

It is the policy of the Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, person having legal custody, or person who is a relative within the fourth degree of the child and who has assumed permanent care and custody of the child and holds legal residence within the district as defined in 70 O.S. 1-113(c). Provided that such parent, legal guardian, person or institution having legal custody contributes in a major degree to the support of such child. Provided further that any child who is self-supporting shall be considered a resident of the school district if the child lives within the school district boundaries. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with Title 70, O.S. Sec. 1-113.

- A. The Superintendent or designee shall require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:
1. The law requires that, in addition to enrollment forms, parent/guardian will provide A COPY OF TWO DOCUMENTS, ONE FROM EACH SECTION BELOW to verify current physical address (Not PO Boxes):

Section 1:

- a) Statement from the Cherokee County Assessor's office listing residence & school district
- b) Filed Homestead Exemption form

Section 2:

- a) Current utility bill (gas, water, or electric)
 - b) Home/Apartment lease agreement
 - c) Valid driver's license or parent/legal guardian
 - d) Other (to be listed)
2. Notarized affidavit verifying residency, that the affiant is related within the fourth degree, and/or has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. Sec. 1-114.)
- B. The Superintendent will appoint a district employee as designee to serve as the Residency Officer. The Residency Officer may be contacted by calling the school district at 458-4100 or by writing to the Residency Officer at the following address, or by personally visiting the Residency Officer at 225 N. Water, Tahlequah, OK.

- C. If the school denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student may request a review of the decision of the Residency Officer's decision.
- D. Such request for review shall be in writing and must be received by the Superintendent within three school days of the denial of admittance. The request for review shall include any additional pertinent information which may justify the admittance of the child to the school district.
- E. Upon receipt of a written request for review, the Superintendent will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.
- F. If the parent disagrees with the findings of the Superintendent, the parent will notify the Superintendent within three school days of the receipt of the decision. The Superintendent then will submit all documents reviewed and his/her findings to the Board of Education.
- G. The Board of Education will review the decision documents submitted by both the Superintendent and the student and render a decision at the next Board meeting. The Board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

Reference: 70 O.S. Sec. 1210.203
70 O.S. Sec. 1-114

Adopted by the Board of Education on 10-10-91,
Revised 8-8-96, Revised 11-14-96, Revised 1-11-10

ENROLLMENT REQUIREMENTS**6003**

- A. Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". Those requirements are as follows:
1. A pre-kindergarten child must have attained the age of four but no more than five years on or before September 1.
 2. A kindergarten child must have attained the age of five years on or before September 1.
 3. A first grade child must have attained the age of six years on or before September 1.
 4. A birth certificate or hospital record must be presented at the time of enrollment in kindergarten or the first grade.
 5. A child entering school for the first time (pre-kindergarten, kindergarten and first grade) or students transferring from one school to another must present a certification form signed by a

physician or authorized representative of the State Department of Health stating that the child has received all required immunizations as set forth by the State of Oklahoma.

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

Adopted by the Board of Education on 11-14-91,
Revised 8-8-96, Revised 7-10-97, Revised 9-11-97
Revised 7-9-98, Revised 6-15-99, Revised 8-12-99
Revised 7-16-07, Revised 8-10-09

SCHOOL ADMISSIONS ENTRY FROM NON-ACCREDITED/HOME SCHOOLING INTO TAHLEQUAH SECONDARY SCHOOLS 6005

- A. Recognizing that parents have available choices to select from for the education of their children, Tahlequah Public Schools will implement the following policy for any parent requesting re-entry of their child to the district from a non-accredited institution or home school situation:
 1. Elementary/Middle School (K-8) - "Students entering an accredited elementary school from an elementary school not accredited by the State Board of Education shall be required to take a standard achievement test. Students must demonstrate proficiency at the 70% to be placed in the academic level commensurate with their age. Students scoring below the 70% will be placed in the grade below. Along with parental input, this decision will take into consideration such factors as social, emotional, physical and mental growth. All exams shall be administered by the receiving school and the results be kept on file for one year.
 2. High School (9-12) - Students entering a high school from an elementary, junior high/middle or secondary school not accredited shall be required to take comprehensive written exams in the subject areas pursued in this non-accredited school. Results of the exams may be used in determining the academic units for which a student is to receive credit. Students must demonstrate proficiency at the 70% to receive credit in each unit of study. All exams shall be administered by the receiving school and copies

of the exams given and the results shall be kept on file for one year.

3. Parents will be required to complete the Placement Request form. This form requests the parent to select whether their child will be temporarily placed or postponed until the testing and assessment process has been completed.

Adopted by the Board of Education on 11-14-91,
Revised 7-16-07

ATTENDANCE POLICY FOR TAHLEQUAH PUBLIC SCHOOLS 6007

A. Philosophy

1. Punctual, daily attendance in all classes contributes significantly to a student's positive self-esteem, feeling of security, and success in school and in the world of work. The Board of Education recognizes that regular school attendance of a child of school age is required by Oklahoma law and that the school is required to accurately record all student absences and the reasons for them and to report excessive absences to the proper authorities. While the Board considers regular school attendance essential for success in school, the Board also recognizes that an occasional absence by students may be unavoidable. The Board believes that proper communication between schools, parents, and legal authorities in school attendance matters assists students to attend school on a regular basis and to attain the maximum benefit from classroom education.

Adopted by the Board of Education on 8-15-91

ATTENDANCE POLICY- REGULATION 6009

A. Regulations

1. Student Attendance Rationale - Believing there is a proven correlation between good attendance and academic performance; and believing good attendance is the responsibility of the student and the parent; and knowing the state mandates daily attendance for all school-age children; therefore, be it known that the Tahlequah Schools expect every student to be in attendance at school every day.
2. Some absences are unavoidable, but every effort should be made to keep absences to a minimum. There are two kinds of absences - excused and

unexcused. Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Written or verbal communication from the parent may be considered acceptable by the principal or designee. The principal may require written documentation including, but not limited to, doctors' statements for habitual or re-occurring absences. Work and tests missed due to an excused absence can be completed for credit within a reasonable length of time as determined by individual site policy which is contained in the site's teacher handbook. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed.

3. It is the parents' responsibility to inform the school about the circumstances surrounding their student's absence. *It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence.* (70§10-106) (Section 232 School Laws of Oklahoma)

4. *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).*

a. Elementary - PK-8

1) Absences shall not exceed eight (8) days per semester. Violation of the eight (8) day attendance policy by elementary students will be used as one of the factors considered in reviewing their academic program.

2) Excused absences may not be counted in the eight (8) day total. The principal may require written documentation including, but not limited to, doctors' statements for habitual or re-occurring absences. It is the parents' responsibility to provide documentation from a doctor to the principal's office no later than three days following the student's return to school.

3) In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence.

b. Secondary - 9-12

1) Absences shall not exceed eight (8) during each semester. Students who exceed eight (8) absences in a semester may receive a semester grade no greater than 59%. The student may receive a passing grade based on scoring a high enough percentage on the semester exam.)

2) If a student exceeds the allowed eight (8) days due to serious illness or injury, the administrator in charge of attendance must concur that the illness is serious enough to prevent the student from attending school. The administrator may require documentation from a doctor for any or all absences.

