementary buildings without administrative permission. At no time may a middle school student be in the high school or elementary buildings without administrative permission. Students not in their respective buildings may be suspended.

## Make-up/Late Work Procedures

**Absence Unexcused** – Work can be made up. Students will be given one (1) day to make up work for each day of class missed. It is the student's responsibility to make up work in the allotted time.

**Work cannot be made up for students who are TRUANT. (High School only).**

**Absence Explained** – Work can be made up. Students will be given one (1) day to make up work for each day of class missed. It is the student's responsibility to make up work in the allotted time.

[\(Click here to return to the Table of Contents\)](#)



### **Student's Responsibility for Missed Assignments Due to Short Term Absences**

- It is the student's responsibility to see that all make up work is properly completed and turned in to each teacher.
- A student has one day for each day absence to make up the work.
- The time for makeup work is calculated beginning the first day the student returns.
- It is the responsibility of the student to insure ALL work is made up within the allowed time.
- If an absence is excused, it is the responsibility of the student and/or parent to arrange for completing the missed daily work for credit.

### **Student/Parent Responsibility for Getting Make-Up Work Extended (more than 3 days) for Excused Absences**

- Absences in excess of three consecutive days must require a parent request for assignments.
- The due date for requested make up work begins the day the assignments are available to the parent in the main office.
- Circumstances that prevent a student from properly completing assignments during an extended excused absence may only be excused through administrative approval.

### **Student's Responsibility for Late Work**

- It is the responsibility of the student to turn in work on the due date assigned by the classroom teacher. Work is considered late when turned in after the assigned due date.
- **Oologah Middle School** - Unless approved by the individual teacher, any work turned in after the teacher's assigned due date will be given 5 days to turn in work for full credit. After the 5th day, the assignment grade will result in half credit (50% of the original points assigned).
- **Oologah High School** - Any assignment not turned in on time, can be turned in for up to 5 days for half credit (50% of the original points assigned).

### **Student's Responsibility in Getting Help for Missed Assignments**

- It is the student's responsibility to obtain the missed assignment and arrange for teacher assistance.
- Students can meet with their teacher by appointment. Additional off-duty time often can be arranged with the teacher. However, please understand that staff members have their own families and responsibilities to cover and the student should work out arrangements in advance.

### **Student's Responsibility for Absences Known in Advance**

In the event there is foreknowledge of an absence (as in the case of scheduled school activities), the work must be turned in on the last day of attendance or the day the student returns.

### **Student's Responsibility for Assignments Known in Advance**

Long-term assignments such as special projects or term papers are due upon the student's return from an absence. Students do not have the One Day Rule to make-up a long-term assignment as they would in regular daily assignments.

### **Student's Responsibility for Scheduled Tests**

Any test announced during the student's presence in class, or which is regularly scheduled but missed by the student because of any type of absence, may be administered upon the student's return or at the teacher's discretion.

### **Student's Responsibilities for make-up tests**

1. Each teacher will establish a time for make-up testing consistent with his or her class structure. This schedule will ensure timely completion of the assignment and provide the student no more than one working week to take the test.

[\(Click here to return to the Table of Contents\)](#)



2. It is the student's responsibility to know the make-up test schedule of the exam missed and verify the appointment with the teacher. Students who miss the scheduled make-up test period will receive a zero, unless excused by the teacher or site administrator. Any exceptions to this procedure shall be limited to those approved by the building principal.

### **Make-Up Extension Time for Extending Beyond a Grading Period**

If the allowed time for makeup work extends beyond the normal reporting period or if work is returned after grades are recorded, an Administrative Grade of "P" (Incomplete) will be issued. This grade reflects only the fact that work is still **pending** and allowed. After the extension time has been exhausted, all work will be graded and the final grade recalculated and recorded.

## **STANDARDS OF BEHAVIOR**

### **Student Code of Conduct**

Students will be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have the right to receive an education in a safe place free from distractions, threat, or other factors that inhibit this process. Education is only possible when fair, reasonable, and consistent controls are in place to manage student behavior.

Most school discipline is addressed through a progressive level of increasing consequences: 1) after school detention, 2) intervention room (extended detention), 3) in school detention, 4) suspension, 5) expulsion. The level of discipline may be modified to fit the individual or unique circumstances, and certain behaviors exist for which there is zero tolerance. The importance of student behavior has been identified as one of Oologah-Talala School District's objectives.

- **Middle School** – Click [OMS Discipline Rubric](#) to access the OMS Discipline Rubric or refer to Appendix C in the back of the handbook..
- **High School** - Click [OHS Discipline Rubric](#) to access the OHS Discipline Rubric or refer to Appendix D in the back of the handbook.

The code of conduct assures an orderly and safe environment so that every student can learn. Our standards are high because our expectations are high. School discipline is intended to correct inappropriate behaviors that interfere with the business of education. Students who are self-disciplined learn to accept responsibility for their actions and remain in the educational mainstream, but others require external reinforcement of proper expectations and behavior. Chronic rule violators are those who do not respond to minor corrections regarding general misconduct. Progressive levels of discipline or any significant first offense may result in suspension.

**Emergency Removal:** If a student's presence poses a continuous danger to persons or property or an ongoing disruption of the academic process within the classroom or elsewhere on school premises, a school administrator may remove the student from curricular or extra-curricular activities without more formal notice and hearing requirements applicable to student consequence.

**Classroom Management:** Students who disrupt the class are often those whose struggle with school achievement as well. Teachers will inform the parents of disruptive students and offer suggestions for improvement. Open communication between the parents and teachers help with proper expectations, and avoid most problems that inhibit a student's education. Disruptive classroom behavior also interferes with the rights of others to learn, and for this reason, some students must be removed from the classroom. Teachers manage classroom behavior and may assign consequences including after school detentions, as well as extra learning assignments as disciplinary consequences.

[\(Click here to return to the Table of Contents\)](#)

The teacher is the authority figure in the classroom. Students who refuse to comply with the reasonable requests of their teachers should expect to receive consequences.

- A student's continuous disruption may result in the student going directly to ISD until parents are notified. In some cases, it may be difficult to reach a parent regarding a student's removal from the classroom. The administrator will send the student to ISD for part of a day and/or the whole day without notice to the parent. Attempts to contact parent will continue until a conference with the parent has occurred.

**Classroom Rules:** Teachers will discuss classroom rules and involved consequences. Generally, the teacher will impose an in-class consequence and can assign After School Detention.

**Severe Clause:** Students who violate the code of conduct to an extreme degree may enter the disciplinary process at a higher level regardless of whether or not the action of violation was a first-time offense. The refusal to cooperate or provide information during the due process hearing may increase the penalty, and school administration may impose a higher penalty based on the rule infraction or the level of cooperation during the investigation.

## Classification of Disciplinary Consequences:

### Consequences (administration will determine consequence assigned)

Student Conference

Teacher or Administration assigned ASD

Intervention Room (ISD)

Short Term Out of School Suspension

Long Term Suspension/ Possible Expulsion

## Disciplinary Consequences Explanation

### After School Detention (ASD)

After School Detention is a type of disciplinary action used for minor infraction of school rules and procedures. After School Detention is from 3:00pm-4:00pm, Monday through Friday. Students meet in a designated classroom with a teacher and are required to work on class assignments. Talking is not permitted. No student may be admitted late. A student will be given a time period in which to serve the assigned detention. If the student has a scheduling conflict, the student must reschedule the detention with the assistant principal before time has elapsed on the original deadline. *If the student is unable to serve detention by the due date or is a disruption in the room- Intervention or extra days of detention will be assigned.* The student must contact the assistant principal before/after school, lunchtime, or in between classes. The assistant principal will not call a student out of class to deal with this matter.

- **High School** - Students will bear the responsibility to communicate the assignment and cause of the detention to his/her parent/guardian.
- **Middle School** - Teacher/Administrator will contact a parent/guardian to set the ASD date.

### Intervention Room

Intervention Room (Extended Detention) is on Tuesdays and Thursdays from 3:00pm until 6:00pm in a designated area. Any infraction of the following rules will result in the student being asked to leave. The follow-up discipline will be at the discretion of the administration:

- Late arrivals will not be admitted.
- No food or drink is allowed.
- School dress code is in effect.
- The student must have enough work to keep busy.
- Talking is not permitted.
- Students will be allowed a water and bathroom break each hour as a group.
- Students who are disruptive or fail to work during their detention will be dismissed and further consequences will result.

Any time a student has been assigned Detention or Intervention and a pattern has been established indicating the failure of the previous discipline measures to modify unacceptable behavior, ISD, or Suspension will be imposed.

[\(Click here to return to the Table of Contents\)](#)

**In-School Detention (ISD)**

For serious or chronic offenses students may be assigned to In-School Detention.

- During a student's assignment to ISD he/she will receive the assignments from the teachers and are expected to complete assignments when due.
- Students are expected to follow all school and ISD rules while serving their assigned days.
- **Middle School students** report to the attendance office for first hour. Students will be transported to the ISD room located in a designated room in the high school.
- From the time a student is assigned to ISD and until they are cleared by the ISD teacher, students may not be on any other part of the campus of Oologah-Talala Public Schools.
- From the time a student is assigned to an ISD placement and until they are cleared by the ISD teacher/administrator, students may not participate in practice during the day. Students placed in ISD will be allowed to participate in after school activities.
- Failure to follow these rules or any that have been established by the ISD teacher will result in additional days being added to the original assignment and/or Out of School Suspension.

**Out of School Suspension**

**Short-term** suspensions may range from three (3) to ten (10) days. Students may also be suspended **long term**, which may range from 11 days to one calendar year. Students who are suspended are not permitted to come on campus before, during, or after school until they are reinstated unless they have permission from an administrator. Students who are suspended are not permitted to attend, practice for, or participate in ANY Oologah-Talala School District Activity.

- If a student is suspended, the district will provide an educational plan.
- Students under long-term suspension will be given an education plan to complete for core classes only. A grade of *P* (passing) or *NC* (no credit) may be assigned based upon completion of the work.

**Habitual Offender**

Any student who repeatedly breaks school policies, classroom policies, or in other ways disrupts the learning process on a consistent basis will be suspended long-term.

