

Tahlequah Middle School Student Handbook 2024-2025



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Goals and Strategies of Tahlequah Public Schools

Dear Parents,

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

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

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

Thank you for your support.

TAHLEQUAH PUBLIC SCHOOL'S MISSION STATEMENT

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

VISION STATEMENT

Tigers ROAR! Removing Obstacles, Achieving Results!

Student Achievement and Citizenship

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

Drug-Free and Safe Schools

Tahlequah Public Schools will develop students who excel academically, reason and solve problems rationally and act responsibly by displaying good character and citizenship.

This goal can be achieved if teachers and students feel safe and secure. In learning and behavior, we establish clear expectations for our students. We invite and encourage parents to be partners in achieving our goal.

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

We will bring the full force of the school board policy, state law and federal law to bear on any student or adult who engages in any of the following activities:

1. Having any type of weapon on their person or in their locker or in their car.
2. Bringing, selling, giving, or using drugs or alcohol at school.
3. Coming to a school event under the influence of drugs or alcohol.
4. Showing disrespect to another person because of gender, race, religion, beliefs, or physical condition.
5. Showing defiance of or disrespect to a staff member.
6. Student involvement in any type of physical confrontation.

Students may be suspended from school and will have criminal charges filed against them when it is appropriate.

Students can best learn in an environment in which there is good instruction, a respect for authority, an adherence to discipline standards and a climate of mutual respect.

Technology

Tahlequah Public Schools will ensure the continuous acquisition of and access to, technological exposure, knowledge, and literacy, which is both appropriate and essential for ultimate intellectual, social, and character development of students as citizens of the 21st century.

Bell Schedule

6th Grade

8:00-8:55-1st Period
9:00-9:55-2nd Period
10:00-10:55-3rd Period
11:00-11:35-4th Period Focus
11:40-12:10-Lunch
12:15-1:10-5th Period
1:15-2:10-6th Period
2:15-3:10-7th Period

7th Grade

8:00-8:55-1st Period
9:00-9:55-2nd Period
10:00-10:55-3rd Period
11:00-11:55-4th Period
11:55-12:10-Focus
12:15-12:45-Lunch
12:50-1:10-5th Period Focus
1:15-2:10-6th Period
2:15-3:10-7th Period

8th Grade

8:00-8:55-1st Period
9:00-9:55-2nd Period
10:00-10:55-3rd Period
11:00-11:30-Lunch
11:35-12:30-4th Period
12:35-1:10-5th Period Focus
1:15-2:10-6th Period
2:15-3:10-7th Period

Dress Code and Appearance

All students are expected to be neatly groomed. Attire for students must be reasonable, modest and in such a style as it will not cause distraction from the educational process. Once a student has been in twice for dress code violations, the matter will become a discipline issue.

- 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.
- Sleeve openings must not expose the torso, cleavage, or undergarments.
- Pants must be worn at the waist. Sagging is not permitted; oversized clothing associated with sagging is a safety issue and is not allowed.
- Shoes must be worn.
- Shoes with metal taps and shoes with roller skates are not permitted
- Students are required to wear tennis/athletic shoes in PE to reduce the possibility of injury. Certain types of shoes may be required for certain activities.
- Gang symbols are prohibited. Bandanas of any color, durags, armbands and leg bands are prohibited.
- Hoods on the hoodies and/or any head coverings are not to be worn in the building.
- Dog collars, thick metal chains, choke chains, wallet chains and chains connecting one part of the body to another are not permitted.
- Any 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, is 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 writing or drawing on other individuals' clothing is allowed.
- No sunglasses may be worn inside the building.
- Student Badges will be worn visibly around the neck using the correct color. (See TMS Badge Policy Page 7)

TMS Badge Policy

Expectations:

All students will wear their ID badge visibly on campus (buses and bus stops at all times, including school related activities and athletic events).

Student ID's will be used for:

Student Identification
Bus Service
Lunch Accounts
Library/Technology Checkout

Badges cannot be defaced, damaged, or destroyed. If students arrive to campus with a damaged badge, a new badge purchase will be required. Temporary Badges will be provided (consequences will apply).

Daily Procedures:

Students must have an ID badge on at all times at TMS.

Students arriving to campus without an ID badge must check out a temporary ID badge for that day. Students will be required to replace lost, stolen, or damaged ID badges and receive the appropriate consequence.

Replacement Badges will be free for the first replacement, and subsequent replacement badges will cost is \$5 per loss. Replacement lanyards cost is \$2 per loss.

Students are expected to wear ID Badges while on campus. Failure to meet these expectations will be met with disciplinary consequences.

Religious and Health Accommodations to Dress Code

If a legitimate religious belief or health need of a student conflicts with the dress code, the building administrator shall consider reasonable accommodations. The parent or legal guardian of a student desiring accommodations based on a religious or health condition shall notify the site principal in writing of the requested accommodation and factual basis for the request before the student begins school.

Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance is recited daily, and a Moment of Silence is allowed for students to meditate, pray, or focus on the day ahead. Students are expected to spend the time allowed quietly and respectfully.

Moment of Silence

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 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.

Student Behavior

If a student is sent to, called to, or brought to the office for disciplinary measures, the student will be disciplined within the guidelines established by the Tahlequah Public Schools and the Board of Education.

Hallway Courtesy

- Walk on the right side of the hallway, and do not block traffic by standing in groups.
- Keep hands, feet, belongings, and objects to yourself.
- Do not run in the hallway.
- Do not congregate around lockers.
- Throw trash in the containers provided.
- No cell phone, headphones, ear buds, etc. use.

Restroom Expectations

- Use the assigned restroom closest to your class.
- Keep hands, feet, and belongings to yourself.
- **No cell phone use at all.**
- Use the restroom, wash/dry your hands, and exit quickly.

Standards of Behavior

Students will be expected to:

- Attend class daily.
- Be on time for each class.
- Accept the teacher's right to teach and each student's right to learn.
- Be attentive to and participate in the learning process in each classroom.

- Monitor school email and grades regularly.
- Accept responsibility for their actions.
- Be courteous and considerate toward others.
- Do their own work on tests, homework, and class work.
- Complete all assignments during class time or as homework and turn them in.