3) In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence.

4) Any student who misses over half of a class period shall be classified as absent and absence regulations shall apply.

5) 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.

6) All emergency exceptions to this rule must be requested in writing to the administrator in charge of attendance. An exception will not be given for absences due to a vacation or truancy.

7) Students are expected to be punctual at arriving at assigned areas. Excessive tardiness may result in disciplinary action.

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

SCHOOL ATTENDANCE AREAS

6011

- A. Attendance areas for the various elementary schools of the district may be developed. Consideration shall be given to the following:
1. The proximity of students to an individual school.
 2. Safety of students.
 3. Individual school enrollment and enrollment in all elementary schools.
 4. Established transportation routes.

Adopted by the Board of Education on 7-13-89,
Revised 07-16-07

FOREIGN EXCHANGE STUDENTS

6013

- A. In an interest to support appropriate outcomes of foreign exchange programs and student experiences, the Tahlequah Public School District has established the following guidelines to be utilized in foreign exchange student placement in district schools. Our concern is the protection of all children, all programs, and a meaningful international experience.
1. The Tahlequah Public School District will accept resident foreign exchange students on J-1 visas (which hold the sponsoring organization responsible for the student) but will not accept foreign exchange students on M-1 or F-1 visas (which hold the school district responsible for the student). The school district will reject any exchange student if the student, legal custodian or legal guardian is not a district resident and any student or sponsoring organization "not adhering to UISA" regulations. This is in accordance with 70 O.S. Section 1-114.1.
 2. Applicants should not have completed their secondary (or equivalent) education in their home country. They should have additional course work awaiting them following their experience here.
 3. Representatives of the exchange agencies are responsible for providing the appropriate student records prior to entry. Likewise, the interpretation of records should be a function of exchange agencies. An agency representative will be available during required interviews.
 4. It is imperative that verification of English proficiency be formally indicated on all submitted applications. Conversational, written, and reading proficiencies are to be clearly and accurately noted.
 5. A screening committee will be appointed by the site principal and be operational at the high

school. This group will consist of an administrative representative, a site guidance counselor, a language arts teacher, and a language instructor. The responsibilities of this committee will be in the following areas:

- a. Review applications;
 - b. Approves applications and forward approval notice to agencies;
 - c. Screen/interview applicants upon their arrival including areas of language proficiency previously discussed; and
 - d. Interview host family.
6. In regard to 5c above, should the committee determine that the language skills of the student pose potential difficulty in learning, this committee may select appropriate course work. Also, should the exhibited language proficiency deviate significantly from the rating stated on the student application, agencies are at risk of being denied access for their exchange students, both immediately and in the future considerations of placement.
7. In regard to the host family, the following are essential:
- a. Host families will be residents of the Tahlequah Public School District attendance area.
 - b. It is suggested that consideration be given families that have children of the same approximate age and grade placement of the exchange student and that gender be evaluated for appropriateness.
 - c. Host family adults should be fully aware of the commitment to the child and his relationship with the schools;
 - d. A host family adult should be available in the evening hours;
 - e. The host home should be a clean, safe, and orderly environment with a separate sleeping area for the student, a place for study/correspondence, and an area for clothing storage. Three wholesome meals (including school lunch) should be consistently provided;
 - f. Preferred religious activities of the exchange student should be accessible. Host families should refrain from involuntary religious training or indoctrination.
8. Agencies, host families, the student and the school will be open, honest partners in this valuable experience.

Adopted by the Board of Education on 9-4-86,
Revised on 10-9-97, Revised 6-15-99, Revised 7-16-07

LEAVING SCHOOL GROUNDS

6015

All Tahlequah Public School grounds are closed campuses. Students are not to leave, after having arrived, without receiving permission from the principal or attendance office. Whenever parents wish to visit their student or take their student from the school, they are to report to the main office or attendance office. For each student's protection, students will not be released to any individual without the parent's permission. The need for permission to leave begins once a student arrives on any school property or enters any school vehicle.

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

TRANSFER POLICY

6025

It is the policy of the Tahlequah Board of Education that any application for open transfer will be reviewed by the board of education and considered based on the criteria below. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning January 1 and ending no later than May 31 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term "parent" means the parent of the student or person having custody of the student or a competent student having reached the age of majority.

By May 31, the superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The board of education shall vote to approve or deny the application for transfer not later than July 15. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs.
2. Staffing Availability.
If accepting the transfer will require the addition of personnel, the transfer application will be denied.
3. Space Limitations.
_____ transfer requests will be accepted by the school district.
4. Disciplinary Record.
Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's records, as to whether a transfer will be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district.
5. Adjudication as a Juvenile Sex Offender.

On or before September 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the

body's system or renders the risk unusually hazardous;

4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
 - (i) The student has been the victim of harassment, intimidation, or bullying; and
 - (ii) The sending school district was notified of the incident or incidents prior to the filing of the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

No student shall be permitted an open transfer more than once in any school year.

Any brother or sister of such transferred student may apply to attend the same said school system.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district; may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for which the cancellation is applicable.

Approval by this district of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The Board of Education hereby delegates to the Superintendent or the Superintendent's designee authority to cancel any transfer previously granted by the Board of Education upon a determination that cancellation is appropriate. The consent statement is included on the transfer form which may be amended by administrative regulation. Students seeking a transfer who are attending a nonaccredited school or a home school will only be granted provisional approval pending

review of test results and application of policy criteria to the placement deemed appropriate:

Students requesting a transfer, who are currently enrolled in a private school, not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/ courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect. (See policy 6005)

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed at the time of, or after, enrollment to change the grade/courses/programs in which the student stated he or she desired to enroll on the transfer application without specific written permission from the superintendent or designee.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs so that this district may:

- a. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP of the student; and,
- b. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP of the student if the transfer application is approved,

conduct the statutorily required joint IEP conference with the district of residence before a final determination of approval or denial is made. Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent or student-initiated transfer applications governed by this policy.

A transfer student, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school related interscholastic competition shall be determined by the Association.

Approved by the Board of Education on 1-10-00, Revised 7-16-07, Revised 1-14-13, Revised 9-11-14

Intra-district Transfer of Students 6026

The assignment of students to a school attendance zone shall be made on the basis of residency of students. Boundaries for the various schools may be readjusted from year to year in order to meet class size requirements. Transfers to a school other than the designated attendance area will be considered upon parent or guardian request. Transfers will be granted when deemed necessary by the Board of Education and/or the Superintendent or the Superintendent's designee.

Under the general authority granted to assign students to schools, the Board of Education authorizes the Superintendent or a designated representative to grant or deny requests for individuals to attend schools outside their designated attendance areas under the following conditions:

1. The change appears to be in the best interest of the student.
2. No bus route will be extended beyond its normal run, and parents will provide the required transportation.

3. The superintendent or designee has determined that the change is in the best interest of the school district.

4. Space is available in the desired school. Maximum enrollment numbers for each grade level at each school will be determined by administration, and openings will be determined by comparing the difference between the maximum class size and the projected regular enrollment.

5. The request for transfer was made before June 1 for the following school year (except in the case of a summer change of residence within the district).