**Dress Code**

A student's appearance should not distract anyone from the important task of learning. Research has proven better dress positively affects not only school environment but also academic achievement. The following dress code will be required of all students desiring to attend OMS/OHS:

- *For safety purposes, all middle school and high school students must wear their school ID badge with a lanyard around their necks at all times while in school.* If this becomes an issue, it will fall under the dress code violation. Replacing a lost badge will cost \$10.00.
- Hemlines of skirts (including cheerleading skirts) and shorts must be no higher than six (6) inches above the knees or equivalent to a 3"-5" inseam.
- **High School** - Shorts, dresses, tunics worn with leggings, and skirts should be a length that sufficiently covers all private parts, including the buttocks.
- Tank-top type shirts may be worn if no cleavage, excessive back, or undergarment is showing. The strap of this type of shirt must be a minimum of 2 inches wide at the thinnest part of the strap.
- Tops - Students may not wear any top that "rides up" when they are moving or are seated. Any time a student's torso (including chest, belly, side and back) is not completely covered, the student is out of dress code. This includes "crop" tops.
- Clothing displaying disruptive or suggestive lettering or symbols is not appropriate. Items advertising alcoholic beverages, drugs, or tobacco are not permitted. In addition, any sexually suggestive clothing will be prohibited.
- Hoods, headscarves, and sunglasses are not to be worn inside the school building during the school day. If any of these items are not removed, a dress code violation will be recorded; the item in question may be confiscated. Medical exceptions may be made by the administration.

[\(Click here to return to the Table of Contents\)](#)

- Any gang related clothing is prohibited. This may include but is not limited to sagging and bandanas. Sagging occurs *anytime* boxers or underwear is worn above the top of the pants.
- Students are not to wear clothing that has tears or holes where skin is revealed six (6) inches above the knees. If clothes are patched, they must be done so permanently. Safety pins, staples, or anything less than a piece of cloth securely sewn eliminating a hole is prohibited.
- Wallet chains are not allowed.
- No hair paint unless approved by administration.

## Enforcement of Dress Code

Provisions of the dress code are applicable to the school day and to school-related activities. The building principal for a specific school-related activity on a single-event basis may authorize exception or modification of a provision of the dress code.

## Discipline for Dress Code Violations

### High School

1<sup>st</sup> Offense: Warning/change clothes, 2<sup>nd</sup> Offense: ASD, 3<sup>rd</sup> Offense: ISD

### Middle School

1st Offense: Warning/Change Clothes, 2nd Offense: Call Parents/Change Clothes, 3rd Offense: 5 Days of ISD/Change Clothes

## Tobacco/Vaping Possession

The Board of Education asserts that tobacco/vaping use is harmful to an individual's health and is unlawful for students under the age of 18. Students are not allowed to possess tobacco, imitation tobacco, or vapor products, in school buildings, on school grounds, or on school buses. This rule applies to any school sponsored activity on or off campus. Any student found to be in possession of tobacco, imitation tobacco, or vapor products, while attending any school sponsored event or while traveling on district provided transportation to or from an event or while on school premises shall be subject to the following disciplinary action:

- **1<sup>st</sup> Offense:** **Middle School** - 5 Days OSS, **High School** - 10 Days OSS
- **2<sup>nd</sup> Offense:** **Middle School** - 10 Days OSS, **High School** - 20 Days OSS
- **3<sup>rd</sup> Offense:** **Middle School** - Out of School Suspension or any term up to the remainder of the school year determined at the discretion of school administration.  
**High School** - Out of School Suspension for the remainder of the school year.

## Nuisance Items

Any item that may create a nuisance should not be brought to school and may be confiscated.

The following items are illegal at school:

- Explosives of any kind (including firecrackers and shells)
- Alcohol, narcotics, and drugs (including cigarettes, smokeless tobacco or vapor products)
- Obscene or pornographic materials
- Gambling equipment (dice & cards) of any type
- Knives and shooting devices of any kind (including guns, darts, slingshots, bow and arrows)
- Skateboards, roller blades, skates or shoes with wheels (Heelys)
- Lighters or matches
- Water guns or water balloons
- Laser lights or other devices which may cause a disruption in the classroom or at a school activity
- Any item of apparel, jewelry, emblem, badge, symbol, sign, accessory, notebook or manner of grooming, which by virtue of color, arrangement, trademark or any other attribute, is recognized as, or denotes membership or affiliation with any gang
- Student notebooks and materials must remain free of inappropriate graffiti and writing
- Any gaming device not intended for educational purposes

[\(Click here to return to the Table of Contents\)](#)

## No Tolerance for Fighting

Fighting will not be tolerated at the middle/high school. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. Any student who strikes another person on the Oologah-Talala Middle/High school campus or during a sanctioned activity is subject to suspension up to the remainder of the semester and/or the following:

### High School

- 1<sup>st</sup> Offense: Ten (10) day Out of School Suspension/In-School Detention and/or combination of both
- 2<sup>nd</sup> Offense: Forty-five (45) day out-of-school suspension
- 3<sup>rd</sup> Offense: Suspension for remainder of the semester plus a semester

### Middle School

- 1<sup>st</sup> Offense: Five (5) day Out of School Suspension/In-School Detention and/or combination of both
- 2<sup>nd</sup> Offense: Ten (10) day Out of School Suspension or a combination of OSS/ISD
- 3<sup>rd</sup> Offense: Suspension for the remainder of the semester and possible continuation into the next semester

## Physical and Verbal Assaults on Adults

Any act of physical violence directed at the administration, teacher, staff member, and/or bus driver will result in suspension up to one (1) calendar year.

## Bullying, Harassment, and Hazing

It is the policy of the school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited 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 harassment, intimidation or bullying at school.

Click [Bullying, Harassment, and Hazing](#) to access the full OTPS policy regarding Bullying, Harassment, and Hazing.

\*Policy is also available on the OTPS website or is available in hard copy upon request.

## Vandalism

Any act of vandalism will result in a requirement of restitution and may include a suspension up to one year.

## No Tolerance for Alcohol and Controlled Dangerous Substances

The school prohibits students from using, possessing, furnishing, distributing, selling, or conspiring to sell or being in the chain of sale or distribution of illicit drugs, controlled dangerous substances, or any substance represented to be illicit drugs or dangerous controlled substances including alcohol.

Illicit drugs include steroids, prescription and over-the-counter medications not used in compliance with the prescription or directions for use. Mood altering substances include paint, glue, aerosol sprays, and similar substances.

Students possessing or under the influence of any of the above on school grounds or during any school-sponsored activity will be subject to the following consequences:

### High School

- 1<sup>st</sup> Offense: 18 Weeks Out of School Suspension/Early Return Option
- 2<sup>nd</sup> Offense: Semester + 1 OSS

[\(Click here to return to the Table of Contents\)](#)

**3rd Offense: Semester + 1 OSS**

**Middle School**

**1st Offense: 18 Weeks Out of School Suspension/Early Return Option**

**2nd Offense: 36 Weeks Out of School Suspension**

**3rd Offense: Out of School Suspension for 1 Calendar Year**

Administration reserves the right to consider early reinstatement for first time offenders if the student completes drug/alcohol counseling, possible community service requirement, and provides a negative drug test.

**Search and Seizure**

Pursuant to OK State Tit. 24 S 102 (1991), the Oologah-Talala Board of Education has adopted a student search and seizure policy. The policy authorizes the school principal or his/her designee to detain and search any student and property in the student's possession and require a specimen for urinalysis upon reasonable suspicion that a violation of the law or school rules has occurred or is occurring. In addition, school personnel may open and search school lockers, desks, and other school property at any time and without cause. Students have no reasonable expectation of privacy rights in the contents of lockers, desks, and other school property.

Students who drive a vehicle onto school property do so as a privilege afforded to them by the school district and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the principal or his/her designee at any time for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may face out of school suspension for such refusal.

**Policy Prohibiting Possession of Weapons in School**

It is the policy of the Oologah-Talala School District to comply fully with the Gun Free Schools Act. As such:

- Any student in this school who possesses a firearm at school, any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full calendar year.
- Firearms are defined in Title 18 of the United States Code, Section 921, as (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.  
Such firearm will be confiscated and released only to proper legal authorities.
- Oklahoma Statutes, Title 21, section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such a person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation or students or teachers any weapon as defined:  
"...Any firearm, knife, or any other offensive weapon"
- Any student who violates this policy will be subject to discipline that may include suspension for up to one full calendar year.

**Police Involvement**

Any time an incident infringes upon local, state, or federal law, law enforcement may be involved.

Confiscated items that are illegal to possess at school will be turned over to the police.

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the

[\(Click here to return to the Table of Contents\)](#)



parent of the situation.

Parents are advised that in suspected child abuse cases, Services to Children and Families Division or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

### **Due Process Procedures**

A student who has been suspended out of school for more than ten (10) days of school has the right to appeal the administrative decision.

The following procedure must be followed:

#### **Suspension for Ten (10) Days or Less:**

- Within five (5) days from the date of the suspension, the student and/or the parent/guardian may request in writing a review by a Suspension Review Committee. The Suspension Review Committee may be composed of teachers and/or administrators.
- The SRC will meet to review the suspension as soon as possible. The parent/guardian of the suspended student will be notified of the date, time and place for the review hearing.
- The student and the student's parent/guardian may attend the hearing and present evidence and witnesses to support their position. Either party may have legal counsel present and must give the other party 24 hours advance notice in the event that legal counsel will be present.
- The SRC will sustain, rescind, or modify the original suspension decision. The decision of the SRC will be final and cannot be appealed.

#### **Suspension for Over Ten (10) Days:**

- Within five (5) days from the date of the suspension, the student and/or the parent/guardian may request in writing a review of the suspension by the Superintendent of Schools or his designee.
- The Superintendent or designee will schedule a hearing as soon as possible and make notification of the hearing date, time and place to the parent/guardian.
- The student and the student's parents may attend the hearing and present evidence and witnesses to support their position. Either party may have legal counsel present and must give the other party 24 hours advance notice in the event that legal counsel will be present.
- The Superintendent or designee will review the suspension and may sustain, rescind, or modify the original suspension.
- After receiving the decision by the Superintendent of Schools, the parent/guardian may have the suspension reviewed by the Board of Education. The Superintendent or his designee will advise the parent/guardian as to their rights for a School Board Review.

## **Honesty and Integrity of Student Work Policy**

The principle of honesty must be upheld if the integrity of student writing, assignments, projects and testing is to be maintained by the OTPS academic community. We expect both teachers and students to honor this principle and thus protect the fairness of student grading. For students, all homework, tests, quizzes, long-term projects and other forms of student work (including any work created through computer resources), will be done by the student to whom it is assigned, without copying the work of another student or another person.

Teachers will exercise care in planning and supervising student assignments and testing, so that honest effort by students will be encouraged. Students are expected to complete the assigned work for a course in accordance with the teacher's standards. It is the student's responsibility to seek clarification from the teacher if the student does not understand the teacher's expectations.

No student shall engage in any activity that involves cheating, plagiarism (the taking of ideas or writing from another

[\(Click here to return to the Table of Contents\)](#)



and passing them off as one's own), or copying another student's homework or tests or allowing another student to copy his or her work or tests. No student shall engage in activity for the purpose of receiving a grade by means other than honest work.

