

TAHLEQUAH HIGH SCHOOL TIGERS

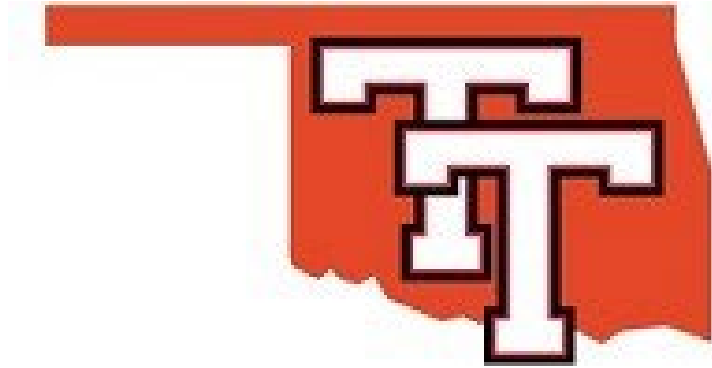
2024-2025

STUDENT HANDBOOK

**Removing Obstacles
Achieving Results**

Natalie Cloud, Principal

Tahlequah Public Schools



Student/Parent Handbook

All students are to be familiar with the information within this handbook and are subject to all the rules and regulations set forth by the Tahlequah Board of Education, State Department of Education, and the Oklahoma Secondary School Activities Association.

Efforts to share information with students are through assemblies, by classroom teachers, by academic counselors, on the TPS website, and by making a print copy available upon request.

The information contained within this handbook is to further the link of communication among the school, the students, the teachers, and the parents or guardians. We ask each student and parent or guardian to read the handbook to become more familiar with the educational process and the required conduct of the student while at Tahlequah High School.

If there are any questions concerning the information within this handbook, please feel free to call Tahlequah High School at 918-458-4150

TABLE OF CONTENTS

SECTION 1: ADMINISTRATION AND ORGANIZATION

1-1 Introduction.....	4
1-2 Important Numbers	4
1-3 School Traditions	5
1-4 Administration and Staff.....	5-6
1-5 Staff Responsibilities	7

SECTION 2: OFFICE PROCEDURES AND ATTENDANCE

2-1 Hours of Operation.....	7
2-2 Office Attendance Procedures.....	7
2-3 Office Sign-in and Sign-out Procedures.....	7
2-4 Office Procedures: Visitors	7-8
2-5 Attendance and Absences: Excused and Unexcused	8-10
2-6 Attendance: Truancy	10
2-7 Attendance: Tardies	10
2-8 Attendance: Activity Absences	10-11
2-9 Attendance/Absences and Make-up Work	11
2-10 Inclement Weather and Transportation Plan	11-12

SECTION 3: STANDARDS OF BEHAVIOR

3-1 Code of Conduct	12
3-2 Discipline Policy	12
3-3 Expected Behavior at All School-Sponsored Events.....	12
3-4 Off Campus Misconduct	13
3-5 Interventions-Possible Consequences.....	13-15
3-6 Discipline: Infraction and Disposition.....	15-17
3-7 Cheating/Plagiarism	17
3-8 Closed Campus	17
3-9 Dress Code.....	17-18
3-10 Drug Free Policies.....	18
3-11 Lunch Rules	18
3-12 Lost or Damaged Textbooks	18-19
3-13 Lost or Stolen Property	19
3-14 Nuisance Items.....	19
3-15 Public Display of Affection.....	19
3-16 School Safety: Prohibiting Bullying.....	19-20
3-17 School Safety: Understanding and Preventing Bullying.....	20-23
3-18 Searches.....	23-24
3-19 Transportation: Bus Riding and Student Driving	24-25
3-20 Weapons and Dangerous Articles	25
3-21 Wireless Telecommunication Devices	25
3-22 Tahlequah High School Badge Policy	25-26

SECTION 4: ACADEMICS AND COUNSELING

4-1 Academic Achievement	26
4-2 Counseling	26-27
4-3 Enrollment	27
4-4 Enrollment: Alternative Education.....	27
4-5 Enrollment: Concurrent.....	27
4-6 Enrollment: Homebound Students	27-28
4-7 Enrollment: Indian Capital Technology Center.....	28
4-8 Enrollment: Indian Capital Technology Center Transportation.....	28
4-9 Enrollment: Oklahoma School of Science and Math.....	28
4-10 Grade Changes/Corrections.....	28
4-11 Grades: Gold Cards.....	28
4-12 Grades: Honor Roll	28
4-13 Grades: Letter Grade Scale	28
4-14 Grades: Pre-High School Credit.....	28
4-15 Grades: Proficiency Testing	28
4-16 Grades: Promotion and Retention	28-29
4-17 Grades: Report Cards	29
4-18 Grades: Semester Exams	29
4-19 Grades: Transcripts	29
4-20 Graduation Requirements.....	29-30
4-21 Inactive Period	30
4-22 Wengage-Home Portal	30
4-23 Protection of Pupil Rights (PPRA).....	30-31
4-24 Parents Bill of Rights	31
4-25 Schedule Changes	31
4-26 Senior Activities and Graduation	31-32
4-27 Student Directory Information	32
4-28 Miscellaneous Information from Academic Counselor	32

SECTION FIVE: ATHLETICS AND ACTIVITIES

5-1 Activity Fee.....	33
5-2 Assemblies.....	33
5-3 Athletics.....	33
5-4 Drug Free Schools.....	33
5-5 Eligibility.....	33-34
5-6 Clubs and Organizations.....	35-36
5-7 Dances.....	36
5-8 Dances: Prom.....	36
5-9 Homecoming.....	36-37
5-10 Field Trips.....	37
5-11 Field Trips and Performing Arts.....	37-38
5-12 Fundraising.....	38
5-13 Identification of Students.....	38
5-14 Media Center.....	38
5-15 School Pictures.....	38

SECTION SIX: GENERAL POLICIES AND PARENT INFORMATION

6-1 AHERA: Asbestos Notification.....	38
6-2 Accident Insurance.....	38
6-3 Aids Education Program.....	38
6-4 Contagious Diseases.....	38
6-5 Custodial vs. Non-Custodial Protective or Restraining Orders.....	38
6-6 Distribution and Posting of Materials.....	38
6-7 Drug Free Schools.....	38
6-8 Drug Free Schools: Smoke Free Environment.....	38
6-9 Drug Free Schools: Student Random Drug and Alcohol Testing.....	38
6-10 FERPA Family Education and Privacy Act.....	38
6-11 Grievance Policy.....	38
6-12 Medical: Health Services Information.....	39
6-13 Internet and Other Computer Networks Acceptable Use and internet Policy.....	39
6-14 Medical Emergencies: Treatment and Procedures.....	39
6-15 Medication: Administering to Students.....	39
6-16 Medication: Self-Administration.....	39
6-17 Open Records Act.....	39
6-18 Parents Right to Know.....	39
6-19 Parent Involvement Committee.....	39
6-20 Safety and Emergency Procedures.....	39
6-21 Student Sexual Harassment.....	39
6-22 Special Education.....	39
6-23 Wellness Policy.....	39
6-24 Medical Marijuana 4174.....	39
6-25 Prohibition of Race and Sex Discrimination 5106.....	39
6-26 Student Transfer Policy BOE Policy 6025.....	39

SECTION 1: ADMINISTRATION AND ORGANIZATION

1-1: Introduction

Mission Statement: Tahlequah Public Schools is committed to providing all students with a quality education within a safe and caring learning environment. **Mission:** Tigers **ROAR: Removing Obstacles Achieving Results**
Accreditation: Tahlequah Public Schools is accredited by the Oklahoma State Department of Education.

1-2: Important Numbers

- ❖ Tahlequah High School Office: 918-458-4150
- ❖ Tahlequah Board of Education: 918-458-4100
- ❖ Tahlequah Police Department: 918-456-8801
- ❖ Sheriff (Cherokee County): 918-456-2583
- ❖ SAFE-CALL (24 hours): 1-877-SAFE-CALL ext. OK1 (723-3255 ext. 651)
- ❖ Emergency: 911

- ❖ **Safe Place Locations**
- ❖ Tahlequah Fire Department: 918-456-3131 125 East Chickasaw Street
- ❖ Tahlequah Police Department: 918-456-8801 100 South Phoenix Avenue

1-3: School Traditions

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 scheduled daily as a school-wide activity. As a matter of etiquette and policy, students will be given one of four options to exercise during the recitation of the Pledge:
 - Stand and recite the Pledge,
 - Stand and remain quiet while the Pledge is given.
 - Remain seated and quiet while the Pledge is given.
 - Stand outside the classroom door until after the Pledge.
- ❖ Any adult employee can request that one of the four options above be exercised to avoid disruption or disturbance.

Moment of Silence (OSL 70-11-101.2)

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student and faculty handbooks.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Tahlequah High School Colors

- ❖ Orange and Black

Tahlequah High School Mascot

- ❖ Tigers

Fight Song Words

Onward Tigers! Onward Tigers!
Fight for Victory!
Shout it out with Tiger Spirit for Our Mighty Team!
Let's Hear It!
Onward Tigers! Onward Tigers!
Heads Held High with Pride
Fight Tigers! Fight! Fight! Fight!
Let's Win Tonight!