6. In situations in which the number of transfer requests exceeds the available space, transfers will be granted according to the date of receipt of the request and documentation supporting the stated reason (if needed).

7. Transfers may be reviewed on an annual basis and may be revoked when:

- (a) The basis for the transfer no longer exists,
- (b) The transfer does not appear to be in the best interest of the student, or
- (c) The transfer is not in the best interest of the school district.

The transfer of a student from one attendance zone to another shall be based on specific factors which affect the education and welfare of the student. The following criteria will be considered for transfer requests:

1. A student requires a course of study not offered at the school, such as a particular type of special education program.
2. A change of environment for the student has been recommended by the court, police, juvenile court, Department of Human Services, or school administration.
3. An employee wishes to enroll his or her child at the school where they are employed, or enroll their child at one of the other school sites.
4. Parents in the process of building a home within the Tahlequah School District may enroll their children at the designated school where the new home is located by furnishing a contract or other document as proof that construction is scheduled to be completed during the first semester of the school year.
5. **For the 2012 – 2013 school year only**, a third grade student who attended Cherokee or Greenwood Elementary during the 2011 – 2012 school year and is being promoted to the fourth grade, may request a transfer from their designated

district and remain at Cherokee or Greenwood Elementary.

6. A student may be given a transfer to remain in the previous school for the following year if a residency change occurs after June 1 and before the start of the new school year.

Adopted by the Board of Education on 03-12-12

STUDENT WITHDRAWAL FROM SCHOOL (Out-of-District) 6029

A. REQUIREMENTS

1. The release of any information regarding an individual student must be signed by parent or guardian or received from an accredited school.
2. The school will keep a copy of each student's official transcript and original Oklahoma Cumulative Health Record on file.

B. RESTRICTION

1. Official records must be mailed by the district; they cannot be hand carried by the parent.
2. The school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any school district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The district that receives a request for the education records of a student who formerly was enrolled in the district shall forward the records within three (3) business days of receipt of the request. The records shall include the student's disciplinary records. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel. The forwarding and disclosure of disciplinary records or other education records to a school district in which a student seeks or intends to enroll shall be in accordance with the annual notification requirements and provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
3. Each school district shall be required to release non-directory educational records to the agencies listed in Section 620.3 of Title 10 of the Oklahoma Statutes. The release of any records shall be in accordance with the provisions of FERPA. The term "non-directory educational records" shall be those records maintained by the school regarding a child who

is or has been a student at the school which are categorized as private or confidential records pursuant to FERPA.

Adopted by the Board of Education on 11-14-91,
Revised 9-8-94, Revised 7-16-07

ALTERNATIVES TO PUBLIC SCHOOLING 6031

- A. Parents or guardians are held responsible according to Oklahoma Statute for the education of their children until they have graduated from high school or until their eighteenth birthday. Parents may elect to enroll their students in a private school or they may elect to teach them at home. Both options are provided by law.
1. Parents choosing either of these two methods of education release the school of its obligation under the Compulsory Attendance Law to report non-attendance to the proper court officials. To properly document such a withdrawal, school administrators will have parents or guardians complete and sign the Home Schooling or the Private Schooling withdrawal forms.

Adopted by the Board of Education on 8-29-91

DISTRICT WELLNESS POLICY 6040

Preamble:

Good health fosters positive educational experiences. Children with access to healthy foods and physical activity grow, learn, and thrive. Numerous surveys have established that healthy children have greater attention spans and retention skills, higher test scores, and less absenteeism.

In the year 2006, our Nation faces a health epidemic of dangerous proportions. Only two percent of children ages 2 through 19 eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid. Obesity rates have doubled in children and tripled in adolescents over the last two decades. Physical inactivity and excessive calorie intake are the predominant causes of obesity. Unhealthy eating habits, physical inactivity, and obesity are major risk factors in heart disease, cancer, stroke, and diabetes, which in turn are responsible for two-thirds of deaths in the United States¹. In Cherokee County, Oklahoma, the

¹ National Alliance for Nutrition and Activity
(www.nanacoalition.org)

obesity rate in 2004 was 30.4%, up from 21.9% in 2002². The State of Oklahoma has the highest rate for deaths due to cardiovascular disease in the nation, with 411.6 deaths per 100,000 population³.

Therefore, the Tahlequah Public School district commits to fostering a healthy school environment that promotes and protects children's health, well-being, and ability to learn. We commit to participation in school-based activities which support healthy eating, physical activity, and long-term healthy lifestyles.

Background:

In compliance with Section 204 of Public Law 108-265, not later than the first day of the school year beginning after June 30, 2006, each local education agency participating in the National School Lunch Act shall establish a local school wellness policy for schools under the local educational agency. Tahlequah Public Schools' district Wellness Committee was formed in October of 2005. The committee consisted of food service professionals, athletics professionals, teachers, students, parents, administrators, board members, and community members. The following wellness policy has been established by said committee.

Physical Education/Fitness Standards:

Objective: Promote a healthy lifestyle by providing Tahlequah Public School children with opportunities to participate in physical activities and events throughout each school year.

Action Plan Commitment:

At the elementary and middle school level, Tahlequah Public School District will...

- A. Provide physical education instruction and/or exercise programs for students in kindergarten through grade five for a minimum of sixty minutes each week in compliance with 2006-2007 Oklahoma State Board of Education regulations and Oklahoma Senate Bill 312.
- B. Schedule physical education for students in kindergarten through grade five either every

² Oklahoma State Health Department County Health Profile 2004

³ America's Health: State Health Rankings, United Health Foundation 2004

day or on alternate days throughout the school year in accordance with Oklahoma PASS (Priority Academic Student Skills).

- C.** Per Senate Bill 1186, an additional sixty minute average of physical activity is incorporated into the school week through a variety of activities which include but are not limited to physical education and nutrition education, recess at the elementary and middle school sites, Jog-A-Thons, school competitions, ROTC, intramurals and athletics. Physical activities within the physical education programs include fitness education, pre/post fitness testing, team and individual sports, lifetime activities and games.
- D.** Per House Bill 1518, which amends Senate Bill 1186, the Board shall require, as a condition of accreditation, that public elementary schools provide to students in full-day kindergarten and grades one through five, an average of sixty minutes each week of physical activity, which may include, but not be limited to, physical education, exercise programs, fitness breaks, recess, and classroom activities, and wellness and nutrition education.
- E.** Provide a Fitness Report on students participating in physical education classes in grades three through five to parents/guardians at least twice annually. The report will contain five components based on fitness challenges adopted by the President's Council on Physical Fitness and Sports. Limited physical testing occurs for students in grades six through eight.
- F.** Develop physical education programs that interest adolescents which may include but are not limited to Individual and Team Sports, PE, Strength and Conditioning, Rock Climbing and Archery.
- G.** Provide appropriate professional development to teachers on the importance of physical activity for young children and adults and the relationship of activity and good nutrition to academic performance and healthy lifestyles.
- H.** The Tahlequah Public Schools Athletic Director functions as coordinator of elementary physical education. He will continue to plan and coordinate

opportunities for additional physical activity for students, including health and nutrition as part of the curriculum. The opportunities may include but are not limited to before, during, and after school dance instruction, fitness trail programs, intramural programs, bicycling programs, walking programs, recess, and activities designed to promote physical activity.