For example:

- No student shall plagiarize or copy the work of another person and submit it as his/her own work.
- No student shall complete any examination or assignment for another person.
- No student shall alter graded class assignments or tests and then resubmit them for re-grading or submit substantially the same material in more than one course.
- No student shall knowingly obtain, provide or accept any unauthorized material that contains questions or answers to any test, quiz or assignment to be given by the teacher at a subsequent time.
- No student shall copy a computer file that contains another student's assignment and submit it as his or her own work or use it as a model for his or her own work.
- No student shall knowingly allow another student to copy or use his or her own computer files and submit that file, or a modification, as that student's individual work.
- Students shall not work together on an assignment (unless authorized by the teacher), sharing the computer files or programs involved, and then submit individual copies of the assignment as each one's own individual work.

Consequence for cheating:

**Students caught cheating will receive a grade of "0" on the assignment/project/test.**

## ACADEMICS & COUNSELING

### Counseling Offices

The school guidance service provides opportunity for students to have conferences with the counselor.

- **The High School Counselors** help students with personal and social problems, planning their high school programs, class schedule changes, post-high school education, and managing student ICAP plans (careers). Informational material about professional training, scholarships, colleges, college entrance examinations, aptitude tests, achievement tests, part-time work, and military services are available.
- **The Middle School Counselor** helps students with personal, social problems and academic issues, planning for school programs, summer programs, class schedules, class schedule changes, and managing student ICAP plans (career exploration), and achievement tests.

### ICAP – Individual Career Academic Plan

An Individual Career Academic Plan is a multi-year process that intentionally guides students as they explore career, academic, and postsecondary opportunities. School districts are required to incorporate and put into operation the ICAP each year.

The term ICAP refers to both a process that helps students engage in academic and career development activities and a product that is created and maintained for students' academic, career and personal achievement.

ICAP is a student-driven, ongoing process that actively engages students, enabling them to:

- Understand their own interests, strengths, values, and learning styles
- Create a vision for the future
- Develop individual goals
- Prepare a personal plan for achieving their vision and goals

### Graduation Requirements

The State of Oklahoma designates the minimum number of units that a student must earn to be eligible for an

[\(Click here to return to the Table of Contents\)](#)

Oklahoma high school diploma. In addition, local school districts may establish graduation requirements appropriate for the individual districts. Oologah High School has adopted the Oklahoma College Preparatory/Work Ready Curriculum Requirements for all students. This curriculum is also aligned to "Oklahoma's Promise," a program that provides a college tuition waiver for students who meet specific eligibility requirements. Listed below are the Oologah High School graduation requirements for a standard diploma.

**4 credits of English:** Must include English I, English II, English III, and English IV. AP, Pre-AP, and Concurrent English classes can be used for these credits.

**3 credits of Mathematics:** All students must take 3 units of Mathematics in Grades 9-12 which include 1 credit of Algebra I, Geometry, and Algebra II. Students taking Algebra I in 8<sup>th</sup> grade will be awarded credit, given GPA points and must complete 3 additional units with content and/or rigor above Algebra I and approved for college admission requirements.

**3 credits of Science:** Must include 1 credit of Biology and 2 other lab science credits.

**3 credits of Social Studies:** Must include 1 credit of United States History, 1 credit of World History, ½ credit of Oklahoma History, and ½ credit of United States Government.

**2 credits of the same 2nd Language OR 2 credits of Computer Technology:** Excludes keyboarding and typing classes. You cannot mix Foreign Language and Computer Technology credits. You need 2 of one or the other.

**1 credit of Additional Courses:** Selected from the courses listed above or career and technology education courses approved for college admission requirements. These include core subjects or Foreign Language or Computer Technology.

**1 credit of Fine Arts:** 1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech (1 semester of speech = 1 credit of Fine Arts).

**6 Elective Credits:** These may or may not include additional core classes.

### **23 Total Credits Required to Graduate**

**All juniors will participate in the ACT.**

**All sophomores must participate in the Pre-ACT.**

**For more information on high school graduation requirements, contact your high school counselor.**

It is the responsibility of the student to make up all credit deficiencies through virtual courses and/or summer school. Classes can be made up during the school day only when space is available.

## **Grade Classification**

Oologah High School has adopted a schedule to allow students to enroll in rigorous academic courses and participate in service, activity, and athletic programs. A minimum of 23 credits is required for graduation. Classification is based on

the year in high school and accumulation of a sufficient number of credits each year to enable a student to graduate at the end of four years of high school. Graduation requirements beginning with the class of 2011 for classification are as follows: Freshman: 5 credits or below Sophomore: 2nd year of high school and completion of a minimum of 5 credits Junior: 3rd year of high school and completion of a minimum of 11 credits Senior: 4th year of high school and completion of a minimum of 17 credits.

## **Grading Policy and Grade Reports**

### **Grading Policy**

The letter grades of A, B, C, D, F, NC, and P are used to indicate the level of achievement of all students in high school and middle school. The letter grades used will indicate the following degree of achievement:

[\(Click here to return to the Table of Contents\)](#)

A	100-90	=	Excellent: A superior quality of work.
B	89-80	=	Above Average: Good quality of work.
C	79-70	=	Average: Satisfactory work and progress.
D	69-60	=	Below expected quality of work.
F	59-Below	=	Failure to meet minimum competency level.
NC		=	No credit given in course
P		=	Pending/Incomplete

Unless approved by the individual teacher, any work turned in after the teacher's assigned due date will be given 5 days to turn in work for full credit. After the 5th day, the assignment grade will result in half credit (50% of the original points assigned). This does not include absences due to sickness. Refer to the "Make-up/Late Work Procedures" for more information.

## Grade Reports

A grade report is a copy of a student's academic progress. If you have access to **Parent Portal**, you can save and print your child's grade information directly from Wengage. If home internet access is limited, please contact the school secretary to get a paper copy of the report card. We will send the report home with your child upon request.

## Parent Notification of Student Performance

Parents/guardians and students are encouraged to use the **Parent Portal** provided by Oologah-Talala Public Schools. The **Parent Portal** can be accessed via the school website. You must be given a username and password to access the information. Call the Enrollment Office to find out how to register @ 918-443-6000, ext. 6055. Grades are posted weekly.

Every three (3) weeks in between grade reports, the office will email a D & F report to parents of under-performing students informing them of their child's low-grade status.

## Dropping or Adding Classes after School Has Started

### High School

The dropping or adding of classes is not allowed except for the following reasons:

- Transcript review indicating deficiencies
- A student is inadvertently enrolled in a course for which credit had already been given
- A student is enrolled in a course without fulfilling prerequisites
- Instructor recommendation based on classroom performance history and test scores of the student
- Changes needed to conform to an IEP
- Changes necessitated by unavoidable or unusual circumstances

Students may exit an AP course during the first five days of school. After this period, the student is not allowed to exit the course.

**Middle School** – There will be no schedule changes after the first 2 weeks of school except on an emergency basis.

## Withdrawal from School

If a student plans to withdraw from school, he/she must notify the registrar of the intent at least one day in advance of the planned withdrawal date and receive a withdrawal form to be presented to each of his/her teachers. A student's transcript or other records may be withheld only for failure to return a textbook or make payment for the textbook if not returned; however, the child will not be prevented from receiving a grade to which he/she is entitled or from graduating upon completion of school requirements.

[\(Click here to return to the Table of Contents\)](#)

## Honor Roll

### Superintendent's Honor Roll

Students must have no grade lower than an "A" on their report card for the entire semester grade.

### Principal's Honor Roll

Students must have no grades lower than an "A" or "B" on their report card for the entire semester grade.

## Honor Societies

### High School National Honor Society

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. The organization is based on scholarship, leadership, citizenship and character. Selection to NHS is a privilege, not a right. Students eligible for NHS are sophomores, juniors, and seniors, who have a prerequisite cumulative GPA of 3.5. Once a student qualifies, he or she is given an application form to fill out based upon four criteria: scholarship, leadership, service, and character. The application is then forwarded to a Faculty Council made up of five faculty members with the chapter advisor as a sixth and non-voting member. The faculty committee votes on the selection of NHS membership.

### Oklahoma Honor Society

The purpose of this society shall be to promote high standards of scholarship among the students in the schools of Oklahoma. The ten percent of the student body making the highest average marks in the school may be nominated. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year. The standing of students enrolled in the first year of a particular organizational level will be based on the work done during the first semester of the current year.

### Junior High School National Honor Society

The National Junior Honor Society is an organization sponsored by the National Association of Secondary School Principals. The organization is based on leadership, scholarship, citizenship, and character. Selection to NJHS is a privilege, not a right. Students eligible for NJHS are 7th & 8th graders who have a prerequisite cumulative GPA of 3.5. Once a student qualifies, he or she is given an application form to fill out based upon four criteria: leadership, scholarship, service, and character. The faculty committee votes on the selection of NJHS membership. Membership will continue through eighth and ninth grades as long as the requirements for membership continue to be met. Members will be invited to join the National Honor Society in tenth grade.

## Valedictorian and Salutatorian

1. **2024 graduates must successfully complete 5 credits of Advanced Placement/Concurrent classes** at Oologah High School. To be considered for Valedictorian or Salutatorian, students must complete both semesters of each Advanced Placement course.  
**2025 graduates and beyond must successfully complete 3 credits of Advanced Placement/Concurrent classes and a score of 27 on the ACT** at Oologah High School. To be considered for Valedictorian or Salutatorian, students must complete both semesters of each Advanced Placement course.

All concurrent classes must be taken by the end of the students 7<sup>th</sup> semester. Only concurrent classes accepted as dual enrollment will count towards Valedictorian and Salutatorian: College Algebra, Biology, Botany, English Comp I & II, Chemistry, American History to 1877, American History post 1877, Geography, Government, and Speech.

2. Student(s) with the highest unweighted total GPA for grades 9-12 will be the valedictorian.
3. Student(s) with the second highest unweighted total GPA will be the salutatorian.
4. Class ranking shall be determined by the highest cumulative grade point average completed at the end of 7<sup>th</sup> semesters of the year in which the student is a graduating senior.
5. In order to be named either Valedictorian or Salutatorian, as a minimum, students must have attended high

[\(Click here to return to the Table of Contents\)](#)

school in Oologah-Talala Public Schools continuously for the two school years prior to graduation.

### Oklahoma Academic Scholar

Graduating seniors who meet all of the requirements listed below shall be recognized by Oologah-Talala Public Schools and the State Board of Education as an Oklahoma Academic Scholar. Academic scholars get a certificate, gold seals on their diplomas, a gold stole to wear during graduation and the honor recorded on their official transcripts. To qualify students must:

1. Accumulate over grades 9, 10, 11, and the first semester of grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the top ten percent of their graduating class.
2. Complete (or will complete) the curricular requirements for a standard diploma.
3. Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT. The ACT or SAT must have been taken on a national test date before the date of graduation.