Facebook: Follow us on Facebook @ Tahlequah High School

Remind Text App: Join Remind for Text Announcements; new joining code released each year

Tahlequah Public Schools Board Policies and Handbooks: www.tahlequahschools.org

1-4: Administration and Staff

Board of Education Members

Lorraine Walker	President
Shawn Coffman	Vice-President
Stephanie Crawford	Member
Dr. Dana Eversole	Member
Chrissi Nimmo	Member

Administrative Staff

Tanya Jones	Superintendent
-------------	----------------

DeAnn Mashburn	Assistant Superintendent of HR/Secondary Education and Compliance Coordinator
Kair Ridenhour	Executive Director, Elementary Education and Special Programs
Nikki Molloy	Family and Community Engagement Director/Director Special Education and Compliance Coordinator
Lacie Wilson	Director of Federal Programs/Grants

High School Administration

Natalie Cloud	Principal, Tahlequah High School
Sherry Yount	Principal, Central Academy Alternative Education
Mark Jordan	Dean of Students, Tahlequah High School
Anthony Amason	Assistant Principal
Stacie Grooms	Assistant Principal
Jackie Willis	Assistant Principal

Directors

Matt Cloud	Athletic Director
Stan King	Assistant Athletic Director
Keith Wilson	Assistant Athletic Director
Brad Jones	Director of Operations
Paul Martin	Transportation Director

Academic Counselors

Lori Freymuth	A-D
Amanda Stafford	E-K
Sharla Wyman	L-R
James Williams	S-Z

Administrative Staff

Lindsay Castronovo	High School Office Manager
Tracey Guthrie	Central Academy Secretary
Becky Cole	Athletic Office Manager
Megan Macdonald	Attendance, VP Secretary
Donna Matthews	Attendance, VP Secretary
Leah Matlock	Registrar
Caitlyn Gassner	Cafeteria Manager
Alexandra Reed	Nurse
Marcus Sams	High School Resource Officer
Cody Warren	High School Resource Officer
Chris Ray	Title VII Student Advocate
Heather Taylor	Indian Education/JOM

1-5: Staff Responsibilities

Donna Matthews (A-N)	Attendance/Blue Slips: Students Last Names A-N Attendance Documents: Students Last Names A-N Late to School
Megan Macdonald (O-Z)	Attendance/Blue Slips: Students Last Names O-Z Attendance Documents: Students Last Names O-Z Late to School ALL Parking Permits and Fees Activity Fees
www.tahlequahschools.org	BOE Policies
www.tahlequahschools.org	Bullying
Transportation Dept.	Bus Information
Board of Education	Change of Address
Matt Cloud/Natalie Cloud	Eligibility
Michael Peters	Performing Arts Center
Ashley Wade	Student Council/Government
Leah Matlock	Transcripts, Withdrawals, Student Records
Hailee Rutherford	Work Permit, Gold Cards, Summer Driver's Education

SECTION 2: OFFICE PROCEDURES and ATTENDANCE

2-1: Hours of Operation BOE Policy 5025

- ❖ School Day
 - Regular class time hours are from 8:00 am – 3:05 pm
- ❖ Zero Hour
 - Zero hour is an opportunity for students to attend offered courses at 7:00am
 - Any student leaving after zero hour must have a blue slip if enrolled in a first hour on-campus class.
 - Students who take a zero-hour class are required to leave campus if not enrolled in a 7th hour class.

2-2: Office Attendance Procedures BOE Policy 6009

- ❖ THS requires a parent/guardian to contact an attendance office if a student is not in school; otherwise, the student is considered truant, and disciplinary action may be taken.
- ❖ Please call and leave a message regarding student attendance; please feel free to call the Attendance Office at any time.
- ❖ It is the responsibility of the parent/guardian to notify the district office if phone contact numbers change or are inaccurate.
- ❖ An attempt will be made daily to notify parents when a student is absent if no parent contact is made.

2-3: Office Sign-In and Sign-Out Procedures BOE Policies 6009, 6015, 6325

- ❖ Students who report to school at any time after the beginning of first period, must sign in at the assigned attendance office.
- ❖ Students leaving school before regular dismissal time must have a Blue Slip and sign-out at the receptionist desk or if they are a driver, they will check out through 400 building office.
- ❖ Parents are required to contact the school before a student will be allowed to leave campus. Parents, please text the student to notify them of a pickup time if during their assigned lunch time.
- ❖ Once a student is approved to leave campus, a Pink Slip will be sent to the student; the student must bring the Pink Slip to the receptionist desk to sign out. If the student does not sign out before leaving school, an appropriate disciplinary action will be administered.
- ❖ If the student returns the same day, they must sign back-in at the office.

2-4: Office Procedures: Visitors BOE Policies 6325, 6326

- ❖ The visitor regulations pertain to all areas of the school.

- ❖ All visitors, including parents and volunteers, must register with school officials, state the purpose for the visit, and provide ID to receive a visitor badge.
- ❖ Check-in must be through the High School Administrative Office at the reception desk.
- ❖ The principal or designee will have the right to approve or disapprove the visit.
- ❖ The visitor will be required to wear an identification badge while he/she is a guest in the school.
- ❖ Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal.
- ❖ There are no lunch visits allowed without prior approval from an administrator.
- ❖ Before-school visits are not allowed.
- ❖ Parents who schedule an appointment through the principal and accompanied by an administrator may visit their student's classes for a short period (approximately 10 minutes) to observe their child. Parents are not there to observe the teachers.
- ❖ The principal may restrict or deny visitation to a classroom in order to avoid interference with education.

2-5: Attendance and Absences: Excused and Unexcused BOE Policy 6007, 6009 School Day for Students/Hours of Operation BOE Policy 5020

- ❖ The Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100.4 degrees Fahrenheit should not be at school or school activities. The Board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

- ❖ Beginning January 1, 2023, all TPS schools will require doctor notes for a medical absence to be counted as an "excused" absence. This documentation can be returned to the front office of THS or emailed to the attendance secretaries or the principal. If you like to see a policy of this policy, it can be found on our school website under board policies (policy #6009). We must work together to ensure that all students are at school whenever possible. For students to learn, they must be present. The following situations will require documentation for an absence to be determined as excused:
 1. Medical appointments
 2. Legal matters, including service on a grand, multicounty grand, or petit jury*
 3. Family Bereavement
 4. Family Emergencies
 5. Extenuating circumstances deemed necessary by the principal.
 6. Observance of holidays required by student's religious affiliation.
 7. A student is excused from attendance if the parent/legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting and may be granted excused absences at the discretion of the school principal.
 8. Student Activity (approved)
 9. Suspension or disciplinary placement (when school and student are both participating in educational plans)
 10. Documented participation in 4-H activities two times per semester.
 11. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).
- ❖ Parents or guardians are required to contact the school and provide documentation regarding illnesses, court appearances, family emergencies and other reasons for student absences. The school will attempt to contact those students' parents who do not call. The student may promptly make up all work missed. It is the responsibility of the student, on the day of return, to decide to see that the work is made up.

- ❖ Enumerated items 10 and 11 are statutorily excused absences which will require notification to the school district prior to the absence and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.
- ❖ Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.
- ❖ Students will not be provided an excused 4-H absence for any student who participates in an activity or program sponsored by 4-H if the 4-H activity occurs during the scheduled statewide student assessment window set by the State Board of Education or if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.
- ❖ Student absences due to a severe, chronic, or life-threatening physical or mental illness, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.
- ❖ A student will not be considered absent from school if
- ❖ They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements.
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meeting with school personnel via teleconference, videoconference, email, text, or phone. Or
 - b. The student is on pace for on-time completion of the course as required by the school district. or
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year: or
 1. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student can progress in instruction via alternative education delivery methods approved by the local board of education.
 2. They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that
 - a. The student's parent or legal guardian provides written consent prior to the student's participation in the released time course.
 - b. No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction.
 - c. The independent entity maintains attendance records and makes the records available to the school district and board of education.
 - d. Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian.
 - e. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless about any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose.
 - f. The student assumes responsibility for any missed schoolwork.
 - g. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

❖ **Chronic Absenteeism:**

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition. THIS ISSUE NEGATIVELY IMPACTS THE THS SCHOOL REPORT CARD. Please work with us to have your student at school whenever possible.

2-6: Attendance-Truancy BOE Policies 6007, 6009, 6015

- ❖ Tahlequah High School is a closed campus; therefore, a student may not leave the campus or school grounds unless he/she has a schedule that allows departure.
- ❖ A student who leaves campus without permission will be recorded as truant. Any departure from THS after arrival must be approved, including after zero hour.
- ❖ It will be recorded truancy if a student is in a place on campus where he/she does not have permission to be from arrival to departure. (This includes the track, walking off campus before school, going to any building, etc.)
- ❖ If a student is ill enough to miss class, it is the responsibility of the student to communicate with a certified staff member. Staying in a restroom all class hour will likely be truancy.

2-7: Attendance-Tardies BOE Policy 6009

1. A student is tardy who is not in the classroom when the bell to begin the period sounds.
2. A student who misses more than ½ of any class is counted absent for the period.
3. Excessive tardies will result in disciplinary action.
4. Students who accumulate more than 5 tardies per semester will be assessed lunch detention to be served daily for the first 15 minutes of a student's lunch period. Students will be given a slip each day indicating the location of lunch detention.
5. Failure to serve lunch detention will result in more serious discipline consequences.

2-8: Attendance Activity Absences/10 Day Rule BOE Policy 5005, 6009

- ❖ Each student is allowed a maximum of ten (10) schools-sponsored activity absences per class per year (Oklahoma Schools Standards for Accreditation 210:35-17-2).
- ❖ The principal must approve all student activities that require absences from class. School organizational sponsors and coaches turn in Activity/Request Forms to the Principal's Office ten (10) days prior to the activity.
- ❖ Once received, the activity will be approved or denied, and the number of individual student's activity absences checked.
- ❖ A student who has ten (10) activity related absences cannot represent the school in any activity or be absent from school or an activity without an approved appeal.
- ❖ The Sponsor/Coach will notify a student who has ten (10) activity absences that he/she will not be approved for the activity.
- ❖ At that point, an appeal must be made and approved within the above timeline for the student to attend the activity.
- ❖ An appeal to exceed the ten (10) activity absences rule must be turned in to the SA Committee by the coach/sponsor. Specific details will be sent on a regular basis to all staff.

- ❖ The following will be considered by the principal/committee when determining whether to grant an additional activity absence in cases of an appeal:
 - Student's current grade in class
 - Student's overall attendance record in class
 - Recommendation of student's parent(s)/guardian(s)
 - Recommendation of the student's teacher(s)
 - Recommendation of the student's sponsor/coach
- ❖ The student may be notified in writing by the principal whether his/her additional activity absence is approved or denied within three (3) school days following reception of the appeal.
- ❖ Any deviation from the 10-day activity absence rule may not exceed 5 days.

2-9: Attendance, Absence, and Make-Up Work Policy (Updated May, 2024)

- ❖ **Grace Period for Make-Up Work:** In the event of consecutive absences, students will be granted a grace period for make-up work equal to the number of days absent plus one, including weekends. For instance, if a student like Jane Doe is absent for three consecutive days and returns on a Friday, they will have until the following Tuesday to complete and submit assignments.
- ❖ **Grade Considerations during Grace Period:** Work missed during the designated make-up time will not factor into the student's grade for ineligibility purposes. During this period, an "I" for incomplete will be temporarily entered into the gradebook. Once the grace period has elapsed, a zero may be entered, and points may be deducted according to individual teacher policies. Students are responsible for requesting any missing or late assignments from their teachers.
- ❖ **Timed Assignments and Examinations:** Any examination or major timed-sensitive assignments (such as essays, projects, or major tests) announced or scheduled prior to a student's absence will be due on the day of their return to class.
- ❖ **Extenuating Circumstances:** Students with absences due to extenuating circumstances may request an audience with the building principal and an attendance committee comprising 3-5 certified staff members at THS. This committee will consider and potentially modify the above rules on a case-by-case basis.
- ❖ **Special Education Accommodations:** Students with an Individualized Education Plan (IEP) or a 504 plan will collaborate with the Special Education coordinator (folder holder) and their parent/guardian to develop an individualized learning plan. This plan will provide guidance to teachers regarding extended absences and make-up work, with the aim of implementing all necessary accommodations and modifications to support the student's learning journey at Tahlequah High School.