- I.** Per Oklahoma Senate Bill 1627, ensure the Healthy and Fit School Advisory Committee at each school site studies and makes recommendations regarding physical education and physical activity.
- J.** Utilize the Boys and Girls Club and community volunteers to implement and supervise structured physical activities outside of the school day.
- K.** Enable Tahlequah Middle School students to enroll in physical education elective courses during the day and be involved in after-school or extracurricular activities.
- L.** Expand and maintain extracurricular course offerings for grades six through eight (such as Pom, Cheerleading, choir and band) to include other physical activities, i.e. dance and creative movement.

Action Plan Commitment:

At the secondary level, Tahlequah Public School District will...

- A.** Maintain physical education or equivalent as a graduation requirement for Tahlequah High School students.
- B.** Offer physical education courses that promote lifelong physical activity and are designed to interest young adults. Courses may include but are not limited to PE, Strength and Conditioning, Team Sports, Adaptive PE for Students with Disabilities, Aerobics, Athletics, and Personal Fitness.
- C.** Offer extracurricular physical fitness opportunities that require daily activity.
 - Enable THS students to enroll in physical education elective courses during the day and be involved in after-school or extracurricular activities.
 - Expand and maintain extracurricular course offerings (such as Pom, Cheerleading, Show Choir, and band) to include other physical activities, i.e. dance and flag teams.

- Explore the possibility of developing an intramural program for students not participating in athletics.
- Implement and maintain group competitions that include physical activity, i.e. Pom and Cheer.
- Provide appropriate professional development to teachers on the importance of physical activity for young children and adults and the relationship of activity and good nutrition to academic performance and healthy lifestyles.
- The Tahlequah Public Schools Athletic Director functions as coordinator of elementary physical education. He will continue to plan and the possibility of designating a Physical Education Activity Coordinator to plan and coordinate opportunities for additional physical activity for students, including health and nutrition as part of the curriculum. The opportunities may include but are not limited to before, during, and after school dance instruction, fitness trail programs, intramural programs, bicycling programs, walking programs, recess, and activities designed to promote physical activity.
- Per Oklahoma Senate Bill 1627, ensure the Healthy and Fit School Advisory Committee at each school site studies and makes recommendations regarding physical education and physical activity.

Child Nutrition Program Standards:

Objective: Provide Tahlequah Public School students with appetizing, nutritious, and economical meals and snacks that comply with local, state, and federal regulations and are served in attractive surroundings by pleasant people.

Action Plan Commitment:

The Child Nutrition Program of Tahlequah Public School District will...

- Participate in the School Breakfast Program and the National School Lunch Program at all district sites.
- Participate in the After-School Snack Program at all district sites eligible for free snacks (sites where at least 50 percent of enrolled children [based on data from two

school years prior] are certified eligible for free or reduced-priced meals).

- Ensure that snacks provided through the After-School Snack Program meet the meal pattern for snacks set forth in the Oklahoma State Department of Education School Food Service Compliance Document.
- Follow guidelines provided in the Child Nutrition District Handbook, the Oklahoma State Department of Education School Food Service Compliance Document, and local, state, and federal regulations.
- Promote safe and sanitary practices.
- Actively participate in district nutrition education efforts.
- Make every effort to offer Child Nutrition staff members at least two professional development opportunities per year, which will provide instruction related to the nutrition field. An attempt will be made to offer one opportunity through third-party training.

Action Plan Commitment:

School meals provided through the National School Lunch and Breakfast Programs will...

- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- Provide access to all five major food groups as defined by the Food Guide Pyramid.
- Follow the "Offer Versus Serve" system, where students must take three out of five food groups at lunch and three out of four food groups at breakfast. At lunch, one of the food groups must be a fruit or vegetable.
- Offer a variety of fruits and vegetables, to include fresh and frozen.
- Serve only low-fat (up to 1%) and fat-free milk.
- Make every effort to ensure breads prepared for consumption contain at least one-half whole grain.

Action Plan Commitment:

School personnel involved in the collecting, processing, or maintaining of Free and Reduced-Priced Meal applications and statistics will...

- In accordance with federal law, not overtly identify students or family members

participating in the Free and Reduced Program.

- B.** Make every effort to eliminate any social stigma attached to students who are eligible for free and reduced-priced school meals and encourage families to participate in this program.
- C.** Never force a student or family member to submit a free and reduced-priced meal application.

Action Plan Commitment:

School personnel involved in scheduling student mealtimes will...

- A.** Make every effort to provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- B.** Schedule meal periods based on both student and curriculum needs.
- C.** Not schedule tutoring club, or organizational meetings or activities during meal service times, unless students may eat during such activities.
- D.** Not compete with the School Meal Programs by serving/selling entrée alternatives during meal service times.
- E.** Utilize the services of the Child Nutrition Program to provide meals during field trips or other activities that take students away from the school site during meal service times. Field trip/activity representatives must give Child Nutrition site managers seven days advanced notice of a scheduled event.
- F.** To the extent possible, arrange bus schedules so that every student has the opportunity to participate in the School Breakfast Program.
- G.** Discourage students from sharing unwrapped foods or open beverages with one another during meal or snack times, given concerns about allergies, diet restrictions, and sanitation issues.
- H.** Encourage students to practice personal hygiene, e.g. to wash their hands before meal service.
- I.** Encourage students, and their families, to actively participate in the School Breakfast and Lunch Programs during designated meal periods.

Nutrition Education Standards:

Objective: Provide education to district students promoting good nutrition and healthy lifestyles, and showing the relationship of these factors to one's ability to learn and achieve.

Action Plan Commitment:

Tahlequah Public School district I-35 will...

- A.** Establish a district-wide Nutrition Education Committee to coordinate nutrition education activities for each district school site. This committee will involve a three-year commitment for each member. Meetings will be held once a month for the first year and quarterly thereafter.
- B.** Adhere to and embrace PASS (Priority Academic Student Skills) standards related to healthy living, ensuring that nutrition is included in healthy living curriculum topics. PASS standards will be applied at every grade level.
- C.** Engage in nutrition promotion for grades one through six through district physical education and/or health instructors. At least four units of nutrition education will be taught at each grade level one through six each school year. Oklahoma PASS provides/requires four unit nutrition objectives.
- D.** Ensure nutrition curriculum for grades seven through twelve emphasizes today's socio-nutrition issues, such as eating disorders, fad diets, and caloric balance between food intake and energy expenditure (physical activity/exercise).
- E.** Offer nutrition education in both the school cafeteria and the classroom.
- F.** Provide staff development for all district personnel promoting personal wellness and emphasizing the need to be positive role models for district students.
- G.** Per Oklahoma Senate Bill 1627, ensure the Healthy and Fit School Advisory Committee at each school studies and makes recommendations regarding health education, nutrition, and health services.

Other School-Based Activities Standards:

Objective: Set a positive example for students of every age by providing a healthy school

environment that promotes healthy eating, physical activity, and long-term healthy lifestyles.

Action Plan Commitment:

Tahlequah Public School district I-35 will...