General Safe School Expectations

In addition to the teacher’s classroom expectations of conduct, the following expectations should be recognized throughout the entire school campus and at school sponsored events. The following are prohibited, and disciplinary consequences will result:

- Conduct which interferes with the educational process
- Abusive and/or inappropriate language or gestures
- Fighting and rowdy behavior
- Backpacks are not allowed in restrooms
- Pictures, social media posting, sending pictures/video is not allowed without consent
- No cell phones allowed in restrooms.
- Inciting or encouraging a fight, including pushing, cheering, filming, posting to the internet, etc.
- Possession or use of alcohol or tobacco in any form
- Throwing rocks, snowballs, etc.
- Littering
- Out of class without permission
- Leaving campus without permission
- Skateboards
- Laser Pointers
- Permanent markers and Sharpie markers
- Valuables: Cameras, iPods, and electronic Devices (The school will not be responsible for lost, stolen or broken items)
- Vandalism of school and/or school property ie. bathrooms, hallways, etc.
- Representing objects as a drug, and/or paraphernalia

POLICY PROHIBITING BULLYING, ALSO REFERRED TO AS THE ‘SCHOOL SAFETY AND BULLYING PREVENTION ACT’ BOARD OF EDUCATION POLICY 6203

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying.

Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

A. Statutory Definition of Terms

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

“**Electronic Communication**” means the communication of any written, verbal, pictorial information, or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. The District prohibits bullying by electronic communication whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“**At School**” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

“**Threatening Behavior,**” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

B. The “Reasonable Person” Standard

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

C. Types of Bullying

“**Physical Bullying**” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide. “**Emotional Bullying**” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks, gestures, or harassing and frightening statements.

“**Social Bullying**” includes harm to another’s group acceptance, including but not limited to gossiping: spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage to the target’s current relationships, or deprive the target of the self-confidence or respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including, but not limited to, making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; gossiping about the target’s sexuality or sex life; engaging in off-campus dating violence that adversely affects the target’s educational opportunities; or making threatening sexual statements directed at or about the target. **Such conduct may also constitute sexual harassment, which is prohibited by the District.**

Understanding and Preventing Bullying

A. Student and Staff Education and Training

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

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

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

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

B. The District’s Safe School Committees

The District’s Safe School Committees have the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues that 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 Poteete, Family and Community Support Coordinator.

Investigating Bullying Reports

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

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

Upon completion of an investigation, the school 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 resources 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

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

*Adopted by the Board of Education
on 11-12-12;
Revised 11-11-2013; Revised 7-13-2014*

Smoke Free Environment/Tobacco Use (6208)

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

- A. Therefore, smoking, chewing/dipping or the use of any other tobacco by faculty, staff, students and members of the public is prohibited on, in, or upon any school property. 24 hours per day, seven days per week, including non-school days and will apply to all students, faculty, staff and visitors and to any outside agency using the district's facilities. Possession of tobacco products (or a lighter) is prohibited by students on, in or upon any school property.
 1. "School Property is defined as all property owned, leased, rented or otherwise used by any school in this district including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. This includes but is not limited to areas normally reserved for the exclusive use of faculty or support staff.
 - b. All school grounds and buildings over which the school exercise control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking lots.

- c. All vehicles used by the district for transporting staff, students, and visitors.
 - 2. "Tobacco" is defined as any lighted or unlighted cigarette, cigar, pipe tobacco, bidi, snuff, chewing/dipping tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing/dipping, smoking (or both), and includes cloves or any other product packaged for smoking or the simulation of smoking and includes e-cigarettes/vaping devices.
 - 3. "Use" is defined as lighting, chewing/dipping, inhaling or smoking any tobacco as defined in this policy.
- B. It will further be the policy of the district that students will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while participating in any class or activity in which they represent the district.
 - C. Employees of the district will not be permitted to use in public, or in view of the students, tobacco or tobacco products while they are participants in any class or activity in which they represent the district.
 - D. The district prohibits tobacco advertising on school property, at school functions and in school publications. This includes gear, paraphernalia, clothing, etc.
 - E. School administrators shall notify students, families, education personnel and school visitors of the tobacco free policy in handbooks and newsletter, on posted notices or signs at the school entrance and other appropriate locations, and the other efficient means.
 - F. It is the responsibility of all students, employees and visitors to enforce this policy through verbal admonition. Students and employees in violation of this policy may be subject to germane sanctions as determined by written policy, including disciplinary action. Patrons who violate this policy may be asked to leave school property.
 - G. To the extent possible, tobacco use prevention education will be integrated within the instructional programs of the district.
 - H. As a function of improving student health, the district will work with available community resources to develop and implement voluntary programs to assist students in overcoming tobacco addiction and in the cessation of tobacco use. Attendance or completion of such programs will be allowed as a voluntary substitute to disciplinary sanctions (including suspension) imposed for possession or use of tobacco.

Adopted by the Board of Education on 12-13-90, Revised 2-13-92, Revised 7-15-04, Revised 11-14-05, Revised 7-16-07, Revised 10-14-13

Tobacco

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

disciplinary actions. **E-cigarettes and Vaping devices are prohibited on Tahlequah Public School Campuses.**

Discipline Consequences

Although discipline does not appear as a subject in school, it is a foundational component for the entire educational structure. Discipline is the training that develops character, self-control, efficiency, and good citizenship. It is the key to good conduct and proper consideration of others. By understanding discipline, a student will develop the habit of self-restraint and make school an effective place of learning.

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

- Lunch Detention
- After-School Detention
- Work Detail
- In-School Detention (ISD)
- Short-Term Alternative Placement (STAP)
- ~~Long-Term~~ Suspension from all Tahlequah Public-School campuses and events

If a student's offense is serious enough or if a student has repeated trips to the office any steps may be skipped, resulting in a higher level or level(s) of discipline.

Explanation of Offenses and Discipline

A discipline referral will be sent to the office if collaboration between the teacher, parent and student is unsuccessful. A principal will administer discipline and at that time, a student will be placed on a Student Discipline Report.

After-School Detention

A minimum of two hours of detention must be served as assigned or students will be placed in ISD (In-School Detention). Students must bring work with them to detention. Students will not be allowed to reassign detention once a date is set. Only a parent may request a date change. This consequence will be used for minor offenses what occur on campus or in the classroom and impede the learning process.