2-10: Inclement Weather and Transportation Plan BOE Policy 3183

- ❖ Preparation for Inclement Weather
 - It is the responsibility of each family to have an inclement weather plan in place that can be put into action on short notice. We ask that you make sure your children have an alternate place to stay if you must be at work on a day when school has been delayed or cancelled.
 - Please ensure that a neighbor, family member or center can care for or receive students, and please instruct students to report directly home or to their established care center immediately on arrival in the evening.
 - If a major snowfall or snowfall alert occurs while school is in session, and the Superintendent decides to release school early, the District's Administration Team notifies families via the automated School Messenger system. The Administration Office also places a notice on the district's website and alerts the media. The Administration Office notifies school district staff, including principals, Boy's and Girl's Club, ICTC, via email. Staff are also notified via the School Messenger system.
 - There may be up to a 30-minute delay for television and radio stations to broadcast this information once they receive it from the district. In addition, some television and radio stations may modify the message slightly before broadcasting it.
- ❖ Inclement Weather Information Sources
 - The district website at www.tahlequahschools.org

- Social Media (Like us on Facebook)
- School Messenger, the District's automated notification system
- Sign up for mobile text alerts from www.lakescountry1021.com
- Local radio stations, including the following:
 - AM Radio Stations: 740 KRMG
 - FM Radio Stations: 102.1 KEOK
- Local television stations, including the following:
 - Channel 2 - KJRH
 - Channel 6 - KOTV
 - Channel 8 - KTUL
 - Channel 23 – KOKI

SECTION 3: STANDARDS OF BEHAVIOR

3-1: Code of Conduct

- ❖ Accept responsibility for your education, decisions, words, and actions.
- ❖ Act in a way that best represents your school, parents, community, and self.
- ❖ Promote a safe, healthy environment in which to learn.
- ❖ Respect cultural diversity, individuality, and the choices and rights of others.
- ❖ Respecting school property and using materials properly.
- ❖ Being respectful to other students, school staff, and visitors.
- ❖ Respecting the property of others.
- ❖ Being a good citizen at school and in the community
- ❖ Following all school rules and policies.

3-2: Discipline Policy *BOE Policy 6250*

- ❖ In accordance with Title 70, Section 6-114, Oklahoma Statutes, the professional educator “shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.”
- ❖ When the behavior of an individual student comes into conflict with the rights of others, corrective actions can be necessary for the benefit of the individual and of the school.
- ❖ The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline that child while he/she is in attendance or in transit to or from school or while participating in any school function authorized by the school district.
- ❖ Each student shall be treated in a fair and considerate manner.
- ❖ Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction.
- ❖ No listing of rules and consequences can be all inclusive; however, students are subject to disciplinary action any time behavior is disruptive, hurtful, unkind, illegal, or inconsiderate of others.
- ❖ Discipline occurring during a semester may carry over to the next semester/year.
- ❖ If a student commits a second same infraction during the year, stronger consequences will be assessed.
- ❖ Students who withdraw and return must complete discipline due as of withdrawal date.

3-3: Expected Behavior at All School-Sponsored Events *BOE Policy 6189*

- ❖ Students are expected to demonstrate appropriate behavior at all school-related activities and events at home, away, and in transit to and from in such a manner that their behavior will be a credit to the individual, his/her family, the school, and the community.
- ❖ The school and students must comply with the Oklahoma Secondary Schools Activity Association rules regarding spectator behavior.
- ❖ The right of appeal to the Board of Education in cases involving student suspension does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation or attendance in an extracurricular activities program.

3-4: Off Campus Misconduct BOE Policy 6269

- ❖ A student who engages in misconduct away from the school setting which has an adverse effect on the discipline or welfare of the school may be subject to suspension or disciplinary action.

Misconduct includes, but is not limited to:

- Possession or use of a weapon.
- Attack on a fellow student or student from neighboring school district, school official, or employee.
- Sale, use, or possession of alcohol or a controlled dangerous substance.
- Assault and/or battery on a student, student from neighboring school district, school official, or employee.
- Damage or destruction to property of another student, school official, or employee.
- Social Media

3-5: Interventions BOE Policies 6250, 6259

- ❖ **Behavior Intervention Plan**— students asked to sign this form have been referred or viewed as disruptive.
- ❖ **School then STAP** – student attends regular classes, then goes to STAP from 3:10 to 6:10. Travel home is parent/guardian responsibility – student can walk to STAP.
- ❖ **ISD – In School Detention** – student is assigned to single room for the day. No electronic devices. Work is provided by classroom teachers or assigned. Student must be on time and fulfill all requirements. Student is considered present for school.
- ❖ **STAP** – student does not attend during the school day. Student goes to the STAP building on the Central campus from 3:10 to 7:10. Parent is to enter and sign the student out unless other arrangements have been made. Work will be provided by classroom teachers or assigned. Students may not bring backpacks, materials are provided. Student is considered present for school, when assigned STAP. STAP may be assigned for the rest of a semester plus one. Transportation to and from STAP is the responsibility of the parent/guardian.
- ❖ **Students that are under any discipline consequences will not be allowed to participate in any school related activity until consequences have been completed.**

Suspension See BOE Policies 6257, 6261, 6263, 6265

- ❖ When a student is suspended, he/she is not allowed to be on any school property or attend any school activities. Suspension may be assigned for various infractions or at parent request. An educational plan is provided for each student per BOE policy.
- ❖ A student might be removed from campus due to the safety, welfare, or ability to maintain a stable learning environment for other students.

Short Term Suspension: Right to Appeal Assignment of 10 Days or Less

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

Method of Appeal to a Committee

APPEAL PROCESS

A. Appeal to a Committee (10 days or less)

1. The appeal must be received by the assigning Assistant Principal or Principal within ~~ten~~ (10) five school working days after the assigning Principal has shared a decision to suspend.
2. The appeal must be by letter; the appeal is to be made to the assigning Assistant Principal or Principal.
3. The parent/student will be notified of the date, time, and place for the hearing. A call may set up the meeting, but a written notice will be sent if requested.
4. The hearing will be held as soon as possible, with parent work schedules given consideration if possible. Conferences will be scheduled during regular school hours and days.

5. If either party chooses to have legal counsel, the other party must be notified at least 24 hours in advance of the time set for the hearing.
6. Failure to provide such notice in the timeframe set above shall preclude the right to have legal counsel present at the hearing.
7. The decision shall be considered final and may not be appealed.
8. If the appeal is not received within five school working days after the administrator decision is received by the student or parent, the decision of the administrator shall be considered final and may not be further appealed.

B. Committee Hearing Steps

1. The assigning Principal shall be excused from the hearing; current teachers of the student may not serve on the committee.
2. A committee member will be designated as chairperson, and shall present the rule, policy or law violated and briefly outline the student conduct.
3. The chairperson will present any evidence or witnesses that support the suspension.
4. A chairperson will ask if the student and the parent understand the violation and charges against the student.
5. The student and the parent can explain the conduct and present evidence or witnesses that support the student's position.
6. Committee members may ask clarifying questions at any time.
7. The student and the parent (s) shall be released.
8. Committee members may ask clarifying questions at any time.
9. The committee shall stay convened to determine if the suspension should be upheld, modified, or terminated. The decision shall be a majority vote.
10. The decision of the committee shall be rendered in writing within three school working days of the decision to the parent/guardian, the assigning administrator, the members of the committee and the Superintendent.
11. The decision shall be final and may not be appealed.

SUSPENSION APPEALS COMMITTEE

A suspension appeals committee will consist of three teachers, administrators, or a combination thereof. The members of the committee shall be appointed by the Site Principal or Assistant Principal and may include the superintendent. Current teachers, witnesses and the assigning Principal who initiated the suspension shall be excused from the committee.

❖ C. Site Principal Review and Appeal to the Superintendent (11 days or more)

- ❖ 1. The request to review the suspension decision must be received by the Site Principal within five schoolworking days after the assigning Principal has shared a decision to suspend.
- ❖ 2. If the Site Principal does not withdraw the suspension after going through the appeals committee process, the student or the student's parent(s) may appeal to the Superintendent.
- ❖ 3. The intent to appeal to the Superintendent must be made in writing within five schoolworking days after the decision is made by the site Principal to uphold the suspension.
- ❖ 4. If the appeal is not received within five schoolworking days after the site Principal decision is received by the student or parent, the decision of the site Principal decision shall be considered final and may not be further appealed.
- ❖ 5. The appeal must be by letter and is to be sent or delivered to the Superintendent.
- ❖ 6. The parent/student will be notified of the date, time, and place for the appeal conference. A call may set up the meeting, but a written notice will be sent if requested.
- ❖ 7. The meeting will be held within five schoolworking days from the date the notice of intent to appeal is received by the Superintendent with parent work schedules given consideration if possible.
- ❖ 8. If either party chooses to have legal counsel, the other party must be notified at least 24 hours in advance of the time set for the hearing.
- ❖ 9. Failure to provide such notice in the timeframe set above shall preclude the right to have legal counsel present at the hearing.

❖ D. Superintendent/Designee Appeal Hearing Steps

- ❖ 1. The Superintendent/appointed chairperson shall present the rule, policy or law violated and briefly outline the student conduct.
- ❖ 2. The chairperson will present any evidence or witnesses that support the suspension.
- ❖ 3. The student and the parent will be asked if they understand the violation and charges against the student.

- ❖ 4. The student and the parent can explain the conduct and present evidence or witnesses that support the belief that the suspension or duration is inappropriate.
- ❖ 5. The Superintendent may ask clarifying questions at any time.
- ❖ 6. The student and the parent (s) shall be released.
- ❖ 7. The Superintendent shall stay convened to determine if the suspension should be upheld, modified, or terminated and render the decision in writing within three schoolworking days of the decision to the parent/guardian and student and will be advised of his/her right to have the suspension reviewed by the Board of Education.