### Certificate of Distinction

Students meeting the requirements for this recognition will wear red cords at graduation and be issued a certificate of distinction with a seal. The requirements are to have met or exceeded the following criteria by the end of their senior year in high school: successfully completed the College Preparatory/Work Ready Curriculum; achieved at least a 3.5 overall GPA; and achieved a satisfactory score, or its equivalent, on all end-of-instruction tests.

### Advanced Placement Classes

The following Advanced Placement courses are offered at Oologah High School when applicable:

- AP English Lit/Comp
- AP United States History
- AP English Lang/Comp
- AP Calculus
- AP Chemistry
- AP Physics

The following Advanced courses are offered at Oologah Middle School when applicable:

- Advanced Math
- Advanced English Language Arts
- Advanced Science
- Algebra I for HS Credit (**students must take 3 required math courses at the high school beyond Algebra 1 at the middle school**)
- Spanish I for HS Credit

### Concurrent Enrollment (High School)

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her junior/senior year.

**In order to enroll concurrently in college coursework, students must meet the following requirements:**

- Be a **junior/senior** enrolled in sufficient credits to complete graduation requirements by the end of their senior school year;
- Be enrolled less than full-time. (Fewer than six credit courses).
  - **May not exceed full-time college workload of 19 semester credit hours.**
    - (One half high school unit shall equal three semester credit hours.)
    - **2 college courses maximum per semester.**
- Must have the written permission of a parent or legal guardian.
- ACT score of 21/juniors or 19/seniors or higher to concurrently enroll.
- Considering ACT results, a student must have subtest scores of 19 or higher in Math, English and Reading in order to not be required to take a zero-level course.
- College coursework taken on-line is acceptable for concurrent enrollment and inclusion on high school

[\(Click here to return to the Table of Contents\)](#)

transcript.

- Students taking concurrent enrollment cannot exceed the number of advanced work credits that are offered on campus.

**Students can take concurrent classes for a total of 2 class periods in the OHS school day.** Students are required to enroll in courses for the remainder of the periods at OHS.

Students are responsible for registration, fees, books, and transportation. Students wishing to pursue concurrent enrollment should see a counselor for the purposes of permission, guidance, and for calculating appropriate work load. The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for academic credit:

College Course	High School Equivalent
College Algebra	1 unit High School Algebra II
General Biology	1 unit High School Biology II
General Botany	1 unit High School Botany
English Composition I	½ unit English IV
English Composition II	½ unit English IV
Introduction to Chemistry	1 unit High School Chemistry
Chemistry	1 unit High School Chemistry
American History Survey to 1877	1 unit High School U.S. History
American History Survey from 1877	1 unit High School U.S. History
Introduction to Geography	½ unit High School World Geography
American Federal Government	½ unit High School American Govt.
Introduction to Speech	1 unit High School Speech
Cherokee Language I & II	1 unit High School 2nd Language

**Students wishing to exceed the workload limit may petition the selected higher education institution.**

The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student's workload must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment. High school students enrolling concurrently in off-campus classes may enroll in only liberal arts and science courses.

A student who is otherwise eligible under these regulations may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may enroll only in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

[\(Click here to return to the Table of Contents\)](#)



Following high school graduation, a student may continue enrollment at the institution to which the student has been admitted or may transfer to another institution in the state system, provided that during the provisional enrollment period the student has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements. When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as "elective credit" unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

- Students must have a signed statement from the high school principal stating they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.
- Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college as defined by the Oklahoma State Regents for Higher Education policy.

## School Records

A cumulative folder of student records is kept on file in the counselor's office. Student records may be inspected according to provisions outlined in Public Law 93-380.

**High School Students** may request transcripts and entrance exam scores to be sent to colleges and universities as part of the student's college application.

## Transcript Information

**High School** transcript requests must be made using the Transcript Request Form, located on the high school webpage. If you have any questions call the High School office. Every effort will be made to complete your request in a timely manner. No transcripts will be issued for students who have outstanding obligations to the school.

## Testing Programs of Oologah –Talala Public Schools

Assessment is a part of each class in the middle/high school. The use of authentic procedures such as direct writing assessment, criteria refined tests, and the production of student portfolios will provide the input necessary for the evaluation of student progress and the quality of instruction. Part of an educational program includes assessments given at different levels and at different times of the year.

**The following tests are available as a part of the high school program:**

### PSAT/NMSQT

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test is offered once a year in October. This is the first step in the process of entering the National Merit Scholarship Corporation Program (top 99%). It is also a practice test for the SAT. Students are also given an opportunity to participate in the Student Search Service. Through this program, colleges may send students information about educational and financial aid opportunities. Tenth grade students will be encouraged to take the PSAT for practice. Only the score earned in the junior year can be used for scholarship competition. Register in September in the Guidance Office to take the PSAT/NMSQT.

### ACT

The American College Testing Program (ACT) is given annually to college-bound students. The highest composite score is usually considered by college admissions officers. Designed to assess each student's general educational development and ability to complete college level work, the ACT is used for college admission and scholarship

[\(Click here to return to the Table of Contents\)](#)



purposes. Registration online at [actstudent.org](http://actstudent.org) is recommended and registration forms are available in the Guidance Office. ACT residual may also be taken on campus at the college of your choice.

### **SAT**

The Scholastic Aptitude Test (SAT) is a college entrance exam required by some colleges and scholarship programs. It measures verbal and math abilities developed over many years. SAT registration forms and references to determine averages or minimum scores for admittance to specific colleges are available in the Guidance Office. Registration online at [collegeboard.com](http://collegeboard.com) is recommended and registration forms are available in the Guidance Office.

### **ADVANCED PLACEMENT (AP)**

Tests are required for a fee by students. If they score at a “passing” level (3, 4, 5), college credit may be awarded.

### **ASVAB**

This is an aptitude battery with an interest survey administered to seniors in September, if OHS chooses to do so. Results give an ACT correlate, academic scores, sophisticated interest inventory and career search options. The results can be used as part of the senior consultation.

**Oologah High School has become an approved testing site for the ACT.** It is our hope we will be able to encourage more of our students to take the ACT as well as offer them familiar and comfortable surroundings while testing.

### **2023-2024 ACT Dates:**

September 9, 2023  
October 28, 2023  
December 9, 2023  
February 10, 2024  
April 13, 2024  
June 8, 2024  
July 13, 2024

### **School Code Number**

The school code number of Oologah High School is **372765**. This is also referred to as the C.E.E.B code, College Board and ACT code.

### **Proficiency Based Promotion**

In order to advance to the next grade/level of study, students will have the opportunity to demonstrate proficiency in the learner outcomes. Proficiency Based Promotion (PBP) is a system which awards credit for students' knowledge in the core curriculum areas, i.e., language arts, languages, mathematics, science, and social studies, through an assessment process. All students in grades 1-12 are eligible for Proficiency Based Promotion if they perform at the 90<sup>th</sup> percentile level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas based on the outcomes of their assessments.

Click to access the complete [Proficiency Based Promotion](#) policy.

### **Aids Education Program**

Twelfth graders will receive 90 minutes of AIDS (Acquired Immune Deficiency Syndrome) prevention education in accordance with Oklahoma State Law. If parents/guardians object to their child's participation in this class, please notify the school principal. As required by law, a parent preview session for Tenth grade AIDS education materials will be presented.

[\(Click here to return to the Table of Contents\)](#)

## Eighth Grade Algebra I and Driver's Education

Students taking Algebra I in 8<sup>th</sup> grade or Driver's Education will be awarded HS credit and their final grade will be calculated into their high school GPA. **Three additional units or sets of competencies in mathematics required shall be completed in the ninth through twelfth grades; provided, if a student completes any required courses in mathematics prior to ninth grade, the student must take other mathematics courses to fulfill the requirement to complete three units in grades nine through twelve.**

## Edgenuity

Oologah Virtual school utilizes courses from Edgenuity. The Oologah-Talala School Board recognizes curriculum from Edgenuity to meet the graduation requirements of Oologah High School. The goal of Edgenuity is to meet the educational needs of students outside of the traditional setting. Students enrolled in Edgenuity may participate in extracurricular activities if they meet the same school attendance and eligibility requirements of a traditional student.

## Scholarships

The Guidance Office researches and prepares information and bulletins regarding scholarship and financial aid opportunities for seniors. Each senior receives a copy of the Senior Bulletin that is printed monthly. Scholarships/Awards are listed in the senior bulletin and posted on the Oologah High School website.

## Foreign Exchange Students

Students applying to be a foreign exchange student at Oologah High School must complete the application for admission located on the High School website and/or located in the Main Office.

## Graduation Ceremonies

### *Commencement Guidelines:*

1. It is expected that students who participate in graduation exercises will have met all the requirements for a OHS diploma.
2. Graduates must be enrolled in OHS at the time of graduation.
3. Graduates must maintain regular attendance for the entire school year.
4. Seniors are expected to maintain appropriate behavior while attending school and at all school-related events. Those who do not may forfeit commencement privileges.
5. Seniors who receive a high school diploma or G.E.D. from another school are not eligible to participate in the OHS graduation ceremony.
6. The principal and the superintendent reserve the right to make exceptions to these guidelines as appropriate to meet the needs of students with special needs or learning disabilities. Applications for exceptions must be made through a high school counselor and approved by the principal and the superintendent.

Commencement is a serious and solemn occasion. Participation in Commencement is considered a school activity for seniors who are enrolled at OHS and attend classes during the regular school day and who are scheduled to graduate. Weekly eligibility rules do not apply to Commencement. The student's behavior is expected to reflect the importance of the occasion. Any disruptive behavior will be dealt with immediately and normally will result in the removal of the student or adult involved. As a school activity, students participating must comply with the school rules. Among the most common rules for commencement are the following:

- *Rehearsal*  
**Rehearsal is MANDATORY for all seniors who plan to participate in the graduation ceremony. Failure to attend rehearsal will result in not participating in the graduation ceremony.** All school policies and procedures will be observed at this time. If a student is suspended at rehearsal, he/she will be unable to

[\(Click here to return to the Table of Contents\)](#)

participate in the graduation ceremony. Out-of-School Suspension will begin immediately.

- *Ceremony and Dress Code*

The Graduation Ceremony is a school activity and all policies and procedures apply. Graduating seniors will adhere to the appropriate dress code under the gown. This will include: MALES – collared shirts, preferably with tie, dress pants or slacks, dress shoes, or boots. FEMALES – dresses, skirts, dress pants, appropriate shirts/blouses, dress sandals, shoes, or boots. No shorts or flip-flop sandals will be permitted. No altering or decorating of the cap or gown is permitted.