Work Detail

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

In-School Detention (ISD)

ISD stands for In-School Detention. This program will be housed on the middle school campus and is intended to be an alternative to STAP or Long-term suspension. Students will work on grade-level material that will reinforce mastery of academic skills or homework.

If a student is removed for an ISD rule violation, they will return to ISD until the assigned time is served, or alternative discipline will be assigned.

Students will be expected to complete all assignments. If the expectations of ISD are not followed, the discipline assignment may be extended, or the assignment may be changed to STAP or suspension.

While in ISD, classwork and tests will be provided for the student. If teachers have provided work for the ISD, work is due upon the student's return. If teachers have not provided work during the ISD period, the student has three (3) days to make up work after he/she returns to the regular classroom.

There is no appeal process for ISD.

Short-Term Alternative Placement

In this situation the student will not be allowed to return to the regular classroom setting for a number of days to be determined by the nature and frequency of his/her inappropriate actions. There is no appeal process for students placed in STAP. Students are expected to attend from 3:10pm to 7:10pm on the campus of the alternative school. Students who do not attend STAP will be recorded as an unexcused absence and the days assigned to STAP must be completed before the student will be permitted to return to regular classes.

STAP will be administered for offenses (but not limited to) such as the following:

- Fighting
- Tobacco use or possession
- Vaping use or possession
- Petty theft
- Repeated threats of violence
- Profanity toward staff
- Repeated and severe classroom disruptions
- Vandalism (student will also be required to pay restitution)
- Biting or spitting on another individual
- Bullying

Students will be expected to complete all assignments. If the expectations of STAP are not followed, the discipline assignment may be extended, or the assignment may be changed to Suspension instead of STAP. If a parent requests suspension instead of STAP, there is no appeal process for this suspension.

While in STAP, classwork and tests will be provided for the student. If teachers have provided work for the STAP, work is due upon the student's return. If teachers have not provided work during the STAP period, the student has three (3) days to make up work after he/she returns to the regular classroom. Students assigned to STAP for ten or more consecutive days may also be assigned to ISD upon their return to campus in preparation for their re-entry to the classroom. The number of days in ISD will be determined by the administrative team.

Suspension

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.

Long Term Suspension: Right to Appeal Assignment of more than 10 Days

A student may be removed from campus due to the safety, welfare, or ability to maintain a stable learning environment for other students.

A parent/guardian may appeal the out-of-school suspension decision (1) with the building principal to (2) the district administration and (3) the Board of Education.

Rights, Responsibilities and Limitations for Long-Term Suspension

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

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

The commission of or participation in such activities in school buildings, on school property or at school-sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether criminal charges result. Depending on the severity of the act, the local authorities may be notified.

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

Toy guns or look-a-likes will be treated with severe consequences. If the toy is displayed as real, the consequence may be long-term suspension.

Alcoholic beverages and controlled substances: the sale, consumption or possession of alcoholic beverages and other controlled substances including illegal narcotics, dangerous drugs, drug paraphernalia and tobacco is prohibited. Any student found to be under the influence of alcohol/drugs will also face discipline proceedings. Items represented as drugs will be treated with severe consequences and the consequence may be long-term suspension.

A. Student Privileges While Under Suspension, STAP or ISD-TPS Board Policy

6259-When a student's behavior justifies Suspension, STAP or ISD, the student forfeits the privilege of participating in the social and academic life at school. During the term of the suspension, STAP, or ISD the student will not be permitted to participate in or be in attendance at any extracurricular activities in which district schools participate. "Extracurricular activities" include but are not limited to; all school sponsored teams, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Off-Campus Misconduct

School activities are considered an extension of the school day. All rules' regulations and policies of the school will be enforced during activities.

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

Student Relationships

Middle School students are expected to always treat each other with courtesy and respect. Displays of affection for other students by holding hands, kissing, hugging, and inappropriate touching are prohibited. NO PDA (Public Display of Affection)

Student Request for Leave from School

All students are required to be checked out through the attendance office before leaving campus. Parents/guardians may check their student out during the school day when a parent/guardian personally comes to the attendance office to check the student out. A parent may designate a responsible adult to pick up their student when arrangements are made with the attendance office.

Parents should try to limit early release requests to appointments that cannot be scheduled before 8:10am or after 3:15pm.

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

Closed Campus

For your child's safety, Tahlequah Middle school has adopted a Closed Campus Policy. Permission to be away from campus must be made through the attendance office. Parents will need to make the request to the attendance office.

Visitors

Due to the overcrowding of classrooms and the cafeteria, students may not invite guests to school. Parents are always welcome as long as they contact and make arrangements with the classroom teacher. All visitors must sign in through the attendance office, present identification, and get a visitor's pass.

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.

TPS BOE policy-[6205 Student Transfer Policy found on district website under policies.](#)

Withdrawal from School

The procedure for withdrawal from school is as follows:

- Authorization for withdrawal must be made by the parent or guardian.
- Withdrawal forms must be obtained from the Attendance Office.
- Form is to be filled out by the student's teachers, books need to be returned and make sure all fines or charges are paid.
- Take the completed form to the Principal's Office for final clearance.

Change of Address

Notify the school of any address and or telephone changes so that parents can be notified in the event of an emergency. Changes in working telephone numbers for parents/guardians should also be brought to the attention of the school.

Attendance Policy for Tahlequah Public Schools

ATTENDANCE POLICY FOR TAHLEQUAH PUBLIC SCHOOLS 6007

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.

Adopted by the Board of Education on 8-15-91. Revised 08/18/20

ATTENDANCE POLICY- REGULATION 6009

Excused Absences

An excused absence will be granted when the following types of documentation are provided within five days of absence:

1. Medical- (doctor notes must be on medical letterhead and may be subject to verification).
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 make arrangements 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.

A student will not be considered absent from school if:

1. 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.
2. 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.
3. Students may participate in a board of education approved, released time course for elective credit, as per OklahomaHB1425. The released time program will be 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 with regard to 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.

School Activity

- 1. The student will be allowed to be absent for a maximum of ten days per period, per year to participate in activities sponsored by the school. Any additional days above ten must be approved by the Internal Activities Committee.
- 2. The student will be allowed to make up any work missed while participating.
- 3. Attendance will be taken for student that have chosen a blended pathway and come on-site for extra-curricular activities.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up.