❖ **E. Board of Education Appeal Hearing Steps**

- ❖ 1. An appeal to the Board of Education must be requested by letter to the Superintendent or to the Clerk of the Board of Education within five schoolworking days of receipt of the Superintendent's decision.
- ❖ 2. If no appeal is received within five schoolworking days after the decision of the Superintendent by the student or parent, the Superintendent's decision will be final and non-appealable.
- ❖ 3. If appeal is received within the five schoolworking days the Board of Education will schedule the hearing as soon as possible in executive session.
- ❖ 4. The student and parent will be notified in writing of the date, time, and place of the appeals hearing.
- ❖ 5. Reasonable efforts will be made to accommodate the work schedule of parents.
- ❖ 6. The Board of Education may uphold, modify, or terminate the suspension.
- ❖ 7. The Board of Education will notify student and the parent within five schoolworking days of the decision. The decision of the Board of Education shall be final and is non-appealable.
- ❖ NOTE: 70 O.S. & 24-101.3€ states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.
- ❖ THIS POLICY IS REQUIRED BY LAW.
- ❖ *Revision Dates(s):*
- ❖ 10-10-94, 8-8-94, 6-13-97, 7-8-98, 2-3-99, 6-6-01, 7-26-02, 7-15-03, 6-23-09, 2-14-14,
- ❖ 6-20-23
- ❖ When a student's behavior justifies suspension, or STAP, the student forfeits the privilege of participating in the social and regular academic life at school. In addition, during the term of the suspension or STAP, the student will not be permitted to participate in or attend any extracurricular activity in which district schools participate.
- ❖ "Extracurricular activities" include, but are not limited to, all sponsored teams, organizations, ceremonies, student government, band, athletics, and all other school sponsored activities and organizations.

3-6: Discipline:

- ❖ Administrators may alter or combine dispositions based on infractions, student infractions, attitude, and compliance with authority.
- ❖ Please note that any Senior who commits an offense resulting in removal from regular classes could lose the right to participate in Senior activities, including not being allowed to walk at graduation ceremony.
- ❖ A student could lose the right to represent or participate in any type of event or activity until student completes a discipline assignment.

Restorative Interventions

The listed restorative interventions are not in order. The intervention may be offered or required, based on the infraction and student history. Failure to complete intervention may result in additional discipline. Interventions may be in lieu of or in conjunction with consequences.

- Academic Counselors
- Bullying Specialist
- Care Team
- Conflict Resolution
- DHS Issues

- Drug Intervention
- Legal Issues
- Therapeutic Counselor(s)
- Tobacco Intervention

List of Common Infractions

This list is not all inclusive; incidents occur that are not typical and are combined at times with other unacceptable behavior.

Tahlequah High School is a community with rules and regulations. Those who enjoy the benefits and privileges must also accept responsibility for adherence to school rules.

Students who commit an infraction that has already been addressed will receive progressive consequences. Some infraction violations may result in a Behavior Plan.

The following behaviors, while at school, in school transport, going to or from events, or at school events will result in disciplinary action:

- Abuse – physical, verbal, or other
- Arson
- Altering or attempting to alter another person's food or beverage.
- Assault and/or battery
- Attempting to incite violence by transmitting or distributing any message or material.
- Conduct that threatens or jeopardizes safety.
- Conflict – after mediation, or conflict that causes an immediate disruption
- Defiance – includes willful disobedience of any adult directive.
- Disruption – includes behavior that is not allowed, includes failure to work.
- Dress code violation
- Electronic use that triggers a Security Alert found to be unsafe or inappropriate.
- Extortion
- Failure to obey
- Failure to serve assigned discipline
- False reports by any method
- Fighting
- Gang related actions/clothing
- Harassment, intimidation, bullying or hazing
- Immorality, indecent exposure, sexual act- this can include electronic photographs that are taken to harass or intimidate others.
- Inappropriate behavior/gestures
- Loitering – in any area at any time. Includes vehicles, parking lot, and all other areas.
- Obscene language/behavior/material look up or possession.
- Public Display of Affection
- Possession, threat or use of a weapon or item considered potentially dangerous.
- Possession, use, sale, conspiracy to sell, manufacture, distribution of controlled, illegal, or prohibited items or materials, including weapon related components, such as bullets, and knives.
- Possession, use, sale, or distribution of alcohol, controlled medications, drugs, tobacco and/or vape materials (specific).
- Under the influence of any prohibited substance, or substance not used as prescribed by a personal physician
- Sexual harassment
- Slurs by any medium, includes ethnic, racial, sexual and others.
- Theft and/or possession of stolen property reasonably suspected to have been taken from a student, employee, visitor, volunteer, or the school. This includes the sharing or stealing of other students' computer or social media passwords, with or without consent.

- Threat: a communication that insults, threatens, or uses lewd pictures or language that is sent using electronic media, is posted for public consumption, or impedes the learning environment.
- Truancy – being anywhere except the assigned area any part of or all day. Leaving campus after arrival will be an additional issue.
- Vandalism
- Violation of electronic device/social media policy. This includes using a device belonging to someone else.
- Violation of policies, rules or regulations as set forth by BOE policies, this handbook, and certain activity expectations.

In addition, conduct occurring outside the school day or off school property that has a direct and negative effect on discipline, or the educational process of the school may result in discipline. Law enforcement will determine all legal issues and responses.

3-7: Cheating/Plagiarism

- ❖ If a student cheats or plagiarizes on tests or assignments, teachers will determine the consequence.

3-8: Closed Campus BOE Policies 6015, 6325, 6326

- ❖ THS is a closed campus. A parent/guardian must personally check a student out between the hours of 11:00am and 1:00pm. Exceptions require administrator approval.
- ❖ Please note that we will make the effort to contact students at lunchtime, but it is very hard at times for the student to hear or be located. It would be best to call for the blue slip before 10:45am to be sure the student can be reached.
- ❖ No food deliveries of any kind
- ❖ Students from THS are prohibited from being on other campuses in the district during the school day without THS administrative approval.

3-9: Dress Code BOE Policy 6200

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

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

The responsibility of upholding and enforcing this code rests with those students, parents, teachers, and principals concerned. Where there is a judgment to be made, the site principal will make the decision.

- ❖ Skirts, dresses, shorts, and holes in clothing such as jeans, must be of a length where the body is covered.
- ❖ Visible undergarments, exposed midriffs or backs while sitting, standing, or walking are prohibited.
- ❖ Halter tops, spaghetti strap tops, racer backs, strapless, and off the shoulder shirts are prohibited.
- ❖ Sleeve openings must not expose the torso, cleavage, or undergarments.
- ❖ Sleeveless shirts and tank tops must be a minimum of the width of three fingers across at the shoulder.
- ❖ Pants must be worn at the waist. Sagging is not permitted; oversized clothing associated with sagging is a safety issue and is not allowed.
- ❖ The hem of shorts, skirts, dresses etc.... must be visible below the top garment.
- ❖ Bandanas of any color, armbands and leg bands are prohibited.
- ❖ Hoodies to be worn in the building with hood down.

- ❖ Students will be allowed to wear hats (baseball, trucker, cowboy) and sock hats if their ears are not covered. Any other types of headwear are not allowed.
- ❖ Gang symbols are prohibited.
- ❖ Dog collars, thick metal chains, choke chains, spikes, wallet chains and chains connecting one part of the body to another are not permitted.
- ❖ Any item or item of clothing identified as distracting or potentially embarrassing or hurtful will be required to be corrected. While some are not noticed, others are. It is the responsibility of the administrator to deal with students they notice or who are brought to their attention. Students are required to correct the violation before attending class.
- ❖ Clothing with written messages, which are likely to disrupt the school environment, are prohibited.
- ❖ Clothing advertising or picturing drugs, alcohol, tobacco, weapons or violence as well as clothing with vulgar or obscene language or language with double meanings or language, which insults a race, religion, gender or ethnic group, is not acceptable.
- ❖ No sunglasses may be worn inside the building.
- ❖ Shirts and Pant-type garments that are see-through (displays undergarments) may not be worn as primary garment.
- ❖ Blankets are not allowed at school.
- ❖ Students are required to wear identification badges where they are always visible on the top garment during the school day at THS. Students will adhere to this expectation or be subject to progressive discipline consequences. Student identification is a safety issue. When all students are identified, our school building is safer.

3-10: Drug Free School BOE Policies 6205, 6207, 6208, 6209

- ❖ Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances
- ❖ Smoke Free Environment/Tobacco Use Policy
- ❖ Student Random Drug and Alcohol Testing Policy

3-11: Lunch Rules

- ❖ **There are two lunch periods:**
 - Students must remain seated while in the cafeteria or in the patio area.
 - No sunflower seeds allowed on campus at any time.
 - No glass containers allowed on campus at any time.
 - During the assigned lunch period, students are not allowed in the classroom without prior approval.
 - Students **may not** be in or go to the **PARKING LOTS** without a note from a staff member at any time.
 - Students are expected to dispose of any food/drink containers, including cafeteria meals. Failure to dispose of trash may result in consequences.
 - During the assigned lunch period, students are restricted to these areas:
 - Cafeteria
 - Outdoor Cafeteria Area
 - Media Center (with individual permission)
- ❖ Tahlequah Public Schools will be participating in a new option called CEP from the National School Lunch and Breakfast Programs. This means that breakfast and lunch will be provided FREE of charge to all students for this school year. ALL SECOND or ADDITIONAL meals will be at cost to the student. \$2.50 for breakfast and \$5.00 for lunch.

3-12: Lost or Damaged Textbooks BOE Policy 6340

- ❖ The Tahlequah School Board of Education may withhold a student's records if he/she fails to return textbooks or make a payment for damaged books or other items that belong to the school district or owe any fees that the student may owe.
- ❖ The Tahlequah School Board of Education may withhold a student's records if he/she fails to return Chromebook/hotspot or make a payment for damaged Chromebook/hotspot or other items that belong to the school district or owe any fees that the student may owe.
- ❖ Depreciation may be determined for damaged books.

- ❖ A receipt will be issued for any fines collected.

Part Name	Repair cost	Community Service
Chromebook Speaker	\$20	2 hours
Chromebook LCD Panel	\$40	4 hours
Chromebook LCD Back Cover	\$40	4 hours
Chromebook Keyboard	\$40	4 hours
Chromebook Touchpad	\$20	2 hours
Chromebook Motherboard	\$120	12 hours
Chromebook Hinge Set	\$30	3 hours
Chromebook Battery	\$50	5 hours
Chromebook Camera	\$40	4 hours
Chromebook Bezel or Bottom Cover	\$30	3 hours
Chromebook AC Adapter	\$40	4 hours
Hotspot	\$90	9 hours
Hotspot AC Adapter	\$30	3 hours

3-13: Lost or Stolen Property

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

3-14: Nuisance Items

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

3-15: Public Display of Affection

- ❖ Physical contact, other than holding hands, is prohibited on campus
- ❖ *If/When CDC guidelines are in place for social distancing; handholding will not be permitted.*
- ❖ Full body hugs and kissing are not allowed
- ❖ A student must correct a situation upon request
- ❖ A repeat of this behavior will be considered defiance

3-16: School Safety: Prohibiting Bullying as the “School Safety and Bullying Prevention Act” Statement of Legislative Mandate and Purpose BOE Policy 6203

Statement of Legislative Mandate and Purpose BOE Policy 6203

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 Okla. Stat. § 24-100.2 et seq. (“Act”).