- *Rain/Inclement Weather*

Graduation exercises will be held outdoors at the stadium. If there is threatening weather, the decision will be made by the administration and communicated to Seniors and their families as soon as possible. Call Mr. Hogue if you have any questions. This information will be posted on social media including Facebook and our school website, [www.oologah.k12.ok.us](http://www.oologah.k12.ok.us).

- *Diplomas*

Actual diplomas will not be given during the graduation ceremony. Diplomas may be picked up on a date designated by the Principal between 8:00 to 3:00 in the main office at the high school. In order to receive your diploma, you and the counselor, principal, or receptionist must sign the last line of your indebtedness form. NO EXCEPTIONS. If someone other than the graduate will pick up the diploma, a letter of authorization will be required. The letter must include the name of the person authorized and the name and signature of the graduate.

Students are not allowed to bring any items with them into the commencement area, including cameras, purses, and cell phones. Students are not allowed to carry anything with them from the holding area to the event area. OHS is not responsible for lost, stolen, or damaged personal property. If a student has a problem meeting any of the above dress requirements, he/she should contact an administrator, teacher, or counselor for assistance as soon as possible.

## Career Tech Classes

For the purpose of this section, applicable vocational-technical classes offered by comprehensive high school vocational-technical programs (Career Tech) that meet all requirements for course content and teacher qualifications as adopted by the State Board of Education and approved by the Oologah-Talala Board of Education shall qualify for high school credit. Courses currently approved by the OTPS BOE for this purpose are Algebra II, Algebra III, Geometry, and Human Anatomy/Physiology.

## 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. The Oologah-Talala Public Schools also provides Special Education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the office of the school principal to initiate a referral for eligibility determination.

## Child Find Notice

Child find is a component of Individuals with Disabilities Act (IDEA) and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. "All children with disabilities, residing in Oologah-Talala Public School District, whether attending public or private schools, should be identified, located and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Oologah-Talala Public Schools, Department of Special Education, 443-6047.

## Confidentiality

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from the student cumulative records. The records are maintained in a secure manner which prevents unauthorized access.

[\(Click here to return to the Table of Contents\)](#)

## Wen-GAGE

Wen-GAGE i-SIS is a web-based software platform that helps students, teachers and parents record and track academic progress. Data analysis of such progress includes attendance, grades, transcripts and scheduling. The software system also incorporates optional teacher modules and immunization tracking, as well as discipline tracking.

Accessing the system, **Parent Portal**, requires Internet access, along with an assigned user name and password. For students, parents and teachers with access privileges, the loss of a user name or password will require contacting the school site for assistance.

To obtain access to **Parent Portal**, call the Central Enrollment Registrar's office at 918-443-6055. The principal's office will be asked to verify that you are the parent, and have a right to access and monitor your child's academic progress. Upon verification, Central Enrollment Registrar will relay the user name and password for your child's account.

## NCAA Clearinghouse

Student-athletes that are considering participating in athletics at a NCAA school must complete the NCAA Clearinghouse the spring of their Junior year.

To register please visit the following website:

[www.ncaa.org/sports/2014/10/24/how-to-register.aspx](http://www.ncaa.org/sports/2014/10/24/how-to-register.aspx)

For compliance, refer to:

[OSSAA.com](http://OSSAA.com)

## Activity and Athletics Eligibility

All organized competitive events fall under the guidelines of the *Oklahoma Secondary School Activities Association* and require student scholastic eligibility for participation. School boards have the right to adopt policies that exceed the minimum criteria set by the Oklahoma Secondary School Activities Association and the policies adopted in the Oologah-Talala School District do exceed OSSAA minimum criteria.

## Athletic Participation

Students are encouraged to participate in athletics. Therefore, if a student goes out for a sport and does not feel that they are going to contribute to the team or they decide they do not want to participate they have until the second competitive contest to quit the team without any consequences. If a student quits a sport, stops attending practices or is removed by the head coach from an athletic team after the second competition then the student will be moved into offseason for the remainder of the semester and will receive no credit (NC).

Also, the student will not be allowed to begin another sport until the end of the current sport or the semester. In addition, the head coach must contact the parents of the student to explain the circumstances that led to their removal from the team. The head coach will also communicate via email with the offseason coach, the counselor and the athletic director. Documentation must be made of what led to the removal from the team. ALL DECISIONS REGARDING REMOVAL OF AN ATHLETE FROM A SPORT WILL BE LEFT TO THE DISCRETION OF SITE ADMINISTRATORS.

## Activity Absence Policy

Students are allowed 10 activity absences per class period each academic year. State and national levels of school-sponsored contests do NOT count toward the 10 days. To be eligible for an absence extension of an additional

[\(Click here to return to the Table of Contents\)](#)

5 days, students must pass all of their classes (on website) and complete the district Secondary Application for Activity Absence Extension form and turn it into the Athletic Director. This form will be reviewed by the Oologah-Talala Public Schools District Internal Review Board. Students will not be allowed to exceed 15 activity absences for one school year.

Each student is ultimately responsible for tracking the number of activity absences that they have incurred in a given class period. Updated activity reports maybe requested through the school activity office.

### **Athletic Event Expectations**

The OSSAA & Oologah-Talala Schools disapprove of any form of taunting which is intended to anger, embarrass, ridicule, or demean others on the basis of race, religion, gender or national origin. Noise makers or any type of device that plays music, sounds, or voices and noise makers of any kind such as air horns, cow bells, etc., that interrupt the normal game/contest procedures or announcers, bands, cheer squads, drill teams, or other game/contest related activities, will not be allowed. Violations will result in disciplinary action. The Oologah-Talala Middle/High School administration encourages our students, parents, and patrons to cheer for our team. However, we do not allow any of our fans to verbally challenge the opposing team, any of its players, any of its coaches, or any official of the game or event..

### **Activity Trip Transportation Policy**

Unless a time conflict exists between school activities, students will ride to and from activities in school transportation. The only exception to this policy is for a student to ride home with his/her own parents with prior approval being given by the director of the activity. If a student does not adhere to this policy, he/she will forfeit the opportunity to represent the school at that activity. If they arrive by other means or if they leave by other than the approved means, he/she will be suspended from participating or attending the next activity.

### **Athletic Code of Conduct**

Participating in athletics at Oologah-Talala Public Schools is a privilege that should not be taken for granted. Since our athletes represent the school and community as well as themselves, we adhere to the OSSAA rules and regulations for the conduct of athletes.

The athlete should:

- Be courteous to visiting teams and officials.
- Play hard and to the limit of his/her ability.
- Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
- Maintain a high degree of physical fitness by observing team and training rules conscientiously.
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
- Not to be involved in any actions or activities which might reflect negatively on their character or on our school and community.
- Understand and observe the rules of the game and the standards of eligibility.
- Set a high standard of personal cleanliness.
- Respect the integrity and judgment of officials and accept their decisions without question.
- Respect the facilities of host schools and the trust entailed in being a guest.

Athletes who violate these rules risk suspension from school and/or removal from athletic competition.

### **Random Drug Testing**

High School students participating in extracurricular activities and athletics will be subjected to random drug tests. The Athletic/Activities Director will follow the school board's Random Drug Testing Policy. The tests are administered by an

[\(Click here to return to the Table of Contents\)](#)

outside agency contracted by the district

## Homecoming Policy

All students participating in any of the high school homecoming ceremonies must be eligible at the time of the election AND at the time of the coronation. In the case of an ineligible participant (queen, attendant or escort), the participant with the next highest number of votes will replace the ineligible participant. In order to complete the homecoming court and fill the vacated position, the voting group will nominate new individuals and voting will take place.

The procedures and requirements for selection of the Homecoming Queen, Attendants and Escorts (football, basketball and wrestling, etc.) are available in the Athletic/Activity Director's Office.

## Pep Assemblies

Pep Assemblies are held periodically to bolster school spirit and recognize OHS students involved in co-curricular teams and activities. While students are encouraged to participate wholeheartedly in Pep Assemblies, such participation must remain within the bounds of good taste and respect for others. It is expected that all students will help make our Pep Assemblies a positive experience. HIGH SCHOOL STUDENTS ARE EXPECTED TO ATTEND ALL ASSEMBLIES. STUDENTS WHO DO NOT BEHAVE PROPERLY WILL BE DENIED THIS PRIVILEGE.

## Junior-Senior Prom

The Junior-Senior Prom is a privilege that is given for students as a celebration at the close of the school year. To keep this a safe, festive and orderly event, these policies have been adopted:

Expectations: All junior/senior students may purchase prom tickets. Freshmen or sophomore students may not purchase a ticket; however, they may attend as the date of a Junior or Senior OHS student. Students with dates from other schools must complete and return a Guest Request Form for administrative approval prior to purchasing tickets. The Guest Request Form must be turned in 2 weeks prior to Prom for necessary approval time. Late forms may not be approved. Any student attempting to change their date listed on the ticket must make such changes 5 days prior to Prom; otherwise, the new date will not be admitted into Prom. Oologah High School reserves the right to deny any date request.

- NOTE: The maximum age for prom attendance is 20. No student younger than 9<sup>th</sup> grade can attend the prom.

Discipline: Prom is a privilege, not a right. Therefore, any student who has committed any excessive disciplinary infractions may not attend Prom.

Entrance to Prom: All students and guests may begin arriving at the designated prom site at 7:00 p.m. Students must enter with their date. Students arriving without their dates must wait in the lobby and will not be allowed into Prom without their date. Any student who leaves Prom during the evening without security approval or security escort will not be allowed to return. All Prom activities end at 11:00 p.m.

Prom Court: The nomination must be a senior. Voting will take place at prom when you show your ticket. All juniors and seniors that attend the prom will have the ability to vote.

School Policies: Oologah High School administrators reserve the right to approve any student attending the Prom based on individual attendance and/or discipline issues. All student conduct policies for student behavior will be enforced. District and school policies apply to Prom as they do to any other school activity.

Attire: We do accept the fact that formal wear for the female students may be a bit more "revealing" (spaghetti straps and off-the-shoulder wear) than allowed by regular school dress policy. However, it is very important that your formal attire meet a high standard of decency. Dresses that reveal too much of the body around the chest, stomach, navel, lower back and sides are not appropriate. Covering up an unacceptable dress with a shawl is still unacceptable. If there is a question about the appropriateness of the attire, do not wait until the evening of Prom to get approval. School

[\(Click here to return to the Table of Contents\)](#)



personnel will have the authority to make the final decision regarding admittance to the Prom.

This is a school-sponsored event, and we must maintain a level of appropriateness in the way students are dressed for the prom. Gentlemen are expected to be dressed in formal attire (tuxedos or suits). Any students who do not meet this standard of dress will be asked to leave the Prom. It is important that our young ladies and young men are dressed in a manner that does not undermine the appropriate values that Oologah promotes as a high school. If you are unsure of the modesty of your attire or your date's attire, please see the prom sponsors prior to your purchase of any attire.