- A.** Make every effort to ensure food-related incentives (to include [but not limited to] class parties, child nutrition promotions, nutrition classes, and special events) within the district promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- B.** No foods of minimal nutritional value will be served to students through the Child Nutrition Program, in the cafeteria, or during meal service times. No foods of minimal nutritional value will be served to students during school hours.
- C.** Ensure foods and beverages will not be withheld as a punishment. No student will be denied the opportunity to participate in school meal programs. While a student may be separated from other students during a food-related event as a result of disciplinary problems, the student may not be denied access to the foods and beverages provided for that event.
- D.** Make every effort to ensure meal periods provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- E.** Ensure that all food and beverage sales to students in elementary and middle schools are approved by the Child Nutrition Program prior to implementation. Given young children's limited nutrition skills, food in elementary schools should be sold as part of a balanced meal. Items sold outside of meal time frames should not interfere with or contradict the district's wellness goals.
- F.** Ensure within middle and senior high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through ala carte lines, vending machines, student stores, or fundraising activities) during the school day, or during after-school programs where nutritional snacks are provided by Child Nutrition, will meet the following standards:

Beverages –

- A.** Beverages Allowed: Water without caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk.
- B.** Beverages Not Allowed: Soft drinks, fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners.

Foods –

- C.** Vending machines will include at least a fifty-percent mix of healthy items, such as fruits, vegetables, yogurts, nuts, dried fruits, or grain products comprised of at least one-third whole grain. Foods of minimal nutritional value are never considered healthy alternatives.
- D.** No foods of minimal nutritional value will be sold.
- E.** Fundraisers will be pre-approved by Child Nutrition to monitor compliance.

To Maintain Policy Action Plans:

Tahlequah Public School district will establish a School Health Council to monitor, review, and revise as necessary the goals set forth in the district's Wellness Policy. This council will ensure...

- A.** Foods and beverages sold or served at school meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans concerning foods of minimal nutritional value.
- B.** Students have access to affordable and nutritious foods through the district Child Nutrition Program that are served in clean, safe, and pleasant settings with adequate time for food consumption.
- C.** All district schools have access to and encourage participation in school meal programs to the maximum extent possible,

to include the School Breakfast Program, the National School Lunch Program, and the After-School Snack Program.

- D. Nutrition education programs exist at every school site and actively foster lifelong habits of healthy eating and physical activity.
- E. Physical education programs and activities exist at every school site and actively foster lifelong habits of physical fitness.
- F. All objectives and action plans documented in the district Wellness Policy are met on a continual basis and are updated as necessary in accordance with changing regulations and legal statutes.

Tahlequah Public Schools' School Health Council will be comprised of parents, students, teachers, food service professionals, health professionals, and interested community members. The council will meet quarterly to verify district compliance.

Tahlequah Public Schools is dedicated to providing a healthy school environment for every district student. This policy corroborates our commitment to excellence through healthy living.

Filed with OSE on 9-19-2006
Approved 2006; Revised June 2010; Revised June 2011;
Revised June 2012, Revised June 2013

CONTAGIOUS DISEASE - HEAD LICE 6050

- A. Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he is free from the contagious disease or head lice. For the purpose of this policy "free of the contagious disease" will mean a child has no live lice and essentially no nits are found.
- B. Any child prohibited from attending school due to head lice shall not be allowed to re-enter school until the parent/guardian brings the child to school and the school nurse or principal's designee has cleared the child.

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

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

6053

The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school age child who resides within this district and who is qualified under Oklahoma law to attend school.

It is the policy of this Board of Education that students who have contracted Acquired Immune Deficiency Syndrome (AIDS), or students who are infected with the Human Immunodeficiency Virus (HIV) will not be denied educational opportunities.

Adopted by the Board of Education on 7-13-89, Revised 9-8-94, Revised 10-08-12

IMMUNIZATIONS

6057

- A. The Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards which may threaten or endanger the health of children or educators.

The Board of Education shall require that no child be admitted to this school without evidence of having received the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

B. EXEMPTIONS:

- 1. The following exemptions to the immunization requirements as authorized by State Statute will continue to be accepted.
 - a. Any minor child, through his/her parent or guardian, may submit to the health authority charged with the enforcement of the immunization laws a certificate of a licensed physician, stating that the physical condition of the child is such that immunization would endanger the life or health of the child, or upon receipt of a written statement by the parent or guardian objecting to such tests or immunizations and said child shall be exempt from the provisions stated in paragraph one. (Section 706, School Laws of Oklahoma, 1982).

REFERENCE: 70 O.S. Sec 1210.191, et seq.

Adopted by the Board of Education on 11-14-91,
Revised 7-10-97, Revised 7-9-98, Revised 6-15-99
Revised 8-12-99, Revised 7-16-07

VISION SCREENING

6058

- A. Beginning in 2007-08 school year, the parent or guardian of each student enrolled in kindergarten shall provide certification to school personnel that the student passed a vision screening within the previous twelve (12) months or during the school year. Such screening shall be conducted by personnel listed on the statewide registry as maintained by the State Department of Health.
1. Beginning in the 2007-08 school year, the parent or guardian of each student enrolled in first or third grade at a public school in this state shall provide within thirty (30) days of the beginning of the school year certification to school personnel that the student has passed a vision screening within the previous twelve (12) months. Such screening shall be conducted by personnel listed on the statewide registry as maintained by the State Department of Health.
 2. The parent or guardian of each student who receives a vision screening as required by this section shall receive notification that a vision screening is not the equivalent of a comprehensive eye exam.
- B. The parent or guardian of each student who fails the vision screening required in subsection A of this section shall receive a recommendation to undergo a comprehensive eye examination performed by an ophthalmologist or optometrist.
- C. No student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening or an examiner's failure to furnish the results of a student's comprehensive eye examination required by this section.

Adopted by the Board of Education on 7-16-07

ACCIDENTS AND INJURIES

6059

The Tahlequah Board of Education recognizes the need for a plan of action to respond appropriately to accidents and/or injuries. It also recognizes the need for a system of recordkeeping and reporting such. A plan shall be established which will provide information about the nature of all accidents and injuries to students and the names of witnesses of the events. Copies of this data shall be maintained in the building principal's or supervisor's office and the Central Office. These records may be useful in the event of legal involvement and to produce a safer school environment.

A. ACCIDENT/INJURY PLAN OF ACTION:

1. If an injury to a student is life threatening, contact an ambulance as quickly as possible. Notify the building administrator or supervisor, and parents if possible.
2. If an injury is severe, but does not appear to be life threatening, contact a counselor, administrator or supervisor as soon as possible. They will contact the parents and determine further action.
3. If the injury warrants first aid, administer on-site, or as soon as possible. If body fluids are involved, the Bloodborne Pathogen Policy must be followed.
4. Transport the injured to the counselor's, administrator's or supervisor's office, if appropriate.
5. After the student has been properly taken care of, fill out the Accident/Incident Report in full. Copies should go to: parents, teacher or staff member, principal or supervisor, and the Central Office.