Reporting forms available online at www.tahlequahschools.org under *See Something Say Something* Icon or a paper copy may be requested from student counselor or vice-principal.

- ❖ The district intends to comply with the mandates of the Act and expects students to refrain from bullying.
- ❖ Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior.
- ❖ Bullies may also be provided with assistance to end their unacceptable behavior and targets of bullies may be provided with assistance to overcome the negative effects of bullying.
 - **Bully** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal, or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
 - **Electronic Communication** means the communication of any written, verbal, pictorial information, or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. The district prohibits bullying by electronic communication whether such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.
 - **At School** means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.
 - **Threatening Behavior** means any pattern of behavior or isolated action, whether it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

The "Reasonable Person" Standard

- ❖ In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. The staff may also consider discipline history and physical characteristics of the alleged bully.

Types of Bullying

- **Physical Bullying** includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing, or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, gestures, or harassing and frightening statements.
- **Social Bullying** includes harm to another's group acceptance, including but not limited to gossiping: spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage to the target's current relationships, or deprive the target of the self-confidence or respect of peers.
- **Sexual Bullying** includes harm of a sexual nature, including, but not limited to, making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; sexting; committing a sexual act at school, including touching private parts of the target's body; gossiping about the target's sexuality or sex life; engaging in off-campus dating violence that adversely affects the target's educational opportunities; or making threatening sexual statements directed at or about the target. **Such conduct may also constitute sexual harassment, which is prohibited by the district.**

3-17: Understanding and Preventing Bullying

- ❖ **Student and Staff Education and Training**
 - A full copy of this policy will be posted on the district's website and included in all district handbooks.

- Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.
- Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to prevent bullying, and help available for those affected by bullying.
- Anti-bullying programs will be incorporated into the district's other violence prevention efforts.
- All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying.
- The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.
- Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

❖ **The District's Safe School Committees**

- The District's Safe School Committees have the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, human trafficking, and other issues which interfere with and adversely affect the maintenance of safe schools.
- With respect to student bullying, each Committee shall assist the board in promoting a positive school climate.
- The Committee will study the district's policy and currently accepted bullying prevention programs to make recommendations regarding bullying.
- These recommendations must be submitted to the principal and cover: (i) needed staff development including how to recognize and avoid bullying; (ii) increasing the involvement of the community and students in addressing bullying; (iii) improving communication between students and school staff, (iv) implementing problem-solving teams which include counselors and/or school psychologists, and (v) utilizing behavior health resources.

Student Reporting

- Students are encouraged to inform school personnel if they are the target of or a witness to bullying.
- To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.
- Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously, and disciplinary action cannot be taken against a bully solely based on an anonymous report.

Staff Reporting

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

Bullying Investigators

- Each school site will have a designated individual and an alternate to investigate bullying reports.
- These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff.

- The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Mr. Fred Poteet, Family and Community Support Coordinator.

Investigating Bullying Reports

- For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.
- In investigating, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.
- At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached, and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.
- Upon completion of an investigation, the school will refer the person who commits an act of bullying to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
- The school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness, or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.
- The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.
- The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

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

Parental Responsibilities

- Parents/guardians will be informed in writing of the district's program to stop bullying and given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students.

They will also be told that to help prevent bullying at school they should encourage their children to:

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

Student Transfers

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

Monitoring and Compliance

- To assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.
- A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Reporting Bullying

- <http://www.tahlequahschools.org/vnews/display.v/ART/5481e7e4381bf>

3-18: Searches BOE Policies 6107, 6217, 6219

❖ Student Searches: Students and Student Possessions (See also Lockers, Dress Code and Parking)

- Authority is given to administrators/designee to conduct a search of any pupil or property in the possession of a pupil on any school premises, in transit under the authority of the school, or while attending any school function, when reasonable suspicion exists.
- The superintendent of schools, principal, or designated school employee searching or authorizing the search has authority to detain a student to be searched and confiscate any contraband found during search.
- Strip searches are prohibited.
- Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing / stolen property may be suspended.
- Administrators are providing this to inform all pupils through written explanation that students have no reasonable expectation of privacy rights towards school officials in school, lockers, desks, vehicle, or other school property.

❖ Student Searches: Vehicles

- Any student who drives or parks a vehicle onto school property is deemed to consent to a search of that vehicle at any time. Such students are required to open the vehicle for such a search.
- Any student who drives a vehicle to school is deemed to consent to a search of that vehicle at any time for any lawful reason.
- Unauthorized Vehicles - As part of a comprehensive program to protect the health, safety and welfare of Tahlequah students and personnel, this policy is presented for your review. The school principal or his/her designee is authorized to detain and search any vehicle not bearing a valid parking permit.
- Searches can be conducted without an individualized suspicion, consent, or warrant. Searches will be conducted in accordance with legally approved policies.
- Persons entering any parking areas of the High School/Alternative School without a valid parking permit will be provided notice that their vehicle and its contents are subject to search by the posting of a sign at the entrance to Tahlequah High School. Drugs, Alcohol and Contraband Searches by Canine Detection.

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

3-19: Transportation BOE Policies 6107, 6109, 6111, 6113, 6207, 6217, 6219

❖ Bus Riding Rules Contact Transportation at 918-458-4168

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

❖ Student Driver Rules/Decals

- The purpose shall be to place reasonable control over and restrict the use of motor propelled vehicles on and around the school site, with safety as a focus.

Decals

- Students must be in possession of a valid Oklahoma driver's license.
- Students must provide evidence of valid auto insurance.
- Students must have a current car/motorcycle tag.
- Student must complete the application.
- Students must pay the \$20.00 fee with approved application.
- No fees will be refunded.
- Student must have school-issued decal adhered to the lower inside windshield on the passenger side.
- A five-mph speed limit will be enforced in all parking areas and a 15-mph speed limit on all access roads to the parking lots.
- Passing on access roads is prohibited.
- All vehicles are required to stop while bus students are loading/unloading. Red warning lights will be flashing.
- Unsafe operation of a vehicle on campus, speeding, improper parking, or failure to obey posted signs on campus may result in suspension from driving and/or parking on school property.
- Students are subject to legal action for violation of city ordinances and state and federal law.

❖ Student Parking Rules BOE 6107

- The policy of Tahlequah Public Schools concerning authorization for students to purchase a permit/decal and park on the THS campus includes the following minimum requirements:
 - Parking decals must be purchased by the Friday following the Labor Day holiday.
 - Parking on campus is a privilege that can be revoked if abused.
 - Students are required to park in designated student parking.
 - Students are not to park in residential areas, Cornerstone Church, Administration Lot, Tennis Court area, PAC or TMAC lots.
 - Vehicles are subject to towing at owner's expense if parked in a non-designated spot, in an unsafe manner, or if they do not have a valid THS parking permit.
 - An ICTC, NSU or other permit shall not take the place of the THS parking permit.
 - See a Vice-Principal regarding a lost/stolen decal, or any decal that needs to be replaced, if you need a temporary permit because you are driving a different vehicle for any period.
 - If it becomes necessary to permanently drive another vehicle, students are to register the new vehicle information.

- The building principal is authorized to establish additional parking and driving regulations on the school campus.
- The school is not responsible for automobiles or their contents.
- Under no circumstances will students be allowed to sit in vehicles during school hours.
- Approximately 8:45 a.m. daily, all access gates will be locked, except those necessary to aid construction.
- All parking lots are “off limits” during school hours without an authorized pass or scheduled student release/entrance.
- If a student’s vehicle is removed from the campus for violating regulations, all expenses associated with the removal are the responsibility of the student and/or parent/guardians.
- See student vehicle searches for more information.

3-20: Weapons/Dangerous Articles BOE Policies 6269, 6270, 6271

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

3-21: Wireless Telecommunication Devices BOE Policies 6229, 6269

- ❖ This policy includes any electronic/battery operated device with an on/off switch from 7:00 am to 3:00 pm or used during any field trip or during any school activity.
- ❖ Students are allowed to use electronic devices any time **except class time.**
- ❖ Students may text or listen to music (with ONE earbud/headphone in) at any time **except during class time.**
- ❖ There will be no use of any electronic device by students or faculty while in standardized testing unless an accommodation is approved by the test coordinator.
- ❖ Please note that the use of an electronic device in class or during standardized testing will likely result in consequences.
- ❖ Any exception to the above policy requires approval by the building principal.
- ❖ In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether 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.
- ❖ Electronic reports found to be false can result in discipline.

3-22: Tahlequah High School Badge Policy

Expectations:

- ❖ All students will wear their lanyard/ID badge appropriately on campus (including school grounds, bus, and bus stops) always.
- ❖ Student Identification badges will be used for: Bus Service, Lunch Accounts, Library and Technology Checkouts.

- ❖ Badges cannot be defaced, damaged, or destroyed. If students arrive to campus with a damaged badge, a new badge purchase will be required.
- ❖ When students arrive at school, they must put their ID badge on the top garment before entering the school building. If a student does not have an ID badge, they must sign in and create/pick up a temporary ID badge in each attendance office.
- ❖ Students wearing a temporary ID badge, or no ID badge at all after Monday, August 26th will be assessed lunch detention. Lunch detention is to be served the first 15 minutes of a student's lunch period. Each student will receive a paper slip indicating the location of lunch detention when they create/pick up a temporary ID badge daily.
- ❖ If a student continually defies administrative requests to wear the ID badge or continually fails or forgets to comply with administrative requests, progressive disciplinary consequences and/or a parent meeting will be requested.
- ❖ If a student has a financial constraint that impairs their ability to pay for a replacement badge, a parent or guardian should contact a member of the administrative team.

Replacement Badges will cost \$5 per loss. Replacement lanyards cost \$2 each per loss.