Photos: Professional photos will be available. Picture times will be from 7:00-10:00 p.m. When photos are returned from processing, they will be reviewed prior to distributing them to students. Order forms will be distributed during ticket sales and should be returned with payment to the photographer at the prom. No refunds will be given.

Fundraiser: All Juniors will have an opportunity to participate in the Prom fundraiser. Students may earn up to 4 free tickets to prom, one for themselves and their date for their Junior and Senior year. Free tickets are to be used only by the student who earned them. Students may not give their free tickets to another student.

## GENERAL PROCEDURES

### Transportation and Bus Expectations

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the school campus.

#### Transportation Guidelines

##### *Prior to Loading Bus – Students Should:*

- Be on time at the designated bus stop – keep the bus on schedule.
- Stay off the road at all times while waiting on the bus.
- Wait until after the bus comes to a complete stop before getting on.
- Be careful approaching bus stops.
- Do not move toward the bus until it comes to a complete stop.
- Respect people and their property on the bus.
- Receive proper school official authorization to be discharged from the bus at places other than the usual stop.

##### *While on the Bus – Students Should:*

- Keep all parts of the body inside the bus
- Refrain from eating and drinking on the bus
- Refrain from the use of any forms of tobacco, alcohol or drugs
- Assist in keeping the bus safe and clean at all times
- Remember loud talking and laughing diverts the driver's attention and may result in an accident
- Treat the bus equipment as you would valuable furniture in your home (Damages will be paid for by the offender)
- Never tamper with bus equipment
- Maintain possession of lunches, books, and other articles, and keep the aisles clean at all times
- Help look after the safety and comfort of small children
- Never throw objects on the bus
- Remain in the seats while the bus is in motion
- Be courteous to fellow students, the bus driver, and teachers on bus duty
- Refrain from horseplay and fighting
- Remain quiet when approaching a railroad crossing

[\(Click here to return to the Table of Contents\)](#)



- Remain on the bus during road emergencies except when it may be hazardous to the student's safety.

## Visitors

Oologah-Talala Middle/High Schools encourage visitations by parents, guardians and interested patrons; however, visitors should observe the following guidelines:

- All visitors must report to the Main Office and state the purpose of the visit.
- The principal and/or his designee will have the prerogative to approve or disapprove the visit.
- **Visits by students from other schools or other persons interested only in personal visits with Oologah Middle/High School students will not be allowed.**
- Students will not be called from class to see visitors unless the visitors are legal guardians.
- All visitors will be issued a visitor's badge. The badge should be worn by the visitor at all times.

## Food Service

All students are encouraged to eat in the cafeteria or bring something from home. Free and Reduced Meal forms are available for those qualifying through the National School Lunch Program. The form will be made available at the beginning and throughout the school year in the Attendance Office. Access the district webpage and locate the Child Nutrition Department to pay online.

Cafeteria Charges – Parents will receive a low balance notice when their child's account reaches \$5.00 (\$5.00 per child in the family is allowed). No charges will be allowed beyond \$30.00, however students will be offered an alternative lunch. Parents who are having a difficult time paying for their child's meals at school should contact Tammi Jennings in the Child Nutrition Office, 918-6000, ext. 6213.

## Student Vehicles

All students who drive vehicles to school are to park in the student lot. All vehicles must be registered each year. Other vehicles, in addition to the primary, that will be driven to school on a part-time basis should be registered.

Vehicle registration forms may be obtained from the attendance office.

### **Guidelines for student vehicles:**

Student agrees to observe the following rules:

- Vehicles cannot be moved at lunch or between class periods.
- Students are not to park in the faculty parking lot.
- Vehicles must be parked properly in a student-designated space.
- Reckless driving could result in loss of driving privileges.
- Unsafe use of vehicles is prohibited (example: no riding in the back of pickup trucks or on the outside of any vehicle, etc.)
- Students agree to keep vehicles locked.
- No loitering in or around cars before, during, or after school.

Vehicles can be searched whenever school officials determine the need. Driving Privileges can be suspended. Consequences will be applied to vehicle infractions.

"Oologah High School is not responsible for any damage to vehicles or any items lost or stolen from vehicles while parked on school property."

## Telephone

The office telephones are for school business and are to be used by students only in case of emergency. Students using the telephone must have the approval of the secretary or other school official. Parents needing to contact their student during school hours should do so only through the school's main office.

[\(Click here to return to the Table of Contents\)](#)

## Cell Phones

Students will be allowed to use their cell phones outside of the building before school, at lunch, and after school. Phones will be required to be put away from 8:00am until 2:55pm with the exception of lunch time and at the teacher's discretion in the classroom. When a phone comes into conflict with the learning environment it is subject to confiscation by members of the faculty. Furthermore, cell phones will not be seen or heard during ASD, ISD and Intervention Room. When a phone is confiscated it will be turned into the office. Students who fail to comply with this policy face the following punishment:

### High School

1st Offense: After School Detention

2nd Offense: 2 After School Detentions

3rd Offense: 3 Days ISD

### Middle School

1st Offense: Warning/Remove Device for the Day

2nd Offense: Remove Device & ISD Placement

3rd Offense: 3 Days OSS

Any of the following could constitute Out of School Suspension

- Removal of SIM card
- Failure to comply with faculty request for cell phone
- Replacing confiscated phone with a new phone

**The school is not responsible or liable for any lost or stolen cell phones or any other electronic devices.**

## Library/Media Center

The Library/Media Center will be open from 7:45 a.m. – 3:00 p.m. Monday through Friday, except on occasional days when the librarian has a meeting. Books are checked out for a period of 2 weeks. Students with overdue books will be assessed a fine of 5 cents per day per book. Report Cards may be withheld for overdue books not returned to the library.

## Bulletins and Announcements

- **High School** - All notices of club meetings, athletic and social events may be announced via the Mustang Dispatch. Persons responsible for these announcements must have teacher/sponsor approval and submit them to the high school office. **Any poster placed in the building must have the approval of the building principals.**
- **Middle School** – All notices of club meetings, athletic and social events may be announced via the OMS News Persons responsible for these announcements must have teacher/sponsor approval and submit them to the middle school office. **Any poster placed in the building must have the approval of the building principals.**

## Lockers

Students should keep lockers in good condition. Students will use only the locker assigned by the school and should not give the combination to others. Money and/or other valuables should not be kept in lockers. Such practice will be at students' own risk. Lockers are the property of the school and may be inspected at any time.

## Backpacks

Middle School

[\(Click here to return to the Table of Contents\)](#)

Middle School backpacks are not allowed in the classrooms. Students are to keep backpacks in their lockers unless traveling to other sites in the district for classes.

## **Textbooks and Student Workbooks**

If a textbook or student workbook is lost or damaged beyond use, replacement cost will be charged for the book and payment must be made before another book is issued. Failure to clear charges for lost or damaged textbooks and equipment will result in student's records being retained until all financial obligations are resolved.

## **Emergency Procedures**

### **Building Evacuation Procedures**

If the school is evacuated due to an emergency, students will walk or be transported by bus to a safe site.

Teachers will dismiss students to parents only. Persons other than parents may pick up students with written permission from the parent. Each building has developed a building evacuation plan. A copy of the plan is kept on file in each office and at the Administration Building.

### **Severe Weather and School Closing**

In the event of a school closing, parents will receive an All Call to inform of the closing. Check individual school site Facebook pages or access OTPS website, [www.oologah.k12.ok.us](http://www.oologah.k12.ok.us). Local television stations will also be notified.

### **Fire Alarm**

The fire alarm will be a continuous one-minute siren or will be announced over the PA system. When outside of the building, students should move 100 feet away from the building. An all clear will be given for the return to class.

### **Tornado Policy**

If the local tornado-warning siren blows during school hours, students will be taken to a protected area on campus. The middle/high school signal for severe weather "TORNADO ALERT-Move to the shelter". Parents should not call the school, as the phones must be kept open for calls from the Civil Defense and Administration Office. Students will not be dismissed from the school until Civil Defense officials give the All Clear.

### **Intruder on Campus Alert**

The office staff will alert the building by announcing these words over the intercom: "INTRUDER ALERT". Students are to follow directions as giving to them by their teachers.

## **Special Medical Needs**

If a student needs special care at school due to a medical condition, the staff will be able to give the student special attention **if** care information is given in advance. A statement from the student's parents and doctor shall be given to the school counselor and nurse concerning the student's difficulties.

## **Heath Services**

### **Illness/Dismissal**

Please notify the school office if your child is ill and will not be attending school. When you call the school office please state the **child's symptoms and whether or not there is a fever at or above 100.4 degrees**. Students who become ill at school will be dismissed only to the specific people on the emergency list unless the school is instructed by the

parent to make other arrangements. The school nurse or school secretary must see all students who are ill at school prior to checking out of school. Following this procedure allows us to track common illnesses.

## At School Procedures

Any child with a temperature **above 100.4 degrees** will be excluded from school. Children **MUST** be fever-free for 24 hours without the aid of fever reducing medications before returning to school. Any child sent home with a fever may not return to school the day they are sent home or the following school day, unless special exceptions are made by the nurse.

## Procedures for Dispensing Medication

In accordance with Oklahoma state law, the school nurse or other designated school employee may administer prescription or non-prescription medication to a student during the school day. Every effort should be made to give medicines at home. If a physician does prescribe that medicine be administered during the school day, compliance with the following procedure is required:

- A prescription medication must be in the original container.
- No medication will be administered at school unless it is in the proper container.
- Non-prescription medication will not be given for more than two weeks without written direction for a physician.
- The proper written permission required for Oologah Middle/High Schools is:
  - Student's name
  - Name of medication
  - Amount to be given
  - Time to be given
  - Parent/guardian signature
  - Physician's name
- Controlled substances that are taken on a continual basis must be brought to the school nurse and a district procedure is established that the nurse will follow.

The school will not provide cough drops, antacids, pain relievers or non-prescription items of this type for students.