- 1. If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.
- 2. Skip days or walk outs are not recognized as sanctioned activities. Participation in these activities constitutes truancy, and appropriate disciplinary action will be taken. A parent call will not excuse these absences.
- 3. Parent contact without documentation will be recorded as an unexcused absence. If a parent does contact the school the student is not subject to school consequences until the number of absences reaches ten.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies

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.

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 actually 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.

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 district's medical exemption review committee makes the determination of eligibility. 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.

***LEGAL REFERENCES: 38 O.S. §37**

70 O.S. § 10-105

70 O.S. § 3-145.8

Adopted by the Board of Education on 8-15-91. Revised 9-8-94, Revised 7-13-95, Revised 8-8-96, Revised 9-11-97, Revised 6-24-98, Revised 7-25-00, Revised 12-9-02, Revised 10-9-06, Revised 7-16-07, Revised 8-10-09, Revised 10-12-09, Revised 7-14-15, Revised 8-10-17, Revised 08-18-20, Revised 12-16-20, Revised 12-13-22.

Head Lice/Contagious Diseases

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

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

Adopted by the Board of Education 10-10-1991, Revised 7-10-1997, Revised 11-11-2002, Revised 10-9-2006

Procedures for Head Lice

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

Attendance, Absence, and Make-up Work

Grace Period for Make-Up Work Policy

In the event of consecutive absences, student 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 time-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 TMS. 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 modification to support the student's learning journey at Tahlequah Middle School.

Request for Assignments in Advance of Absence

All requests for homework assignments are made through the Counselor's office. The phone number is 918-458-4140 ext. 15727. Work may be picked up in the Attendance Office.

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

Student Grading Policy

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

Reporting Process

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

Grading Scale

Students will be graded on a standardized percentage scale:

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

Promotion Procedures

Promotion in Tahlequah Public Schools will be based on content mastery and achievement of curricular outcomes. A conference will be held to determine promotion eligibility. The conference will include the principal, counselor and a parent or guardian. Factors such as emotional maturity, age, academic progress, and attendance may be considered when deciding to move a child from one grade level to another.

Proficiency Based Promotion

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

Physical Education

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

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

Rules Governing Athletic Participation at the Middle School

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

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

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

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

Semester Grades

- A student on a semester schedule could not have failed more than one class the previous semester in which he/she was enrolled.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible the first six weeks of the next semester.
- A student who does not meet the above scholastic standard may regain his/her eligibility by achieving a passing grade in all subjects he/she is enrolled in at the end of a six-week period.
- Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grade required for the preceding grading period should be obtained from the records of the school last attended.

Student Eligibility during a Semester

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

Semester Honor Rolls

Students maintaining a 4.0 semester grade average will be recognized on the Superintendent’s Honor Roll. Students maintaining a semester grade average of at least 3.5 will be recognized on the Principal’s Honor Roll.

Student Programs and Services

Counseling Services

If you need to see a counselor, stop by the Counselor’s Office between classes and leave your name so that you may be called in later. In an emergency, your teacher may issue a pass in order for you to go to the Counselor’s office without a request from the counselor. The phone number of the Counselor’s Office is 918-458-4140 ext. 15727.

Extracurricular Activities, Organizations and Clubs

Tahlequah Middle School has several extracurricular activities, organization and clubs open to students:

| Club/Organization Name | Sponsor | Mission Statement |
|--------------------------------------|-----------------------------------|---|
| Academic Team | Kristy Ward | Allows students to compete in core content within team and other schools. |
| Cheerleading | Mendy McKee | Emphasizes and teaches the importance of safety, discipline, tumbling, cheerleading, dance, gymnastics, hard work, dedication and loyalty. |
| Robotics, TSA, & Science Club | Kym Tinsley | Offers opportunities to be involved in STEM in different levels, including research, travel, and competition. |
| Choir | Dan Vivion | Provides opportunities to perform a wide variety of choral music, improve music literacy, develop student leadership and teamwork skills, and share musical talents with our community. |
| Pom | Sierra Yokely | Emphasizes and teaches the importance of safety, discipline, tumbling, cheerleading, dance, gymnastics, hard work, dedication and loyalty. |
| SWAT | Addison Boulware & Sonya Davidson | Student Wellness Action Team- promoting healthy nutrition, physical activities, and wellness. |
| FCCLA | Toni Medlock | Promotes personal growth and leadership development through Family and Consumer Science education, developing skills for life |
| Band | Brandon Bahara | Enhances growth, maturity, and experience of our middle school band students. |
| National Junior Honor Society (NJHS) | Candice Jefferson | Promotes student academics and focuses on service, scholarship, leadership, and character. |
| Student Council | Kathy McClure | Increase student involvement in all areas of student leadership. |
| Indian Heritage Club | April Bardell | Deepens relationship between students and the Native culture utilizing trips, hands-on activities, and guest speakers. |
| Yearbook | Nancy Geiger | The Yearbook staff compiles activities, awards, competitions, and performances from the school year. |
| Competitive Athletics | See Athletic Handbook | Provides opportunities to lead, serve, make decisions, and build respect, trust, and responsibility. |

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

Student Activities, Eligibility (6177)

- A. Tahlequah Public School students wishing to participate in extracurricular activities, clubs, organizations, field trips and competitive programs must be enrolled as a full-time student and comply with the eligibility requirements of each organization and program.
- B.
 1. At the secondary school level, the Oklahoma Secondary Schools Activities Association will be the official determinant of the basic eligibility requirements for all inter-district competitions. The teacher of the organization planning the field trip and the building principal will be the final authority on whether or not students will be allowed to accompany a student group on an activity. Students under suspension or students who are not passing in all classes will not be allowed to go. Other situations, such as behavioral problems will be dealt with on an individual basis.

2. At the elementary school level, the teacher of the organization planning the field trip and the building principal will be the final authority on whether or not student will be allowed to accompany a student group on an activity.

Adopted by the Board of Education on 12-10-1992, Revised 7-16-2007, Revised 4-11-2011

Random Drug Testing

Tahlequah Middle School students wishing to participate in extracurricular activities, clubs, organizations, and competitive programs must be enrolled as a full-time student and comply with the eligibility requirements of each organization and program. A \$15 activity fee will be required, and all of these students will be subject to random drug testing. According to Tahlequah Public Schools Board of Education Policy 6209.