SECTION 4: ACADEMICS and COUNSELING

4-1: Academic Achievement: Graduates with Distinction and Graduates with Honors *BOE Policy*

5350

- ❖ A Certificate of Distinction will be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale.
 - Earned four units each in English, mathematics, social studies, and science.
 - Earned two additional units in the areas of technology, the humanities, or the arts.
 - Earned two units in a foreign language; and
 - Achieved a score of satisfactory, or its equivalent, on all end of instruction exams as outlined by the State Department of Education.
- ❖ Applicable career-technical classes offered by comprehensive high school career-technical programs shall qualify for technology and mathematics units, and students enrolled in the programs may use one unit of their six-concentrated vocational-technical curriculum units for one unit of mathematics required by this section and may use one unit of their six concentrated career-technical curriculum units for one unit of science required by this section. Advanced placement classes in the subject areas listed in paragraphs 1, 2 and 3 of subsection A of this section may be substituted on a course-by-course basis to satisfy the academic units required for a Certificate of Distinction.
 - The 5.0 grading system will be used for Honors classes and transcripts will be labeled with "Honors" notation for each of the classes completed.

Example: "Honors English II"
A = 5.0; B = 4.0; C = 3.0; and D = 2.0
 - The top 3% of the graduating class will have a Graduate with Distinction® noted on their transcripts and the top 10% of the graduating class will have Graduate with Honors.
 - In computing grade point averages for honors recognition, all academic (solid) subjects will be given equal weight. (Regular subject A = 4.0 and honors subject A = 5.0.) These will include grades earned from the first semester of the 12th grade plus continued monitoring of honors candidates through the second semester of the 12th grade year. The final G.P.A. listed on transcripts will include the first semester of the 9th grade year through the second semester of the 12th grade year.
 - Class rank will be determined from the 1st semester of the 9th grade year through the 1st semester of the 12th grade year and will be computed using the 5.0 scale.

4-2: Counseling

- ❖ Academic guidance counselors are available for students and parents to assist in decisions concerning academics, careers, and some personal problems.

- ❖ Students needing to see a counselor should email their counselor and request to see them. The counselor will send for the student when they are able to meet with them.
- ❖ Parents wishing to talk with their child's academic counselor should call for an appointment.
- ❖ Students can be referred to professional counseling should more personal issues warrant that need.

4-3: Enrollment

- ❖ **Enrollment**
 - For school enrollment, a parent or guardian shall provide one of the following: current, up-to-date immunization records; or a completed and signed exemption form.
- ❖ **Pre-Enrollment Process**
 - The pre-enrollment process each year begins in February.
 - Failure to pre-enroll will result in a student being placed on hold with the Board of Education.
 - Parents of students who do not pre-enroll, must begin the enrollment at the Board of Education, not at the High School.

4-4: Enrollment: Central Academy

- ❖ Central Academy is an extension of Tahlequah High School. Students at Central Academy fall under the same guidelines and rules as THS students.
- ❖ Admission to Central Academy is made through a referral process from the student's academic counselor or student advocate at THS.

4-5: Enrollment: Concurrent Enrollment *BOE Policy 5250*

- ❖ In keeping with the regulations of the State Department of Education, Tahlequah Public Schools encourages all its students to achieve to the highest level of which they are capable.
- ❖ High school students who meet the criteria established by the State Board of Education are encouraged to participate in concurrent enrollment.
- ❖ Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.
- ❖ The grade for concurrent courses for academic credit will be calculated into the student's high school GPA on a 5.0 scale, and courses for elective credit will be calculated on the 4.0 scale.
- ❖ Weighted credit will only be given for a college class that is comparable to an Honors/Pre-AP/AP course offered at Tahlequah High School. Unweighted 4.0 credit will be awarded for all comparable classes or those that have no comparable weighted class at Tahlequah High School.

4-6: Enrollment: Homebound Students *BOE Policy 5183*

- ❖ To be eligible, a physician must certify that a student is unable to attend school for a minimum of two weeks due to an illness, accident, or hospitalization, and would otherwise place them at risk of school failure are eligible for consideration for homebound status.
- ❖ In order for a student to be eligible to receive Homebound services, the condition must be verified by a physician and approved by the building Homebound Instruction Team.
- ❖ The school will appoint a Homebound teacher to that Homebound student.
- ❖ Application for homebound status must be made by a student's parent/guardian to an academic counselor.

4-7: Enrollment: Indian Capital Technology Center *BOE Policy 5350*

- ❖ All ICTC students must attend Tahlequah High School for three classes to receive credit for ICTC.
- ❖ Disciplinary action that involves suspension from school, regardless of if initiated at the high school or at ICTC may result in suspension from both ICTC and the High School.
- ❖ Announcements will be made throughout the school year concerning student schedules and accommodations for days with different timelines, such as Assembly/Activity Days and Semester Test Days.
- ❖ ICTC enrollment is considered a privilege and is subject to administrative approval for continuance.

- ❖ Students with attendance, grade, or discipline issues may lose the right to continue or to enroll at ICTC in the future.
- ❖ ICTC students who must be on campus before or after ICTC must have permission from an administrator unless attending an enrolled class.
- ❖ Students must follow ICTC calendar days.

4-8: Enrollment: Indian Capital Technology Center: Transportation

- ❖ Transportation is provided by ICTC OR TPS.
- ❖ Students who travel to ICTC by any other means could lose that privilege if all policies at both sites and during travel are not upheld.
- ❖ TPS is not responsible for travel except travel provided by TPS.

4-9: Enrollment: Oklahoma School of Science and Math

- ❖ Courses offered through Indian Capital Technology Regional Center.
- ❖ Grades earned at the OSSM will be calculated on the same scale as grades in an Advanced Placement course taken at THS.

4-10: Grade Changes/Corrections BOE Policy 6150

- ❖ A grade correction may be initiated by a teacher up to 60 days after the semester of record.
- ❖ The request for Grade Change/Correction Form is in the Registrar Office.
- ❖ Any exception to the 60 days must be approved by the site principal.
- ❖ Parents may request a grade change in writing to the principal provided the grade data is inaccurate or misleading.

4-11: Grades: Gold Card

- ❖ This program requires a 4.0 from the preceding semester with no major discipline.

4-12: Grades: Honor Roll BOE Policy 5353

- ❖ Students who have no grade lower than an “A” during the semester will be named to the Superintendent’s Honor Roll.
- ❖ Students who have no grade lower than a “B” during the semester will name to the Principal’s Honor Roll.

4-13: Grades: Letter Grade Scale BOE Policy 5275

- ❖ The letter grades A, B, C, D, and F may be used to indicate the achievement of secondary school students in all instructional areas. The letter grades used may indicate the following degree of achievement.
 - 100 - 90% A=Superior Quality of Work (4points)
 - 89 - 80% B=Good Quality of Work
 - 79 - 70% C=Satisfactory/Average Quality of Work
 - 69 – 60% D=Below Quality of Expected Work
 - 59 – 0% F=Unsatisfactory Work (No Credit)

4-14: Grades: Pre-High School Credit BOE Policy 5307

- ❖ Approved course credit earned in 8th grade will be recorded on the high school transcript and will count toward the total number of credits needed to graduate.
- ❖ The grades earned will not be used to figure class rank and grade point average.
- ❖ Students must still complete the required number of core credits in grades 9-12.

4-15: Grades: Proficiency Testing BOE Policy 5305

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

4-16: Grades: Promotion and Retention of Students *BOE Policy 5400*

- ❖ In grades 9, 10, 11, 12 (high school) students will be expected to achieve core curriculum units as listed below to be promoted from one grade to another:
 - 5 Units to be promoted to Grade 10
 - 11 Units to be promoted to Grade 11
 - 17 Units to be promoted to Grade 12
 - 23 Units of required credits to obtain graduation requirements

4-17: Grades: Report Cards *BOE Policy 5311*

- ❖ Report cards are distributed to students as soon as available at the close of a grading period.
- ❖ The date of distribution should not be more than 2 weeks past the end of the grading period.
- ❖ Final grades will be available as soon as possible after school is out.
- ❖ Students/Guardians will be notified when and where report cards are ready for distribution.

4-18: Grades: Semester Exams *BOE Policy 5313 (BOE Policy under revision)*

To qualify for an exemption from the semester tests which are in the Fall and Spring semester, students must meet the following criteria:

No more than 4 absences and an A grade in the class

No more than 3 absences and a B grade in the class

No more than 2 absences and a C grade in the class

Acquire no more than 10 total tardies throughout the semester.

Have less than 3 days of ISD discipline consequences, no STAP or suspension consequences.

Each course at Tahlequah High School will give a final exam on the scheduled days. NO FINAL EXAMS WILL BE GIVEN EARLY. The final exam will be worth 10% of the total semester grade.

FINAL EXAM DATES FOR THE 2024-2025 SCHOOL YEAR:

Thursday, December 19th and Friday, December 20th, 2024

Monday, May 19th and Tuesday, May 20th, 2025

4-19: Grades: Transcripts

- ❖ Tahlequah High School maintains a permanent record of each student's grade, GPA, class rank, standardized test scores, and pertinent information needed on each student's transcript.
- ❖ Requests for transcripts should be made in the Registrar's Office and are processed by the Registrar. Transcripts, with proper releases, may be picked up in person or mailed.

4-20: Graduation Requirements *BOE Policy 5375*

- ❖ Students entering 9th grade during the 2024-2025 school year will have additional Mathematics requirements that will be added soon pending Tahlequah Board of Education requirements.
- ❖ Tahlequah High School offers a complete Student Course Planning Guide for more specific information regarding specific required core and elective classes
- ❖ The requirements outlined in this section may be followed in determining assignment of grade level classification for students in the High School, and for determining requirements for graduation from the high school program.
- ❖ The high school program may consist of the curriculum offered in grades 9, 10, 11, and 12.
- ❖ The minimum requirements for graduating from Tahlequah High School is 23 credits. A minimum grade of 60% must be attained in each semester course to receive ½ (.5) credit for the course.