## Immunization Requirements for 2023-2024

Students are required to submit updated vaccination records for enrollment and at various times throughout their school career. Parents who wish to exempt their child from vaccinations should contact Shonna Kubien, OTPS Nurse, at 918-6000, ext. 6041. The required vaccines for grades 6-12 are listed below:

- 1 Tdap - **\*7<sup>th</sup> grade students only**
- 5 DTaP
- 2 MMR
- 1 Varicella
- 4 IPV
- 2 Hep A
- 3 Hep B

***\*Middle School 7<sup>th</sup> grade students must have their Tdap verification on file in the office in order to go through Schedule Pick Up Night. Students will not be able to start school unless the Tdap verification has been provided. There are no exceptions.***

Click here for the [Guide to 2023-2024 Immunizations in Oklahoma](#) in Oklahoma 2023-2024

## End of Semester - Dead Week

The week of finals each semester is called Dead 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. The

[\(Click here to return to the Table of Contents\)](#)

campus must be vacated in all cases by 5:00 p.m. unless approved by the Principal. Students are encouraged to use their time in the evenings during this week to study for their semester tests

## **Semester Exams**

- **High School** – Every teacher is required to administer a semester final exam or project at the conclusion of each semester. Teachers are required to review each class for the final exam. Semester Final Exams will be worth 15% of the student's overall grade. There will be no test exemptions.
- **Middle School** – Every teacher is required to administer a semester final exam or project at the conclusion of each semester. Teachers are required to review each class for the final exam. Semester Final Exams will be worth the same weight as a regular test grade. There will be no test exemptions.

Semester tests are given on the last two days of each semester and will not be given before the scheduled testing time. Semester tests will be comprehensive in nature. If absent on a test day, the student must make up the test(s) on the day he/she returns to school. All students will be required to take semester tests. Exceptions to this policy will be at the discretion of the building principal.

## **Technology Policies**

Oologah-Talala Public Schools encourages use by students, staff and Board members of information systems and educational technology resources, such as email, connections to the Internet and similar networks, collectively referred to in this policy as "technology resources."

Click to access the [OTPS Technology and Computer Use Policy](#)

## **Family Education Rights and Privacy Regulations (FERPA)**

The Oologah-Talala Public Schools will comply with the said law. Specifically, all parents, even those not having custody of their children, and students shall have the right to inspect and review all official school records

## **Protective Orders/Restraining Orders**

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

## **Nondiscrimination**

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

## **Civil Rights Compliance**

The Oologah-Talala School District hereby gives notice that it does not discriminate based on race, color, national origin, sex, qualified handicap, or veteran in the educational programs or activities that it operates. The school district complies with federal and state regulations for implementing Title VI, Title IX and Section 504. Non-discrimination is practiced both in employment and in admission of students to school programs.

## **Title IX**

Refer to Appendix A for OTPS Title IX Recognition and Reporting to Inappropriate Behavior by Adults guides or click the link below to access.

[\(Click here to return to the Table of Contents\)](#)

Click to access the [Elem & MS Title IX Recognition and Reporting to Inappropriate Behavior by Adults](#) pamphlet  
Click to access the [OHS Title IX Recognition and Reporting to Inappropriate Behavior by Adults](#) pamphlet

### **Prohibition of Race & Sex Discrimination in Curriculum and Complaint Process**

The OTPS Board of Education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees' discriminatory principles listed in the policy linked below. A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Click to access the complete [Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process](#)

### **Public Complaints Procedure**

The Oologah-Talala Board of Education has established the following policy to provide a way for school employees, students, or school patrons to be heard when they have a complaint or a concern about any aspect of the educational program. The intent of the policy is to provide, a procedure for the resolution of the school-related problems at the lowest possible level, as fairly and expeditiously as possible.

Click to access the complete [Public Complaint Process](#)

### **Grievance Procedure**

Click to access the complete  
[Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints](#)

## Appendix A

### Elementary & Middle School Student Guide to Inappropriate Behavior by Adults

#### Who Should I Watch Out For?

Of sexual abuse cases reported to law enforcement, 93% of juvenile victims knew the perpetrator:

- 59% were people they knew;
- 34% were family members;
- 7% were strangers.  
(RAINN, DOJ 2010-16)

Often, when an adult has an inappropriate relationship with a child, they convince that child not to tell anyone "because no one will believe them" or "the student is the one who will get into trouble." **This is simply not true.** If an adult tells a child not to tell other adults about their behavior, likely it is because what the adult is doing is inappropriate.

The district prohibits discrimination on the basis of sex in any education program or activity in which the district operates.

#### Title IX Coordinator

Contact Information:  
**Kendra Adkins**

Address  
10700 S 169 HWY  
Oologah, OK 74053

Phone  
(918) 443-6000, Ext. 6045

E-mail Address  
[kendra.adkins@oologah.k12.ok.us](mailto:kendra.adkins@oologah.k12.ok.us)

#### Title IX Deputy Coordinator

Contact Information:  
**Scott Doss**

Phone  
(918) 443-6000, Ext. 6216

E-mail Address  
[scott.doss@oologah.k12.ok.us](mailto:scott.doss@oologah.k12.ok.us)

You may report to any adult in school. The Title IX Coordinator is just one person you may contact about known or suspected inappropriate behavior.

## Title IX

Elementary and  
Middle School - Parent  
Guide to Inappropriate  
Behavior by Adults

### Recognition and Reporting



OOLOGAH - TALALA PUBLIC SCHOOLS

### BAD BEHAVIOR

It is **not** ever okay for a **teacher** or other school employee to:

1. Contact a student outside of school activities or classwork either in person or over the internet or cellphone (e.g. Texting, Calling, Facebook, Snapchat, Instagram, TikTok, etc.);
2. Make sexual jokes, references, or comments;
3. Comment on a student's body in an inappropriate way;
4. Make purposeful physical contact with a student;
5. Ask for sexual favors;
6. Threaten students in exchange for favors of any kind;
7. Give gifts to students that aren't given to other students;
8. Suggest that certain behavior should be kept secret from parents, guardians, or other adults.



### ACCEPTABLE BEHAVIOR

It is normal for **teachers** to:

1. Keep physical distance between themselves and students;
2. Encourage students to do well in their classwork or school activities;
3. Have conversations about class, grades, or class work with their students;
4. Express concern about home life or uncommon behavior exhibited by a child;
5. Contact a student through district approved means regarding schoolwork, class, or grades;
6. Give detention or other means of school approved discipline.



[\(Click here to return to the Table of Contents\)](#)

### TELL SOMEONE

If you or someone you know has encountered an uncomfortable situation with a teacher or another adult, **tell someone.**

#### FACTS:

1. You can tell any adult in school.
2. You will never get in trouble for telling.
3. No one will ever blame you if an adult tried to do something inappropriate with you.
4. You should tell even if someone has threatened you not to tell.
5. This can happen to both boys and girls; no child should ever feel ashamed to tell someone.





## Appendix B

### High School Student Guide to Inappropriate Behavior by Adults

#### Statistics on Harassment in 8th through 11th grade in the United States

- 81% or eight out of ten students experienced sexual harassment in school
- 83% of girls have been sexually harassed
- 78% of boys have been sexually harassed
- 38% of the students were harassed by teachers or school employees
- 36% of school employees or teachers were harassed by students
- 42% of school employees or teachers had been harassed by each other (AAUW, 2000)

Sexual harassment frequently goes unreported. If it happens to you, you are not alone and there are ways you can seek help.

The district prohibits discrimination on the basis of sex in any education program or activity in which the district operates.

#### Title IX Coordinator

Contact Information:  
Kendra Adkins

Address  
10700 S 169 HWY  
Oologah, OK 74053

Phone  
(918) 443-6000, Ext. 6045

E-mail Address  
kendra.adkins@oologah.k12.ok.us

#### Title IX Deputy Coordinator

Contact Information:  
Scott Doss

Phone  
(918) 443-6000, Ext. 6216

E-mail Address  
scott.doss@oologah.k12.ok.us

## Title IX

High School Student Guide  
to Inappropriate Behavior  
by Adults

### Recognition and Reporting



OOLOGAH TALALA PUBLIC SCHOOLS

#### Inappropriate Behavior

**Grooming:** A process where an adult targets a child/teenager and slowly builds an inappropriate intimate relationship with them over time.

**Signs:** Gift giving, purposeful touching and hugging, special attention, contact through apps or other means familiar to the underage individual, pretending to understand and relate to the underage experience, inappropriate talk, isolation and secrecy from friends and family, and/or requesting sexual favors.

#### Adults Will Believe You

Often, when an adult has an inappropriate relationship with an underage individual, they convince that individual not to tell anyone "because no one will believe them" or "the student is the one who will get into trouble." **This is simply not true.** If an adult tells a child not to tell other adults about their behavior, likely it is because what the adult is doing is inappropriate.

#### Acceptable VS. Inappropriate Behavior

##### Acceptable Behavior to Expect From Teachers:

1. Physical Distance;
2. Encouragement;
3. Conversations about class, grades, or class work;
4. Concern about home life or uncommon behavior exhibited by a child;
5. Contact through district approved means regarding schoolwork, class, or grades;
6. Giving detention or other means of school approved discipline.

##### Inappropriate Teacher Behavior that Should be Reported:

1. Contact outside of school sanctioned activities or classwork either in person or via the internet or cellphone (e.g., Texting, Calling, Facebook, Snapchat, Instagram, TikTok, etc.);
2. Sexual jokes, innuendos, or comments;
3. Purposeful physical contact;
4. Requests for sexual favors;
5. Threatening students in exchange for favors of any kind;
6. Giving gifts to students that aren't given to other students;
7. Suggesting that certain behavior should be kept from other students, parents, or other adults.

[\(Click here to return to the Table of Contents\)](#)

#### Reporting and Getting Help

##### THE FACTS:

1. You can report suspected or known inappropriate behavior to any adult in school.
2. When an adult has an inappropriate relationship with an underage individual, it is never the fault of the underage individual.
3. You will not get in trouble.
4. You will not go to jail.
5. Your grades will never be negatively affected.
6. You can report that either you, or someone you know, is being victimized by an adult or another student.

##### What Happens When I Report an Adult for Inappropriate Behavior?

- Step 1** → You will talk to the Title IX Coordinator and tell them what happened. They will ask you questions and follow up on the information.
- Step 2** → The Coordinator will offer you supportive measures. (e.g. counseling, modification of class schedule, restrictions on contact between the parties, increased security, etc.)
- Step 3** → The Coordinator will ask you if you want to file a formal complaint and help you file a complaint.
- Step 4** → Your information will stay confidential within the confines of the investigation. Your friends don't have to find out if you don't want them to.
- Step 5** → If the adult has done something inappropriate, the adult will get in trouble.