Adopted by the Board of Education 7-13-89,
Revised 10-10-91, Revised 9-8-94

TREATMENT FOR MEDICAL EMERGENCIES

6061

- A. The Tahlequah Board of Education recognizes the district's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. The Superintendent shall prepare procedures to implement this policy for assisting students who become ill or injured while under the district's supervision.
1. The Superintendent shall emphasize to students and parents that in order to obtain emergency medical care a Parental Consent for Emergency Medical Treatment/Clinic Card form signed by a parent/guardian must be on file. If this consent form is not on file, emergency medical care will be provided in life threatening situations only.
 2. This policy was adopted to further define Policy on Accidents/Injuries and to provide for additional procedures for reacting to health-related emergencies.

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

TREATMENT FOR MEDICAL EMERGENCIES - PROCEDURE

6063

- A. In accordance with the policy of the Tahlequah Board of Education the following procedures will be

followed in the event of an emergency requiring medical attention to a student of this school district:

1. Consent to Medical Treatment:

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

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

2. Form of Consent:

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

- 1) The consent shall contain:
 - a) The name of the student;
 - b) The name of one or both parents, if known, or appointed guardian;
 - c) The name of the school official giving consent and his or her relationship to the student;
 - d) A statement of the nature of the medical treatment to be given;
 - e) The date on which the treatment is to be given.

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

B. The term "medicine" as used in this policy means "non-prescription medicine" and "filled prescription medicine." "Filled prescription medicine" is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of pre-scriber, prescription number, and directions for the administration of the medication.

1. The medication must be delivered to the principal's office in person by the parent or guardian of the student. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
 2. Purpose of the medication
 3. Time to be administered
 4. Termination date for administering the medication
 5. Other appropriate information requested by the principal or the principal's designee

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

1. The administrator, or administrator's designee, will:
 - a.** Inform appropriate school personnel of the medication being administered
 - b.** Keep an accurate record of the administration of the medication
 - c.** Keep all medication in a locked cabinet
 - d.** Return unused prescription to the parent or guardian only
2. The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.
3. The school district retains the discretion to reject requests for administration of medicine.

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

MEDICATION: ADMINISTERING TO STUDENTS

6065

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

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

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,

**SELF-ADMINISTRATION OF INHALED
ASTHMA MEDICATION 6067**

- A. In compliance with State law, Tahlequah Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma and the self-administration of anaphylaxis medication by a student for the treatment of anaphylaxis. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician (who is treating the student) that states the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of their medication. Additionally:
1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law. This would require two inhalers in the school setting or two doses of anaphylaxis medication, including but not limited to Epinephrine injectors that have been prescribed by a physician and have an individual label prescription on each medication dispenser. The student would carry one medication dispenser and an identical medication dispenser would be kept in a designated place in the school building.
 2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian will sign a statement acknowledging that the school district and its employees and agents will incur no liability as a result of an injury arising from the self-administration of medication by the student. Tahlequah Public Schools reserves the right to review and/or terminate this authorization

should a student choose to use to use their medication in a careless or questionable manner, or share their medication with another individual. If a child is found unable to self-administer the medication, an alternative method will be developed and implemented.

3. Permission for the self-administration of asthma medication or the self-administration of anaphylaxis medication is effective for the school year for which it is granted and will be renewed each subsequent school year upon fulfillment of the district requirements.
4. A student who is permitted to self-administer asthma medication or self-administer anaphylaxis medication will be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
 - a. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 - b. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

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

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AUTHORIZATION

Student's Name: _____ Grade: _____

Date of Birth: _____ School Site: _____

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

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 _____

CRISIS INTERVENTION

6069

- A. Crisis situations typically are caused by specific events: tornados, explosions, unexpected deaths, terrorist acts, accidents, etc. In the event a crisis occurs directly impacting one or all of the Tahlequah Public Schools, district personnel will immediately implement the crisis plan developed for each school site.
1. Each plan will contain critical information which will direct the building staff of specific steps to follow. Included within this plan will be the identified trained crisis team members, identification of necessary telephone numbers, community resource list, faculty responsibilities, guidance office responsibilities, administrator responsibilities, and a crisis management checklist.
 2. We recognize that crisis behavior is based upon the interplay of emotions; therefore, the main goal of Tahlequah Public School's Crisis Plans are to reduce psychological suffering and to help the school and community survive the tragedy and resume normal activities as soon after the crisis as possible, while maintaining appropriate follow-up programs.

Adopted by the Board of Education on 12-9-93

STUDENT SUICIDE PREVENTION

6075

- A. The Board recognizes that suicide is a silent killer of epidemic proportions. The Board believes that this district is not exempt from such a tragedy.
1. Therefore, the Board directs the Superintendent or his/her designee to be alert to suicidal tendencies in students. Such tendencies might include, but not be limited to: (1) hopelessness, (2) guilt, and (3) depression. Staff development opportunities covering these, in addition to other precursors, should be made available to staff.
 2. The Superintendent or his/her designee will develop appropriate plans governing staff behavior if a student exhibits active suicidal thoughts or has attempted suicide.

Adopted by the Board of Education on 3-10-94,
Revised 7-16-07

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

6100

- A. It is the goal of the Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students may learn the adverse and dangerous effects of drugs on the human mind and body and the proper usage of prescription and non-prescription medicines.
1. The philosophy of this school district is that drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use if appropriate. The Board believes that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual student.
 2. It is the intent of this school district to coordinate its efforts and activities with appropriate state and local health and law enforcement agencies and drug and alcohol abuse programs within the community which provide drug education, prevention, treatment, and rehabilitation.
 3. For the purposes of this policy, the following definitions are adopted:
 - a. "**Alcohol**" means any non-intoxicating alcoholic beverage or alcoholic beverage as defined in Oklahoma Statutes, Title 37;
 - b. "**Drug**" means articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; articles, other than food, intended to affect the structure or any function of the body of man or other animals; and articles intended for use as a component of any article specified herein. Illicit drugs include tobacco and tobacco products.
- B. OBJECTIVES OF THE DRUG EDUCATION CURRICULUM**
1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
 2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.
 3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.
 4. To encourage students to adopt appropriate

attitudes toward pain, stress, and discomfort.

5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

REFERENCE: 70 O.S. 1210.229-1 et.seq.
Public Law 101-226

Adopted by the Board of Education on 7-13-89,
Revised 8-91

ACCIDENT INSURANCE - STUDENTS 6103

- A. Tahlequah Public Schools makes available for sale to students an insurance policy which will cover major injuries. Inquiries concerning student insurance are directed to the Principal's office.
1. Students (Grades 7-12) enrolled in athletics must be adequately covered by accident and hospitalization insurance prior to participation.
 2. The Tahlequah Board of Education is **NOT** responsible for the cost of any accident occurring to an athlete while participating in a sport of the school.