School Sponsored Dances

School sponsored dances occur throughout the school year. These dances are chaperoned by school officials and a School Resource Officer. These dances are to be attended by Tahlequah Middle School students only, there will be no exceptions. Students who are not picked up in a timely manner following a dance's conclusion will not be allowed to attend the next dance.

Guidelines for Students Desiring Leadership Opportunities

- Students desiring to run for a position in any organization must obtain an application from the organization's sponsor.
- The student must then present this application to the vice-principal for verification that the student has had no more than one discipline report filed in the office for the present or previous semester. Should a second offense go on record, the student will not continue to hold the position to which he/she was elected. He/she must maintain grade averages as specified with each organization.
- This application must be filed with the sponsor of the organization for which the student is seeking office before the student will be eligible to officially hold that office if elected.
- If any student desires to keep a position or membership in one of the organizations, he/she should strive for excellence in behavior and moral character.
- Severity Clause: Any single offense deemed severe enough or any violation of rules as stated in the student handbook under Rights, Responsibilities and Limitations for long-term suspension will be due cause for immediate removal from office, or disqualification of a candidate from seeking a position in any organization.
- Sponsors will send a list of students who were elected to the vice-principal for a grade/discipline check.

Academic Team: The Academic Teams are comprised of students who desire to represent TMS in academic competitions extremely intelligent students. There is one traveling team

for seventh and eighth grade students. If you feel that you can fulfill the requirements and pass the selection process which includes testing and checking academic and discipline records, see the sponsor to sign up. After-school practice will be required periodically. Selection will be completed by the end of October.

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

National Junior Honor Society (NJHS): Students must maintain a 3.85 cumulative grade point average on a 4.0 scale. Grade points are based on an average of all core classes. Grade points are figured with non-weighted grades beginning with the first semester of sixth grade. Students must have attended TMS for a minimum of one full semester (August-December) to be considered for membership. NJHS is a service organization, and members are expected to participate in service projects, both inside and outside the school day. The organization will perform several projects each year, of which members are expected to participate in at least half. Members will also be required to perform at least seven hours of community service per semester, which must be verified by a supervisor. Members are expected to hold themselves to a code of conduct. Behavioral problems are not tolerated; a student who receives more than one referral within one semester will automatically be dismissed. Any one serious violation may be cause for immediate removal if so voted on by the faculty council. Students should be a positive role models within both the school and community. Members should not be associated with any activity/activities both in school or out that would reflect negatively on their character or on their NJHS chapter.

Causes for Dismissal from NJHS:

- Any student whose cumulative GPA falls below 3.85 will be put on probation for one semester. If the student fails to bring the GPA back up to 3.85 during this time, he/she will no longer be eligible for membership.
- Any student who receives more than one disciplinary referral for any reason in a semester may be considered for removal of membership. Any student who commits a serious violation (fighting, possession or use of drugs, possession of a weapon, vandalism, etc.) may be immediately removed from the organization with the recommendation of the faculty council.
- Students who do not attend at least 75% of organization meetings or do not comply with the seven-hour minimum service requirement will be given a written warning. After discussion, the advisor may choose to place the student on probation if he/she still does not meet the requirement. At the end of the semester, the student may be dismissed from the organization if he/she continues to not meet the attendance requirement.

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

Technology Student Association (TSA): This leadership organization is open to any 6th, 7th or 8th grade student interested in career-oriented projects. Competitions are held regionally and statewide for those who qualify. Projects include computer, robotics, photography and rocketry, etc.

Student Council: Student Council is made up of at-large representatives from the 6th, 7th and 8th grades, as well as two representatives from each club or organization on campus along with six officers. The president must be an eighth grader. Representatives and officers are chosen during the first month of the school year. To be eligible as a representative, a student must have a minimum 3.0 grade average from the previous semester and no more than one discipline report on file for the previous or current semester. Officers of the Student Council will be elected by the entire student body in a general election. Candidates must have maintained a 3.0 grade average from the previous semester and have no more than one discipline report on file for the previous or current semester.

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

Pom: The purpose of the Tahlequah Middle School Pom squad is to promote school spirit and sportsmanship at all athletic events and at school. Members must maintain a 2.5 GPA and must maintain a good conduct record with no more than one disciplinary report on file per semester.

Telephone Usage

The telephone located in the Principal's Office or the Attendance Office is for business use only. Students may use them to call their parents in an emergency with the permission of their teacher and with a phone pass (not a regular hall pass). Students will not be called out of class to answer calls unless in an emergency. Messages left for students will be relayed in a timely manner. Students are not to go to the counselor's office to use the phone. Courtesy will be displayed at all times when using school phones.

Nuisance Items

Nuisance items will not be tolerated at school. These items may be hazardous to the safety or they may interfere in some way with the educational process. These include but are not limited to such items as electronic devices, toys, game cards, fidget spinners (without a note from a doctor), skateboards and other objects that distract from the educational environment.

Cell Phones

Students may possess and use a cell phone before school, during all lunches in the cafeteria and on the patio and during after school hours. Cell phones are not to be used in the hallways during the school day. Devices are to be turned off and unable to send or receive communication except during the allowed usage times. If noncompliance of the cell phone policy occurs; On the first offense; the student will be assigned to one (1) day after-school detention, 2nd offense two (2) days of after school detention, 3rd offense two (2) days of In-school Detention (ISD). The consequences will continue to become more severe should the student continue to violate this policy. Cell phone use is a privilege for students, and it **MAY BE REVOKED IF MISUSED**. The school will not be responsible for any lost, broken, or stolen cell phones/electronic devices while at school.

Extreme misuse of wireless devices may result in additional discipline consequences. Examples include but are not limited to cheating, the creation of and or sharing of inappropriate pictures or videos.

No electronic devices may be used in areas where a reasonable expectation of privacy exists, including but not limited to, restrooms and locker rooms. Videoing or photographing someone in the locker room or bathroom is prohibited and could lead to suspension.

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the year. There will be no writing in textbooks. Student who lose or damage a book while it is checked out to them will be expected to pay for it; cost is prorated based on its age over a five-year life span, (Paid for damaged books will remain the property of the school).