## Appendix C

### Oologah Middle School Discipline Rubric

OMS Discipline at a Glance 23-24											
i	Violation	Wengage	1st Offense	2nd Offense	3rd Offense	#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense
1	Arson	ARSN	45 Days OSS/ Ticket	45 Days OSS/ Ticket	45 Days OSS/ Ticket	23	Obscene language, or gestures.	OBSBVR	After School Detention-INT- 3 days ISD	3-5 Days ISD	3-5 Days OSS
2	Altering food or beverage	HRSN	Detention	3 Days ISD	3 Days OSS	24	Non-accidental physical harm	FTNG	5 Days ISD	5 Days OSS	10 Days Combo
3	Assault	FTNG	5 Days OSS	10 Days Combo	45 Days OSS	25	Caustic substance.	WEF	Intervention	3 Days ISD	3 Days OSS
4	Incitement of violence because of race/religion etc.	HRSN	5 Days ISD	3-5 Days OSS	10 Days Combo	26	Lighters or matches	WEF	INT	5 Days ISD	5 Days OSS
5	Academic misconduct	ADC	After School Detention	INT & "0" Grade	5 Days ISD & "0" Grade	27	Cellphone	ED	Warning/ Remove Device for the Day	Removal of Device/ISD	3 Days OSS
6	Unsafe Conduct	OTHOFF	5 Days ISD	3-10 Days OSS	10 Days Combo	28	Obscene electronic communication	OBSELCOM	45 Days OSS/Early Return Option	45 Days OSS/Early Return Option	45 Days OSS/Early Return Option
7	Disruption of learning process	DTL	After School Detention	Intervention	5 Days ISD	29	Weapon/Explosive	WPNPOS	20 Days OSS Knife/1 Calendar Year OSS Others	45 Days OSS Knife/1 Calendar Year OSS Others	1 Calendar Year OSS
8	Extortion	THFT	3 Days ISD	3 Days OSS	10 Days Combo	30	Threat of Weapon/Explosive	SCTHRT	10 Days OSS	20 Days OSS	45 Days OSS
9	Failure to attend disciplinary assignment	FTSD	Double Consequence	3 Days ISD	5 Days ISD	31	Abnormal Weapon	THRTPHY	10 Days OSS	20 Days OSS	45 Days OSS
10	No immunization	OTHOFF	Warning	Warning Letter	Student is removed from school until documentation is received.	32	Tobacco Violation	TBC	5 Days OSS - Report to ABLE Commission, \$100 Fine	10 Days OSS - Report to ABLE Commission, \$200 Fine	OSS or any term up to the remainder of the school year - Report to ABLE
11	Failure to return property	THFT	Warning/Phone Call	Warning Letter	Student records are held until the item is returned or paid for.	33	Sexual harassment	HRSSX	10 Days OSS	20 Days OSS	45 Days OSS
12	False reports calls	SCTHRT	After School Detention-INT- 3 days ISD	3-5 Days ISD	3-5 Days OSS	34	Tuancy	ATDTRNY	5 Days ISD	3 Days OSS	5 Days OSS
13	Fighting	FTNG	5 Days OSS	10 Days Combo	10 Days OSS	35	Theft, possession of stolen property	THFT	5 Days ISD	5 Days OSS	10 Days Combo
14	Forgery, fraud, or embezzlement.	THFT	Intervention	5 Days ISD	5 Days OSS	36	Dress code violation	DCV	Warning/ Change Clothes	Call Parent/Change Clothes	5 Days ISD/ Change Clothes
15	Gambling	GAM	After School Detention	Intervention	5 Days ISD	37	Alcohol/Drugs	ALC / DRG / DRGPOSP AR / MED	18 Weeks OSS/Early Return Option	36 Weeks OSS	1 Calendar Year OSS
16	Gang related activity or actions	GCB	5 Days ISD	5 Days OSS	45 Days OSS	38	Fake Drugs	DRG / MED	5 Days OSS	10-15 Days OSS	15-20 Days OSS
17	Harassment/bullying	HRSBUL	5 Days ISD	3-5 Days OSS	10-20 Days OSS	39	Other Substance (glue,paint)	DRG / MED	18 Weeks OSS/Early Return Option	36 Weeks OSS	1 Calendar Year OSS
18	Hazing	HAZ	10 Days OSS	20 Days OSS	45 days OSS	40	Violation of rules	OTHOFF	After School Detention-INT- 3 days ISD	3-5 Days ISD	3-5 Days OSS
19	Inappropriate gestures/behavior	OBSBVR	After School Detention-INT- 3 days ISD	3-5 Days ISD	3-5 Days OSS	41	Vandalism	VND	3-5 Days OSS/ Restitution	10 Days Combo/ Restitution	10 Days OSS/ Restitution
20	Inappropriate behavior not covered by handbook	OTHOFF	After School Detention-INT- 3 days ISD	3-5 Days ISD	3-5 Days OSS	42	Willful disobedience	INSBDN	3 Days ISD	5 Days ISD	3 Days OSS
21	Indecent exposure	HRSSX	10 Days OSS	20 Days OSS	45 Days OSS	43	Inappropriate use of school technology	OTHOFF	After School Detention-INT- 3 days ISD	3-5 Days ISD	3-5 Days OSS

[\(Click here to return to the Table of Contents\)](#)

## Appendix D

### Oologah High School Discipline Rubric

OHS DISCIPLINE DISCIPLINE AT A GLANCE											
#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense	#	Violation	Wengage	1st Offense	2nd Offense	3rd Offense
1	Arson	ARSN	45 Days/ Ticket	45 Days/ Ticket	45 Days/ Ticket	23	Non-accidental physical harm	FTNG	3-5 Days ISD	5 Days OSS	10 Days OSS
2	Altering food or beverage	HRSN	Detention	3 Day ISD	5 Days OSS	24	Caustic substance.	WEF	3 Days OSS	5 Days OSS	10 Days OSS
3	Assault	FTNG	45 days OSS/Up to 1 year OSS	45 days OSS/Up to 1 year OSS	45 days OSS/Up to 1 year OSS	25	Lighters or matches	WEF	Detention	5 Days OSS	10 Days OSS
4	Incitement of violence because of race/religion etc.	HRSN	5 Days ISD	3-5 Days OSS	10 Days OSS	26	Cellphone	ED	Detention	2 Detentions	3 Days ISD
5	Academic misconduct	ADC	2 Detentions	3 Days ISD	5 Days OSS	27	Obscene electronic communication	OBSELCOM	45 Days OSS	45 Days OSS	1 Sem. Out of School
6	Unsafe Conduct	OTHOFF	3-5 Days ISD	3-10 Days OSS	45 Days OSS	28	Weapon/Explosive	WPNPOS	Up to 1 year out of school, change of placement	Change of Placement	Change of Placement
7	Disruption of learning process	DTL	Detention	3 Days ISD	5 Days OSS	29	Tobacco Violation	TBC	10 Days OSS	20 Days OSS	OSS for the remainder of the year
8	Extortion	THFT	5 Days OSS	10 Days OSS	45 Days OSS	30	Sexual harassment	HRSSX	20 Days OSS	45 Days OSS	Sem. + 1 OSS
9	Failure to attend disciplinary assignment	FTSD	Double Consequence	3 Days ISD	5 Days OSS	31	Tuancy	ATDTRNY	2 Detentions	3 Days ISD	5 Days ISD
10	No immunization	OTHOFF	Warning	Warning Letter	Student is removed from school until documentation is received.	32	Theft, possession of stolen property	THFT	3 Days OSS	10 Days OSS	45 Days OSS
11	Failure to return property	THFT	Warning/Phone Call	Detention/ Phone Call	Student records are held until the item is returned or paid for.	33	Dress code violation	DCV	Warning/ Change Clothes	Detention	3 Days ISD
12	False reports calls	SCTHRT	2 Detentions	3-5 ISD	5-10 Days OSS	34	Alcohol/Drugs	ALC / DRG / DRGPOSPAR / MED	18 Weeks OSS/Early Return Option	Sem. + 1 OSS	Sem. + 1 OSS
13	Fighting	FTNG	10 Days OSS	45 Days OSS	Rest of the semester + 1 OSS	35	Fake Drugs	DRG / MED	10 Days OSS	20 Days OSS	20 Days OSS
14	Forgery, fraud.	THFT	5 Days OSS	10 Days OSS	45 Days OSS	36	Other Substance (glue,paint)	DRG / MED	18 Weeks OSS/Early Return Option	Sem. + 1 OSS	Sem. + 1 OSS
15	Gambling	GAM	Detention	3 Days ISD	5 Days OSS	37	Violation of rules	OTHOFF	Detention	3 Days ISD	5 Days OSS
16	Gang related activity or actions	GCB	10 Days OSS	45 Days OSS	Sem + 1 OSS	38	Vandalism	VND	3-10 Days OSS/ Restitution	10-45 Days OSS/ Restitution	Sem + 1 OSS Restitution
17	Harassment/bullying	HRSBUL	5 Days ISD	3-5 Days OSS	Up to 1 Sem. OSS	39	Willful disobedience	INSBDN	1-3 Days ISD	3-5 Days ISD	5 Days OSS
18	Hazing	HAZ	10 Days OSS	20 Days OSS	Up to 1 Sem. OSS	40	Inappropriate use of school technology	OTHOFF	3 Days ISD	3 Days OSS	5 Days OSS
19	Inappropriate behavior not covered by handbook	OTHOFF	Detention	2 Detentions	5 Days ISD						
20	Indecent exposure	HRSSX	10 Days OSS	20 Days OSS	1 Semester OSS						
21	Hate Crime	DHC	5 Days OSS	45 Days OSS	Semester +1 OSS						
22	Obscene language, or gestures.	OBSBVR	Detention	2 Detentions	3-5 Days OSS						

[\(Click here to return to the Table of Contents\)](#)

The Oologah Middle/High School student handbook is a condensed version of the OTPS school board policies and procedures and Oklahoma State Law. The handbook addresses the most common issues that specifically pertain to middle/high school students. We reserve the right to take any appropriate action on events which may not directly appear within the guidelines of the handbook in order to offer a safe and secure environment for middle/high students. All efforts have been made in order to provide a comprehensive guide of our school rules and policies, but unforeseen circumstances will be dealt with in accordance to administrative interpretation. You may view the entire policies and procedures handbook at [www.oologah.k12.ok.us](http://www.oologah.k12.ok.us). Click "Policies and Procedures". Continue to the next page for the Student/Parent Signature page indicating your acknowledgement of the handbook content.

[\(Click here to return to the Table of Contents\)](#)

## Acknowledgement of Electronic Distribution Of Parent/Student Handbook

My child and I have been offered the option to receive a paper copy or to electronically access the OTPS Secondary Student/Parent Handbook at [www.oologah.k12.ok.us](http://www.oologah.k12.ok.us). *Return this sheet to the school's front office so we can have record of your acknowledgement.*

I have chosen to:

☐ Accept responsibility for accessing the Student/Parent Handbook by visiting the web address listed above.

**Or**

☐ Receive a paper copy of the Student/Parent Handbook.

I understand the Student/Parent Handbook contains information that my child and I may need during the school year. If I have any questions regarding this handbook, I will direct my questions to the site administrators.

Student's Acknowledgement:

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

Parent's Acknowledgement:

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date