Adopted by the Board of Education on 10-11-94

CONCUSSIONS AND HEAD INJURIES 6104

The Tahlequah Public Schools Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete=s parent or guardian prior to the youth athlete=s participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall

be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

REFERENCE: 70 O.S. ' 24-155

Adopted by the Board of Education on 6-20-11

RULES AND REGULATIONS FOR STUDENT USE OF MOTOR PROPELLED VEHICLES 6107

- A. The purpose shall be to place reasonable control over and restrict the use of motor propelled vehicles on and around the school site.
- a) Students who operate a motor powered vehicle should comply with state laws and city ordinances regulating the use of same.
 - b) Students shall register their car with the school principal; and secure a parking sticker which shall be visible. (A fee may be charged for permit.) The principal shall designate the location of decals. Students who use motor vehicles to commute to and from school shall become subject to randomized drug testing as per Board Policy 6209. Students who might be driving different cars shall register each vehicle and secure a parking permit for each car involved.
 - c) Students shall park their vehicles in the area assigned.
 - d) Students should make sure their vehicle is properly parked, set the hand brake and lock the vehicle.
 - e) Students are not to remove their car after parking until their scheduled time for departure from school unless they receive permission from an authorized staff member.
 - f) Students shall operate their vehicles within the speed limits set by the state, city, and school.
 - g) Students shall practice courtesy, safety and consideration to and for other drivers and refrain from practices that are disturbing or hazardous.
 - h) Each student-driven motorpropelled vehicle should be covered with liability insurance.
 - i) Violation of school rules and regulations for the driving student could be grounds for suspension from school.

j) Students shall not loiter in or around the area where vehicles are parked.

k) Students shall accept the responsibility for the operation of their vehicle in a reasonable, safe, cautious and sane manner at all times.

Adopted by the Board of Education on 10-10-91,
Revised 9-8-94, Revised 7-16-07, Revised 08-15-11, Revised
10-08-12

SCHOOL BUS PROGRAM

6109

A. Free transportation in district-owned buses is furnished to students who reside in the district. All buses used by the Tahlequah Public Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

B. The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his/her care; any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. A note signed and dated by the parents and principal will be necessary for permission to be given for the student to disembark at another stop or to ride a different bus than normal.

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

BUS RIDER RULES

6111

Free transportation will be provided by Tahlequah Schools Transportation Department.

A. BUS REGULATIONS FOR STUDENTS - Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions

at all times.

2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus. Students must have permission from parents, approved by Principals and Transportation Director in order to ride on an alternate bus.

3. Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.

4. Students will wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus. Be on time at the bus stop. While waiting for the bus, stay clear of the roadway.

5. Wait for the bus to come to a complete halt before trying to board and, if you must cross a road, wait for the driver to signal you across with his/her hand. Do not cross just because the red lights are flashing. Always cross at least 10 feet in front of the bus.

6. Students will remain properly seated at all times and not block the center aisles. All students will have assigned seats.

7. Students must keep their hands, head, feet, and personal objects inside the bus at all times.

8. Scuffling, shoving, or fighting is prohibited on the bus and at established bus stops.

9. Littering or throwing items inside or from the bus is prohibited.

10. Students are not allowed to sell or consume food or drink on the bus. The use of all tobacco products is prohibited.

11. Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for the damages.

12. Students are not to engage in loud talking, yelling, the use of profanity, inappropriate language or gestures on the bus.

13. Students are not allowed to bring animals or harmful objects on the bus (i.e. weapons, drugs, alcohol, fireworks, etc.).

14. Students are not to engage in any other conduct that disrupts the safe operation of the bus.

Adopted by the Board of Education on 10-10-91,
Revised 9-8-94

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

1. The driver, Tahlequah Schools Transportation Department, and site administration shall be responsible for enforcing discipline on all buses. All Tahlequah Transportation personnel are authorized to insure the department and district discipline management regulations and guidelines are followed.
2. Misconduct will be reported to the Principal, using a Bus Safety Report. Copies of this report will be sent to the parent, and placed on file with Tahlequah Transportation.
3. The Principal or Assistant Principal will contact parents by phone or letter if their child is involved in inappropriate behavior. If the consequences dictate a suspension, dates will be set for suspension, and the parents will be contacted. In the event that parent contact has been attempted and not achieved, the suspension dates will still be enforced.
4. Students are expected to behave at bus stops and on the buses as they do in the classroom. Due to misbehavior, a child may be denied the privilege of riding the bus.
5. Students are expected to ride their assigned buses. If circumstances require a student to ride a different bus, parents should provide a note to that effect. That note should be countersigned by the site principal before being given to the bus driver.
6. School bus transportation is provided for Tahlequah students. No persons other than Tahlequah students or employees in the performance of their jobs shall ride school buses without prior approval.
7. Bus drivers have a great responsibility in driving the bus, so we expect complete cooperation from students and parents. If a student misses his/her bus at school, every effort will be made by the school to help the student get home safely. If the student misses the bus at home, the parent

should make every effort to get the child to school as soon as possible.

8. Children should go to and come from their busses by the shortest and safest available route.
 9. Students who violate bus safety rules will receive appropriate consequences.
- B. Communication between the Transportation Department and school administrators will happen anytime clarification on any issue is needed. The drivers or Transportation Director will, upon request from a school Principal or Assistant Principal, communicate by phone or by visiting the school administrator in person.

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

CHILD ABUSE AND NEGLECT 6115

- A. The Tahlequah Board of Education in compliance with Oklahoma's Child Abuse and Neglect Laws which require that school personnel report suspected cases of child abuse and neglect to the proper officials adopts the following policy.
1. Any school official or employee who has reason to believe that a child under the age of eighteen (18) years has been subjected to conditions or circumstances which would be classed as abuse or neglect as defined by State of Oklahoma Statutes, shall immediately report or cause to be reported the matter to DHS.
 2. The term abuse, as used herein, means harm or threatened harm to a child's health or welfare. Neglect means failure to provide care and supervision.
 3. If the school official or employee has reason to believe that a child under the age of eighteen (18) years has had physical injury or injuries inflicted upon him or her by other than accidental means, that is, where the injury appears to have been caused as a result of physical abuse or neglect, that person shall report the matter promptly to the Department of Human Services,--(DHS). The DHS State wide toll free Hotline Number to call is **800-522-3511**. DHS will pursue the case from that point. If the report is not made in writing in the first instance, it shall be reduced to writing as soon as practical thereafter and the report shall contain the names and addresses of the child, and his or her parents or other persons responsible for his or her care, the child's age, the nature and extent of the child's injuries including any evidence of previous injuries, and any other information that the maker of the report believes might be helpful

in establishing the cause of injuries and the identity of the person or persons responsible therefore if such information or any part thereof is known to the person making the report. It shall be a misdemeanor for a school official to knowingly and willfully fail to report such cases in accordance with these provisions.

4. Under ordinary circumstances a social worker will be sent to the school to interview the child. If the social worker determines that child abuse has been committed the social worker may recommend that the child be removed from the school and placed in the protective custody of the Department of Human Services. Any such action will be instigated by the District Attorney's office and done by a law enforcement officer. The officer has a right to take the child into protective custody with or without a warrant or order. The law enforcement officer ordinarily will have a court order authorizing the officer to take the child into protective custody; however, this is not required.
5. If a law enforcement officer comes to the school, properly identifies himself/herself as a law enforcement officer, and states that he/she desires to take the child into protective custody as a victim of suspected child abuse, the school official in charge should record the name and other identifying information regarding the officer before permitting the officer to take the child from the school.
6. In these instances school personnel should not call the parents of the child because one or both parents may be responsible for the child's abuse. Contacting the parents in situations of this nature is the responsibility of the law enforcement officers.
7. Any school personnel participating in good faith and exercising due care in the making of a report of an alleged child abuse case shall have immunity from any liability, civil or criminal. Also, these persons shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

Legal Reference Cited: Title 21, Oklahoma Statute 823

Adopted by the Board of Education on 4-7-86,
Revised 7-16-07, Revised 11-14-11

CUSTODIAL VS NON-CUSTODIAL 6119

- A. It is the policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree

awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction should also be filed with the school.