Lockers

Lockers are issued by the school and items are expected to be kept in lockers. Keep your books and valuables in your locker and be sure it is properly locked at all times. The student issued the locker will be held responsible for the contents of the locker. Do not share your combination with other students. The school will not be responsible for personal items that are lost or stolen while at school. Valuable items should not be brought to school.

Search and Seizure

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

Insurance

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

Drug-Free School Policy

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

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

Prescription Medication/Treatment for Medical Emergencies (6061)

The Tahlequah Board of Education recognizes the district's responsibility for emergency handling of accidents and sudden illness occurring at school or on school property. The Superintendent shall prepare procedures to implement this policy for assisting students who become ill or injured while under the district's supervision.

The Superintendent shall emphasize to students and parents that in order to obtain emergency medical care a Parental Consent for Emergency Medical Treatment/Clinic Card form signed by a parent/guardian must be on file. If this consent form is not on file emergency medical care will be provided in life threatening situations only.

This policy was adopted to further define Policy on Accidents/Injuries and to provide for additional procedures for reacting to health-related emergencies.

Adopted by the Board of Education on 5-10-90

Treatment for Emergencies Procedure (6063)

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

1. Consent to Medical Treatment: The Tahlequah Public Schools may consent to medical treatment for the student provided:
 - A. The person having the power to consent as provided by law cannot be contacted.
 - B. Written authorization to consent has been received from that person.

- C. There is an emergency situation in which prompt action is deemed necessary.
 - D. Emergency medical care will be provided in life-threatening situations-whether or not written authorization is on file. Whether or not a situation is life-threatening will be determined by the principal, teacher or administrator in attendance.
2. Form of Consent: Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent shall contain the following information:
- A. The name of the student;
 - B. The name of one or both, if known, or appointed guardians;
 - C. The name of the school official giving consent and his or her relationship to the student;
 - D. A Statement of the nature of the medical treatment to be given;
 - E. The date on which the treatment is to be given.

Adopted by the Board of Education on 5-10-90

Medication: Administering to Students (6065)

- A. It is the policy of the Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be a school to administer the medication or if the circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be administered to that student, the principal, or the principal's designee, may administer the medication only as follows:
 - 1. Prescription medication must be in a container that indicates the following:
 - a. Student's name
 - b. Name and strength of medication
 - c. Dosage and directions for administration
 - d. Name of physician or dentist
 - e. Date and name of pharmacy
- B. The term *medicine* as used in this policy means *non-prescription medicine* and *filled prescription medicine*. *Filled prescription medicine* is a prescription medication contained in a prescription vial with a label which correctly states the name of the patient, name of prescriber, prescription number, and directions for the administration of the medicine.
 - 1. The medication must be delivered to the principal's office in person by the parent or guardian of the student. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
 - 2. Purpose of the medication

3. Time to be administered
 4. Termination date for administering the medication
 5. Other appropriate information requested by the principal or the principal's designee.
- C. Non-prescription medication may be administered only with the written request and permission of a parent, guardian, or a person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.
1. The administrator, or administrator's designee, will:
 - A. Inform appropriate school personnel of the medication being administered
 - B. Keep an accurate record of the administration of the medication.
 - C. Keep all medication in a locked cabinet.
 - D. Return unused prescription to the parent or guardian only.
 2. The parent, guardian, or person having legal custody of the student is responsible for informing designated officials of any change in the student's health or change in medication.
 3. The school district retains the discretion to reject requests for administration of medicine. This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

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

Self-Administration of Inhaled Asthma Medication (6067)

- A. In compliance with State Law, Tahlequah Public Schools permits the self-administration of the inhaled asthma medication by a student for treatment of asthma and the self-administration of anaphylaxis. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician (who is treating the student) that states the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of their medication. Additionally:
 1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law. This would require two inhalers in the school setting or two doses of anaphylaxis medication, including but not limited to Epinephrine injectors that have been prescribed by a physician and have individual label prescription on each medication dispenser. The student would carry one medication dispenser and

an identical medication dispenser would be kept in a designated place in the school building.

2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian will sign a statement acknowledging that the school district and its employees and agents will incur no liability as a result of an injury arising from the self-administration of medication by the student. Tahlequah Public Schools reserves the right to review and/or terminate this authorization should the student choose to use their medication in a careless or questionable manner or share their medication with another individual. If a child is found unable to self-administer the medication, an alternative method will be developed and implemented.
3. Permission for the self-administration of the asthma medication or the self-administration of anaphylaxis medication is effective for the school year for which it is granted and will be renewed each subsequent school year upon fulfillment of the district requirements.
4. A student is permitted to self-administer asthma medication or administer anaphylaxis medication will be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
 - a. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 - b. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

Parents are required to complete the Self-Administration of Inhaled Asthma Medication Authorization form in the handbook and return to the school nurse. Adopted by the Board of Education on 8-27-06, Revised 8-11-08

Cafeteria Services

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a breakfast and lunch are offered at a reasonable price. Students with an ID badge will be served first.

All students are expected to conduct themselves in an orderly and mannerly fashion while in the cafeteria. While in the cafeteria, students should follow the rules listed below allowing everyone to have a pleasant, comfortable meal.

1. Students are not to save places in line or cut into the line.
2. Each student is to buy and select his/her own meal.
3. After going through the serving line, students are to be seated at a table and remain at the table until dismissed.
4. Seating may not be reserved.
5. Students are not to throw items in the cafeteria.

6. Students are to leave the cafeteria tables and seating area in a clean condition.
7. Students are to take their trays, utensils, and trash to the disposal area.
8. Food is not to be taken out of the cafeteria without permission.
9. Students may not leave the cafeteria without permission.
10. Students are not to use the vending machines during lunch.

TPS will be participating in a new option call 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 this year. All second or additional meals will be at cost to the student. \$2.50 for breakfast and \$5.00 for lunch.

Transportation Regulations

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules must be followed closely. The school provides transportation to students as a privilege. The privilege can be revoked at any point in the school year based on student conduct.

If a student needs to ride a bus that they are not assigned to ride daily, the parent or guardian will need to contact the transportation office at (918) 458-4168 to request a pass. This needs to be done before 2:30PM.