- ❖ Beginning with 9th grade students enrolled in the 2008-2009 school year, the required three units or sets of competencies shall be completed in the 9-12.
 - However, state law provides, if a student completes any required courses in mathematics prior to 9th grade, the student may take any other mathematics courses to fulfill the requirement to complete three units in grades 9-12 after the student has satisfied the above mathematics requirements for graduation.
- ❖ Tahlequah's curriculum for grades 9-12 emphasizes a strong academic preparation.
- ❖ Each year students must enroll in a minimum of six classes per Semester. Any exception must be made by the principal
- ❖ All deficiencies in graduation credits and course requirements must be made up before a diploma is issued.
- ❖ Any student not meeting credit requirements for graduation must complete the courses needed either by attending summer school (if available), correspondence courses, or a combination of these under the direction of Tahlequah School Counselors for grades 9-12.
- ❖ Two .5 units earned by a student in any approved summer school in Oklahoma may be accepted, at the option of the local Board of Education, as resident credit (Regulation J., Oklahoma State Department of Education).
- ❖ If students demonstrate proficiency for 9-12 curriculum areas, through proficiency-based promotion assessment, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements for graduation.
- ❖ Students who need more than one unit (1 credit) for graduation may not be permitted to participate in graduation exercises (Regulation K., Oklahoma State Department of Education).
- ❖ A student under disciplinary action, either suspended or in an alternative educational program for disciplinary reasons, may not participate in graduation (commencement) exercises with the Senior Class if that event occurs during the time the student is under disciplinary action.
- ❖ An earned diploma may be presented privately or may be mailed to the student. Exceptions to this policy may be made by the principal at Tahlequah High School in accordance with authorization by the Superintendent of Schools.

4-21: Inactive Period

- ❖ Activities scheduled during any required state testing window require building principal approval.

4-22: WENGAGE-Home Portal BOE Policy 4132

- ❖ The purpose of this policy is to provide guidance and expectations for all Tahlequah Public Schools students, parents, and guardians regarding the use of electronic tools used to facilitate collaboration and communication between the parent(s)/guardian(s), students, and teachers.
- ❖ See High School Receptionist for access.

4-23: Protection of Pupil Rights Amendment (PPRA)

- ❖ PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:
 - Consent before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - Political affiliations or beliefs of the student or student's parent(s)
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
 - Receive notice and an opportunity to opt out of
 - Any other protected information survey, regardless of funding;

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
- Tahlequah Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- Tahlequah Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Tahlequah Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - Administration of any protected information survey not funded in whole or in part by ED.
 - Any non-emergency, invasive physical examination or screening as described above.
 - Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

4:24 Parents' Bill of Rights BOE Policy 6145

- ❖ The school district follows the Parents' Bill of Rights.
- ❖ Additional information is available for parents in board policy #6145 on the district website.
- ❖ Parents may submit written request to obtain the specific information listed in the Parents' Bill of Rights during regular school hours by contacting the building principal or the superintendent.

4-25: Schedule Changes

- ❖ Once courses begin, adjustments will be made only on a limited basis.
- ❖ Schedules may be adjusted during the first 5 days of each semester providing:
 - Incomplete schedules or errors.
 - Student who does not meet prerequisites, improper sequencing of classes or does not have teacher approval.
 - Acceptance to special program (Co-Op, Work Experience, ICTC, etc.).
 - Enrolled in a course with a teacher with whom the student failed previously (if possible).
 - Dropping a course already passed.
 - Taking a more challenging course.
 - Principal approval required for all other changes.

4-26: Senior Activities and Graduation

- ❖ Students who are under active discipline are subject to administrative review regarding participation in senior activities.
- ❖ Only Seniors may participate in activities designated as Senior activities.

- ❖ Seniors will be given dates, times, and information about upcoming activities in the spring of each school year.
- ❖ Seniors are restricted to specified areas during Senior activities. They are not allowed to be in the class areas without permission from an administrator. Graduation dress code for seniors participating in graduation ceremonies will be included in the graduation packet. Seniors must adhere to those policies to walk at graduation.

4-27: Student Directory Information BOE Policy 6155

- ❖ If you do not want Tahlequah Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. Tahlequah Public Schools has designated the following information as directory information:
 - Student's name
 - Address
 - Telephone listing
 - Electronic mail address
 - Photograph
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Degrees, honors, and awards received
 - The most recent education agency or institution attended

4-28: Miscellaneous Information from Academic Counselor

- ❖ ACT, PSAT, SAT, NMSQT, AP EXAMS, ASVAB
- ❖ ACT register online at www.actstudent.org
- ❖ National Test Dates for above testing
- ❖ Alternative Education
- ❖ Advanced Placement Exams
- ❖ Concurrent College Enrollment
- ❖ Financial Aid Information
- ❖ Gifted and Talented Program
- ❖ Homebound Application (Extended Absence –Medical)
- ❖ Indian Capital Technology Centers
- ❖ JOM Eligibility
- ❖ Make Up Credits
- ❖ NCAA Clearinghouse Information
- ❖ Oklahoma Promise (formerly OHLAP)
- ❖ Oklahoma Career Search
- ❖ Oklahoma Academic Scholar Program
- ❖ Oklahoma Honor Society
- ❖ Oklahoma State Regents Standards
- ❖ Oklahoma State Testing Requirements/Window
- ❖ Proficiency Based Testing
- ❖ Scholarship Information
- ❖ Scholastic Awards
- ❖ Summer School
- ❖ Various College Catalogues /College Admission Forms
- ❖ Vocational Rehabilitation

SECTION 5: ATHLETICS AND ACTIVITIES

5-1: Activity Fee

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

5-2: Assemblies

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

5-3: Athletics

- ❖ Please note that there is a Board approved Handbook specifically for Athletics
- ❖ Students are responsible for the information in both the Student Handbook and the Athletic Handbook if the student is enrolled in Athletics.
- ❖ Tahlequah High School offers programs in the following sports:

Baseball	Football	Tennis
Basketball	Golf	Track
Cheerleading	Soccer	Volleyball
Cross Country Track	Softball-Fast Pitch	Wrestling
Dance	Softball-Slow Pitch	Archery

5-4: Drug Free School *BOE Policies 6205, 6207, 6208, 6209*

- ❖ Reporting Students Under the Influence of or Possessing Tobacco, Vaping, Alcoholic Beverages, or Controlled Dangerous Substances
- ❖ Smoke Free Environment/Tobacco Use Policy
- ❖ Student Random Drug and Alcohol Testing Policy
- ❖ Medical Marijuana

5-5: Eligibility Rules-Scholastic *BOE Policy 6177*

- ❖ **Six Week Ineligible Period Each Semester**
 - A student must have received a passing grade in any 5 subjects to be counted for graduation that he/she was enrolled in during the last semester attended 15 or more days.
 - If a student does not meet the minimum criteria, he/she will not be eligible during the 1st six weeks of the next grading period.
 - There are two (2) periods of six (6) week ineligibility:
 - The first six weeks of school in the fall
 - The first six weeks of second semester. (This typically occurs after Christmas break.)
 - A student who is ineligible for six weeks may regain eligibility after that period by passing all current subjects and by maintaining passing grades.
- ❖ **Student Eligibility During a Semester**
 - Eligibility will be checked during the fourth week of each semester and each week thereafter.
 - If a student is failing one or more classes, he/she will be placed on probation for the next week-long eligibility period.

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

❖ **Attendance Activity Absences/10 Day Rule *BOE Policy 5005***

- Each student is allowed a maximum of ten (10) schools-sponsored activity absences per class per year (Oklahoma Schools Standards for Accreditation 210:35-17-2).
- The principal must approve all student activities that require absences from class. School organizational sponsors and coaches turn in Activity/Request Forms to the Principal's Office ten (10) days prior to the activity.
- Once received, the activity will be approved or denied, and the number of individual student's activity absences checked.
- A student who has ten (10) activity related absences cannot represent the school in any activity or be absent from school or an activity without prior approval from the SA Committee.
- The Sponsor/Coach will notify a student who has ten (10) activity absences that he/she will not be approved for the activity.
- At that point, an appeal must be made and approved within two (2) days of the 11-15th activity for the student to attend the activity.
- An appeal to exceed the ten (10) activity absences rule must be addressed in writing by the coach/sponsor, student, or the student and/or his/her parent(s) to the SA Committee a minimum of two (2) school days before the activity absence.
- The following will be considered by the principal/committee when determining whether to grant an additional activity absence in cases of an appeal:
 - Student's current grade in class affected.
 - Student's overall attendance record in class affected.
 - Recommendation of student's parent(s)/guardian(s);
 - Recommendation of the student's teacher(s); and
 - Recommendation of the student's sponsor/coach
- The student will be notified if approved or denied within three (3) school days following reception of the appeal.
- Any deviation from the 10-day activity absence rule may not exceed 5 days.

❖ **Other Eligibility Requirements *BOE Policies 5150, 6177***

- Some organizations and activities require GPA and/or grade standards which exceed the above policy.
- For verification of these requirements, you should contact the appropriate sponsor/coach or the school administration.

- All eligibility requirements for organizations are also listed in respective constitutions and/or bylaws.

5-6: Clubs and Organizations *BOE Policy 6140*

- ❖ Tahlequah High School has many organizations and clubs to meet the varied interests of its student population.
- ❖ Students find that if they are active in school activities their entire educational experience is more successful.
- ❖ Students may hold the office of President, Vice-President, Secretary or Treasurer in only one organization in the same school year.
- ❖ The same student may act as the other officer, or board member in other organizations in the same school year.

Club/Organization Name	Sponsor	Mission Statement
Academic Club	Chelsea Greenfield/Wendy Jordan	Allows students to compete in core content within team and other schools
Art Club	Ellie Vega	Gives students opportunity to explore and compete in many facets of visual ART
BPA	SaMerril Estep	Encourages interest in Business Careers, provides opportunity for competition, and promotes leadership
Cherokee Club	Cody Vann/Jennifer McCann	Deepens relationship between students and the Cherokee culture utilizing trips, hands-on activities, and guest speakers
Chess Club	Kris Cooper	Provides a challenge for students while building confidence and self-esteem. It offers a combination of educational and social activity.
English Club	Alan Underwood	Provides an opportunity for students to share in their love for literature with book discussions and writing competitions and promotes community service
FCA	Hannah Lasater/Shayla Stewart	FCA challenges coaches and students to demonstrate Christianity, serving Him and striving for Integrity, Service, Teamwork, and Excellence
FCCLA	Tracy Bloom	Promotes personal growth and leadership development through Family and Consumer Science education, developing skills for life
FFA	Carl Wallace	Agricultural Education prepares students for successful careers and a lifetime of informed choices in agriculture, food, fiber, and natural resources
JROTC	Major Nick Lewis	Prepares students for leadership, makes them aware of their rights and responsibilities as a citizen of school, community, and nation. Students compete in drill, Color Guard, marksmanship, academics, and leadership, physical fitness
NHS	Debbi Peterson/Candice Yochum-Wicks	National Honor Society-Promotes Student Academics and focuses on Service, Scholarship, Leadership, and Character
SWAT	Jyme Vaughn	Student Wellness Action Team – previously substance abuse-Promote healthy nutrition, physical activities, and wellness
HOSA	Janet Lawrence	
Science Club	Haley Davis	Science Club offers THS students an opportunity to be involved in science fields in different levels, including research and travel
Spanish Club	Kris Cooper	THS Spanish Club helps students learn more about Spanish culture, customs, history and geography.
Student Council	Ashley Wade/Alan Underwood	The mission of the Student Council at THS is to increase student information and involvement in all areas of student leadership
Yearbook	Melissa Harris	The Yearbook staff compiles activities, awards, competitions, and performances from the school year
TSA	Candice Yochum-Wicks	Develops and enhances student interest in STEM through robotics and other projects.
Boys & Girls Club	Claire Carney	Provide tutoring, enrichment, meal, and safe place for students at no cost.
Link Crew	Melissa Harris/Lori Freymuth/Emily Langston	Link Crew is a mentor program in which Juniors and Seniors mentor incoming Freshmen to help them transition successfully from middle school to high school. This program will help create a positive and kind culture, while allowing students to take ownership of the school culture at Tahlequah High School.
Prism	Stephen Walden	Advocating the wellbeing and mental health of the LGBTQ+/ally community at Tahlequah High School, championing their rights and individuality, and educating the school population for the safety of all students.