Homebound Guidelines

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

Family 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 canceled. Please ensure that a neighbor, family member or center is able to 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.

Public Notice Family Education Rights and Privacy Act

The Tahlequah School District has developed policies and procedures designed to meet the provisions of the Family Rights and Privacy Act (FERPA). These policies may be found under section 500.15, Student Records. Copies of the district policies are available for review in the Office of the Superintendent. The Tahlequah District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

1. To inspect or review the student's education records (see Statement of Rights)
2. The intent of the Tahlequah School District is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA.
3. The right of a student's parents or an eligible student to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education, if the Tahlequah School District violated FERPA.

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

The Tahlequah School District assured Child Find Procedures will be conducted according to the outlines within the Oklahoma Policies and Procedures for Special Education Manual.

The district will arrange to provide translations of this notice to a non-English speaking parent in their native language.

Notification of Family Educational and Privacy Act (FERPA)

STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION 6155

The Tahlequah Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administrations requesting directory information not be released to military service recruiters.

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, and trade schools.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper order operation of the school. Organizations wishing to recruit at the high school level must make arrangements with the principal or designee who will determine the schedule for recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with the individual students will be permitted only upon the request of the students(s) and with the approval of the building principal or designee. Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

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

This district will notify parent of the types of student directory information released. The notice will include:

1. An explanation of the parent's rights to request that information not be disclosed without prior written consent:
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon

Footnotes:

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

No Child Left Behind-Title I Provision

Parents Right to Know

One of the Title 1 provisions under the *No Child Left Behind Act of 2001* requires Title 1 schools to notify parents that they may request information regarding the professional qualifications of the student's classroom teachers. Parents of Tahlequah Public School District students may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on the level of achievement of the child in each of the State academic assessments.
- Timely notification that a child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Information regarding the professional qualifications of your child's classroom teacher may be requested by contacting, Tahlequah Public Schools Board of Education at 458-4100.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.

4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
 - a. the right to opt out of a sex education curriculum if one is provided by the school district.
 - b. open enrollment rights.
 - c. the right to opt out of assignments.
 - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
 - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
 - h. the right to review test results,
 - i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
 - j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
 - k. the right to receive a school report card,
 - l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
 - m. the right to public review of courses of study and textbooks,

- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public-school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106
 70 O.S. § 11-103.3
 70 O.S. § 11-103.6
 70 O.S. § 11-105.1
 70 O.S. § 11-106
 70 O.S. § 1210.192
 70 O.S. § 1210.301 through § 1210.308
 70 O.S. § 1210.508E

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Tahlequah Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Tahlequah Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. **Tahlequah Public Schools** will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the state of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

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

SAFETY

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

Statement of Availability of Management Plan and Notification of Activities

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

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

In accordance of federal law, Tahlequah Public Schools I-35 has been inspected by licensed and accredited personnel for the presence of asbestos. There are two types of asbestos containing materials, friable and non-friable. Friable materials are those that can be crumbled by hard pressure, and therefore, have a potential to release airborne fibers if material is damaged or disturbed. Non-friable materials are hard, and are incapable of releasing asbestos fibers, unless the materials are sanded or ground by a machine in some way.

The complete report and asbestos management plan are available for review during regular business hours in each school’s administrative office. We are pleased with the plan and continue to strive to provide a safe environment for our students and faculty.

Internet Usage of Tahlequah Middle School

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

INTERNET USAGE POLICY

The Internet is an electronic highway connecting millions of individuals, groups, and computers all over the world. The Tahlequah Public School District is committed to increasing students and teachers’ opportunities for access to this increasingly crucial educational tool. With access to such unlimited information and communication resources, however, comes the possibility of accessing material that may not be of educational value in the context of the school setting, as well as the possibility for students to conduct themselves on the Internet in an unacceptable manner. This policy, therefore, is presented as a legally binding document upholding the high standards requisite of all Tahlequah Public School students for successful, appropriate use of--and behavior on--the Internet.

Internet access is coordinated through a complex association of government agencies and regional and state networks, in addition, the smooth operation of the

network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a student of Tahlequah Public Schools violates any of these provisions, his or her access may be terminated, and future access could be denied.

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

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

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

- a. Be polite. Your messages should not be abusive or offensive to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c. Do not reveal your personal address, phone number, or e-mail address, or the addresses and/or phone numbers and/or email addresses of students, staff members, or any other person(s).
- d. Illegal activities are strictly forbidden.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private property.

4. The Tahlequah Public School District and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for services

they provide. The Tahlequah Public School District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Tahlequah Public School District, or the Oklahoma State Department of Education, is at the users own risk. The Tahlequah Public School District is not responsible for the accuracy or quality of information obtained.

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

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

7. Terms and Conditions - All terms and conditions as stated in this document are applicable to the Tahlequah Public School District and the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

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

General Prohibitions

Unwelcomed Conduct of a Sexual Nature

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

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct

occurred will be investigated. The Civil Rights Officer has the responsibility of investigating and resolving complaints of sexual harassment.

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

GRIEVANCE PROCEDURE FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS AND EMPLOYEES) BOARD OF EDUCATION POLICY 6300

A. Definitions

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

B. Pre-filing Procedures

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

C. Filing Processing Discrimination Complaints

1. **Grievant:** Submits written complaint to the Coordinator, as applicable, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days

of alleged violation. Complaint forms are available from the office of the District's Title IX, ADA, and Title VII and 504 Coordinator.

2. **Coordinator:** Notifies respondent within 10 days, asks respondent to:
 - a. Confirm or deny facts
 - b. Indicate acceptance or rejection of student or employee's requested action, or,
 - c. Outline alternatives
3. **Respondent:** Submits answer within 10 days to the applicable Coordinator.
4. **Coordinator:** Within 10 days after receiving respondent's answer, applicable Coordinator refers the written complaint and respondent's written answer to the principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.
5. **Principal, Grievant, Respondent, and Coordinator:** Hearing is conducted.
6. **Principal:** Issues within 10 days after the hearing a written decision to the student or employee, respondent, and applicable Coordinator.
7. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 10 days and request, in writing, a hearing with the Superintendent.
8. **Coordinator:** Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.
9. **Superintendent, Grievant, Respondent, and applicable Coordinator:** Hearing is conducted.
10. **Superintendent:** Issues a written decision within 10 days following the hearing.
11. **Grievant:** If the grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator, in writing, within 10 days and request a hearing with the Board of Education.
12. **Coordinator:** Notifies Board of Education, in writing, within 10 days after receiving request. Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
13. **Hearing held by the Board:** Grievant, respondent, and applicable Coordinator and the Board issue a final decision at the hearing regarding the validity of the grievance and any action to be taken.

D. General Provisions

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

*Adopted by the Board of Education on 2-13-92
Revised 10-9-00*

Tahlequah Public Schools Physical Activity Report to Parents Per SB 1876 August 2013

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

An additional 60-minute average of physical activity is incorporated into the school week through a variety of activities which include but are not limited to physical education and nutrition education, recess at the elementary and middle school sites, Jog-A –Thons, school competitions, ROTC, and athletics. Physical activities with the physical education programs include fitness education, pre/post fitness testing, team and individual sports, lifetime activities and games. At least 50% of the physical education classes are used for actual physical activity.

TPS is currently fitness testing grades 3-5 students twice annually and grade 6-12 students enrolled in physical education elective.

Title IX Compliance Officer

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

NON-DISCRIMINATION BOARD OF EDUCATION POLICY 4003

It is the policy of the Tahlequah Board of Education District I035 that no person shall on the grounds of race, color, religion, sex, pregnancy, gender, gender expression or identity, national origin, age, sexual orientation, marital or veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education programs, activities, services, or in admissions, financial aid, recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board of Education is responsible. Inquiries concerning application of religion, race, or ethnicity related policy, Title VII Civil Rights Act may be referred to Ms. DeAnn Mashburn, Compliance Coordinator. Inquiries concerning application of gender related policy, or Title IX, may be referred to Mrs. Susan VanZant, Compliance Coordinator.

TPS BOE policy- [5106-Prohibition of Race and Sex Discrimination and Complaint](#) – found on district website under policies.

Inquiries regarding eligible disabled students under IDEA or Section 504 may be referred to Susan VanZant, Compliance Coordinator.

Inquiries concerning personnel, ADA and/or disability related policies may be referred to Ms. DeAnn Mashburn, Compliance Coordinator.

*Adopted by the Board of Education on 2-13-92,
Revised 12-9-93, Revised 11-8-04, Revised 11-13-06,
Revised 12-14-09, Revised 2-14-11, Revised 7-21-11,
Revised 8-13-13, 9-10-2015*

**SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION
AUTHORIZATION**

Student's Name: _____ Grade: _____

Date of Birth: _____ School Site: _____

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

Parent or Guardian Signature

Date

Attach Physician Statement Here

(Please note: The Physician must state the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of their medication as required by State Law and District Policy. A statement written on a Physician's personal prescription pad is preferred, but not mandatory.)

For Office Use Only:

Document Received By: _____ Effective Date: _____

Copies of the completed "Authorization" and District Policy for "Self-Administration of Inhaled Asthma Medication" were: given immediately to the parent/guardian or mailed to their home address, on _____.

TMS FIRE & EMERGENCY Evacuation

| <u>Room</u> | <u>Exit</u> | <u>Assembly Area</u> |
|----------------------------|---------------------------------|----------------------|
| Room 1-9 | South Door | South Playground |
| South VP/counselors Office | South Door | South Playground |
| Room 10-17 | 7 th East Wing Door | South Playground |
| Room 18-23 | 8 th West Wing Door | West Area |
| Room 24-31 | 8 th East Wing Door | South Playground |
| Media Center | Media Back Door | South Playground |
| Room 32-35 | 6 th East Wing Door | South Playground |
| Attendance Office | 6 th East Wing Door | South Playground |
| Room 36-43 | South Exit-6 th Hall | West Area |
| Room 44-47 | West Gym Lobby | West Area |
| Principal's Office | West Gym Lobby | West Area |
| Gym | North Gym Doors | West Area |
| Girl's Locker Room | North Hall Doors | West Area |
| Dance Room | North Hall Door | West Area |
| Band | Band West Door | West Area |

Tornado Shelter Plan

Teachers are to direct students to the appropriate safety area when the sound of the town’s siren, school siren (short rings), air horn (in case of power failure), or an announcement is made over the intercom.

When you leave the room, be sure the door is closed to avoid flying debris and glass. Don’t worry about the window, being open or shut. If the buses are loading and the siren is sounded, students should seek cover in the main building and go to the nearest tornado safety area.

| <u>Classrooms</u> | <u>Safety Area</u> |
|---------------------------------|------------------------------|
| Classrooms 1-2 | Boys Restroom #1 |
| Classrooms 3-4 | Girls Restroom #2 |
| Classrooms 6-8 | Counseling Office |
| Classrooms 10 | Girls Restroom #4 |
| Classrooms 9, 11-13 | Boys Restroom #3 |
| Classrooms 15, 17, 19-23 | Teacher Workroom |
| Classrooms 16, 18, 28, 29 | Boys Restroom #5 |
| Classrooms 24, 25, 26 | Girls Restroom #6 |
| Media Center, 27 | Media Center Offices |
| Classrooms 30, 31 | Girls Restroom #7 |
| Classrooms 32-37, 39, 40 | AP Office & Computer Lab #33 |
| Classrooms 38 | Classroom Restroom |
| Classrooms 41, 42, 43 | Boys Restroom #8 |
| Classrooms 44, 45, 46, 47 | Gym West Dressing Room |
| Principal’s Office | Office Copy Room |
| Presentation Room (Old Band Rm) | Gym East Dressing Room |
| Gym | Gym East Dressing Room |
| Cafeteria Staff | Kitchen Pantry |
| Attendance Office | Vice-Principal’s Office |
| Nurse’s Office | Vice-Principal’s Office |
| South VP & SRO offices | Boys Restroom #1 |

****Note:** Once in the correct area teachers should take attendance. The Principal, Assistant Principals or SRO will verify that everyone is in the designated areas.

****Note:** Unlike fire drill, teachers, counselors, etc. with individual students should keep those students. If you are a teacher with a student that is in counseling, speech, etc. inform the Principal, Assistant Principal, or SRO so they can verify the student is safe.