E Sports	Sierra DeMoss	The E Sports team promotes competition and performance utilizing video gaming that represents the student body at Tahlequah High School.
Tahlequah Minds Matter	Jyme Vaughn	Is a student led organization that works to improve mental health at Tahlequah High School, increase social connectedness, encourage help seeking behaviors, and improve access to mental health resources.

5-7: Dances-See Building Principal for Approval BOE Policy 6179

- ❖ Dances are limited to one per month, including the Prom.
- ❖ Appropriate dress is required.
- ❖ The band/music must be approved in advance by the building principal.
- ❖ There should be a minimum of six adult sponsors; four should be faculty.
- ❖ Students must be a current THS student in grades 9-12; Prom may entertain exceptions within guidelines.
- ❖ A School Resource Officer or other police officer must be present.
- ❖ Dances must end by 12:00 AM on weekends and 10:30 PM on weekdays.
- ❖ A student who leaves will not be re-admitted; money will not be refunded.
- ❖ Dances must be approved 2 weeks before the date requested.
- ❖ All school rules and board policies apply to dances.

5-8: Dances- Prom

- ❖ **Prom Guidelines and Procedures**
 - Prom is a formal event; proper attire is required.
 - Only THS juniors and seniors are allowed to purchase a ticket. No tickets will be sold at the door. No student or guest will be admitted to the prom without a ticket.
 - Each junior/senior who buys a ticket may bring 1 guest.
 - Guest will only be permitted to enter with the junior/senior who purchased his/her ticket.
 - If a student wants to bring a guest who is not currently in school, that person cannot be older than 20 or younger than age 16.
 - Any guest that is not currently in grades 9-12 at Tahlequah High School must complete the Prom Attendance Agreement. Tickets will not be sold for any guest that has not completed the agreement. This form can be obtained from the junior class sponsors.
 - Every student and guest will take a breathalyzer test before being admitted to prom.
 - Once a student enters the prom venue, they will not be allowed to go outside. If they choose to leave the venue, they will not be readmitted.
 - All students and guests will be held to rules and guidelines for the venue. If those rules are violated the student or guest will be asked to leave the Prom.

5-9: Homecoming

- ❖ **All Sports King and Queen Senior Eligibility**
 - Students on this ballot must have been in one sport for 4 years at THS or two sports for 2 years at THS.
 - Student-athletes must be currently enrolled in an athletic sport.
 - Student-athletes must also be academically eligible to appear on the All Sports ballot.
- ❖ **All Sports King and Queen Voting Process**
 - Tahlequah High School student-athletes will vote for All Sports King and Queen during a designated period, usually within the first 2 weeks of school beginning in the fall.
 - Google Doc will be created for voting purposes. SENIOR students will be used for candidates unless there are no seniors in sport/club.
 - Initial Vote: Student-athletes vote for three males and three females.
 - After voting, all ballots will be delivered to the High School Principal.
 - Ballots will be counted by the High School Principal and Assistant Principals.
 - After the top three male and female, All Sports King and Queen candidates have been determined, a final vote will be required.
 - Second Vote: Student-athletes will only vote for one male and one female student-athlete during a designated period.

- These three boys and girls will represent Tahlequah High School as the three All Sports King and Queen Candidates during Homecoming.
- Final Vote: Once the final candidates are determined from the 2nd voting, at a designated time, student athletes will vote for 1 male to be named as the All Sports King and 1 female as the All Sports Queen.
- After the final voting, all ballots will be delivered to the high school principal, and they will be counted by only the Principal and Assistant Principals.
- The winner of the Homecoming All Sports King and Queen will be kept a secret and known only by the Athletic Director or Principal, to be announced the night of the Homecoming Coronation. These ballots will be stored in a secure and locked vault.
- ❖ **Homecoming Sweethearts and Escorts**
 - Only after the All Sports King and Queen candidates have been chosen should Sweethearts and Escorts be chosen by each team and/or club/organization.
- ❖ **Homecoming Activities**
 - Announcements and more information concerning homecoming expectations and activities will be addressed during a meeting for those participants.

5-10: Field Trips *BOE Policies 5087, 6140, 6179*

- ❖ Teachers/Coaches/Sponsors of field trips of any nature are responsible for directing the students involved concerning the proper procedure concerning dress and behavior.
- ❖ All school rules, including dress code, will be observed.
- ❖ Principal must approve requests for all trips.
- ❖ Students must meet the academic eligibility requirements to participate unless district administration allows.
- ❖ Students who have a pattern of disciplinary/attendance problems may be restricted from participating in field/school trips.
- ❖ Students must use the transportation provided by the school system for all field/school trips unless pre-approved by the principal.
- ❖ Many school activity trips require students to participate in fundraising activities to participate in activity trips, both local and out of state.
- ❖ The cost of the activity trip not covered by the student's fundraising participation is the responsibility of the student and/or parent.
- ❖ The student's total cost of the activity trip must be paid in full prior to the activity trip.
- ❖ Students participating in activity trips must be academically eligible to participate.
- ❖ Students who pay but cannot attend due to eligibility and/or discipline may not receive a refund.

5-11: Field Trips and Performing Arts *BOE Policies 5087, 6150, 6179*

- ❖ The Tahlequah High School philosophy concerning performing arts and activity groups is that the total learning experience involves practice, performance, and evaluation.
- ❖ Students and parents should be aware of possible conflicts with other activities in and outside of the school system.
- ❖ Students must adhere to all organizational and school rules/policies.
- ❖ Practice, performance, service, and participation in all areas will help determine grade and position, in and out of the regular classroom.
- ❖ In situations where a student has a conflict between two school-sponsored activities in which the student is an active participant, the student must notify the appropriate sponsors in advance, as to which activity he/she will participate. No penalty may be assessed for missing the other activity.
- ❖ The initial responsibility for a review of any conflict is that of the student.
- ❖ If an acceptable solution is not reached during a meeting of the student and the sponsor/director, the building principal will be informed of the need to review the request.

- ❖ The building principal will meet with the concerned student and the director /instructor. A decision by the building principal concerning resolution of conflict will be provided to all interested parties. That decision will be final.

5-12: Fundraising *BOE Policies 6125, 6127, 6129*

- ❖ All fundraising activities must be approved by the principal and preapproved by the BOE.

5-13: Identification of Students

- ❖ All students are expected to have a school ID.
- ❖ An ID # is required to use the cafeteria.
- ❖ The ID may only be used by the student who appears on the ID.
- ❖ Students are required to identify themselves upon request on campus and at student activities.
- ❖ Failure to do so may result in disciplinary consequences.
- ❖ If an ID is lost, defaced, or damaged it is the student's responsibility to replace the ID with a new one, which will cost \$5.00.
- ❖ Students need to see an administrator if they have a financial situation that prevents them from purchasing a replacement ID badge.

5-14: Media Center *See BOE Policy 5083*

- ❖ Report cards/ transcripts of students with overdue library materials will be held until the debts are paid or materials are returned.
- ❖ A student with overdue materials may be considered ineligible.

5-15: School Pictures

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

SECTION 6: GENERAL SCHOOL POLICIES

6-1: AHERA Asbestos

6-2: Accident Insurance *BOE Policy 6103*

6-3: Aids Education Program *BOE Policy 5127*

6-4: Contagious Diseases: Head Lice *BOE Policy 6050*

6-5: Custodial vs. Non-Custodial Parent: Protective or Restraining Orders *BOE Policy 6119*

6-6: Distribution and Posting of Materials *BOE Policy 6187*

6-7: Drug Free Schools *BOE Policy 6207*

6-8: Drug Free: Smoke Free Environment/Tobacco Use Policy *BOE Policy 6208*

6-9: Drug Free: Student Random Drug and Alcohol Testing Policy *6209*

6-10: FERPA Notification of Rights *BOE Policy 6150*

6-11: Grievance Procedure for Filing, Processing, and Resolving Alleged Discrimination Complaints (Students and Employees) *BOE Policy 6300*

DeAnn Mashburn, Compliance Coordinator

(mashburnd@tahlequahschools.org) 918-458-4100

Title VII Civil Rights Act--Inquiries concerning religion, race, or ethnicity related inquiry and policy.

Title IX, gender related inquiries and policy.

Nikki Molloy, Compliance Coordinator

(molloyn@tahlequahschools.org) 918-458-4100

Inquiries regarding disabled students under IDEA or Section 504. Inquiries concerning ADA and

disability related policies.

6-12: Health Service Information *BOE Policy 6061*

6-13: Internet and Other Computer Networks Acceptable Use and Internet Safety *BOE Policy 5085*

6-14: Medical Emergencies-Treatment and Procedures *BOE Policy 6063*

6-15: Medication: Administering to Students *BOE Policy 6065*

6-16: Medication: Self-Administration of Inhaled Asthma Medication *BOE Policy 6067*.

6-17: Open Records Act *BOE Policies 6150, 6160*

6-18: Parents Right to Know Employee Records Investigation *BOE Policy 4015*

6-19: Parent Involvement Committee Title I *BOE Policy 5450*

6-20: Safety and Emergency Procedures *BOE Policies 3175, 3177, 3183, 3187, 3189, 3193*

6-21: Student Sexual Harassment *BOE Policy 6275*

6-22: Special Education *BOE Policies 5150, 5155*

6-23: Wellness Policy: Physical Activity Report to Parents *BOE Policy 60404*

6-24 Medical Marijuana 4174

6-25 Prohibition of Race and Sex Discrimination curriculum and complaint process *BOE Policy 5106*

6-26 Student Transfer Policy *BOE Policy 6025*