1. All staff members are instructed to refer any questions to the appropriate building principal or the Superintendent.
2. Absent a court decree to the contrary, both natural parents have the right to be listed as parent and to view the student's school records; to receive school progress reports; to visit the child briefly at school and to participate in parent and teacher conferences (not necessarily together in the same conference).
3. Only the custodial parent has the right to make changes to student information.
4. School sites may develop an additional protocol for the release of students to non custodial parents/guardians.

Adopted by the Board of Education on 10-10-91,
Revised 8-10-09, Revised 1-11-10

FUND RAISING ACTIVITIES 6125

- A. Fund raising activities are an inevitable part of the school program. Students and their teachers often plan special field trips or other activities for which they raise the money through sales, car washes, or other fund-raising activities. These, as well as concerts, plays, games, etc., must have the approval of the Board of Education. This Board supports those events in which students display their talents and skills. In the interest of the safety of our students, we shall NOT approve door-to-door solicitation by elementary students. In addition, we cannot condone the sale of candy by students during school hours, on school property, or while traveling on school vehicles.
 1. All fundraising activities involving students must be approved by the Board of Education. The request for approval must include the fund raising activity, the amount anticipated, and the purpose for the money. All known fund raising activities for the ensuing school year should be submitted to the Board for approval no later than the August Board Meeting.
 2. Proceeds from all fund raising activities shall be deposited in the Student Activity Fund.
 3. The district shall not approve the conducting of fund raising activities at school by organizations not affiliated with the school.

Adopted by the Board of Education on 12-13-90,
Revised 7-10-97, Revised 7-16-07\

**STUDENT FUND RAISING ACTIVITIES –
REGULATION 6127**

A. Sponsors of student groups engaged in raising funds for school activities are required to complete a Fund Raiser Request form which is submitted to the building principal. The principal is responsible for preparing a building calendar which attempts to coordinate all fund raisers and eliminate conflicts and overlapping of activities. The principal prepares a master list of requests from his/her building which is submitted to the Board.

1. All known requests for fundraisers must be approved by the Board of Education no later than the August meeting. No teacher should engage or encourage students to engage in any fund raising activities which have not had prior approval by the Board. Each fund raiser must be approved on an annual basis. No substitutions in fund raisers are allowed without prior approval.
2. The sponsor is accountable for all revenue from the fundraiser. Proceeds from all activities shall be deposited in the Student Activity Fund.

Adopted by the Board of Education on 2-13-92,
Revised 4-11-96, Revised 7-16-07

**STUDENT ACTIVITIES EXPENSE
REIMBURSEMENT 6128**

It is the policy of the Tahlequah Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible, placed on the building calendar as well as the master calendar and must be approved by the Board if the travel is overnight/out-of-state.

The school will reimburse costs, subject to availability of funds, for approved and documented lodging and meal expenses. Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and delivered to the business office for payment. The Board of Education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

REFERENCE: 70 O.S. §5117 Approved 03-11-13

TICKET SALES 6129

Proper accounting of all ticket sales is the responsibility of the district. The auditor expects paper documentation to support revenue as well as expenditures. No cash may be taken at a gate when a ticket/receipt is not offered. The ticket is a safeguard for both the district staff and the customer.

Adopted by the Board of Education on 10-10-91

FUND RAISING PROCEEDS 6131

Fund raisers by school groups which involve the use of Tahlequah school students must receive prior approval from the Board of Education. Approval will not be granted to student groups when the proceeds of the fund raiser will go outside this school district. Endorsement of fund raisers by groups associated with the school, i.e., booster clubs and PTO's will not be granted when the proceeds go outside this district. National Associations with local chapters may be considered.

Adopted by the Board of Education on 4-9-92

**Policy Establishing Guidelines for the
Sanctioning of Student Achievement
Programs and Parent-Teacher
Associations and Organizations 6133**

The Board of Education of the Tahlequah Public Schools believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the school district. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70 § 5-129.

A. Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations

1. The school district may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the school district, are beneficial to students and meet the requirements

of this policy.

2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the school district, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the school district curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. A written statement by a student achievement program or by a parent-teacher association or organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the school district and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) a financial audit which has been performed on such program, association, or organization by an independent accounting firm. The program, association, or organization must be managed or operated by adults, rather than students.
4. The written statement shall be submitted to the Superintendent for preliminary review. After the program, association, or organization's written statement has been reviewed by the Superintendent, the Superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable.
5. The Board will establish two categories of student achievement programs, parent-teacher associations, or organizations for sanctioning purposes.
 - a. **Type A** - The Board may sanction any student-achievement program, parent-teacher association, or organization that is organized under Section 501 (c) (3) of the Internal Revenue Code to maintain bank, financial, and tax exempt status separate from the school activity fund if that program, association, or organization satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form.
 - b. **Type B** - The Board may sanction any student achievement program, parent-teacher association, or organization that satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form to maintain a bank account outside of the school activity fund for emergency purposes, as follows:
 - 1) All current outside bank balances would be deposited in the school activity fund in a sub-account designated for the program, association, or organization.
 - 2) The program, association, or organization would request a check from the school activity fund in any amount up to \$2,500.00 to be deposited in an outside bank account as a Petty Cash Account for "emergency purchases" including but not limited to food, accommodations, or any other purchase where the provider of services or merchandise will not charge to the school activity fund. These purchases will not be tax exempt.
 - 3) When the outside account needs to be replenished, as determined by the program, association, or organization, the receipts for those expenditures would be presented to the school activity fund custodian and a check would be written for that amount to be deposited in the outside account to restore it to the original deposit that established the account.
 - 4) The program, association, or organization would agree to deposit receipts from all sources into its activity fund sub-account.
6. All funds raised by the program, association, or organization will be used to achieve the stated purposes and goals of the program, association, or organization. No administrative fees or stipends to officers, school employees or others will be permitted.
7. Any plan, project, or movement by a sanctioned student achievement program or parent-teacher association or organization instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will

be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

8. The Application Form is a part of this policy.
 9. Completed applications for sanctioning will be submitted to the district before April 30, and notification of sanctioning status will be given by June 15.
 10. Any group eligible for sanctioning that does not present an application for sanctioning is automatically in the School Activity Fund and may not maintain an account outside that Fund.
 11. Any student achievement program, parent-teacher association or organization that is organized for the benefit of the students that is not within the School Activity Fund or has not been sanctioned will not be allowed to use school facilities or students for fund-raising activities nor be allowed to contribute to the support of any district activity.
- B.** Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations or organization on the basis of race, gender, age, religion, national origin or disability.
- C.** Applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the Applicant, and the decision of the Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which records Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.
- D. Type A - Section 501 (c) (3) Organization**
1. Attach a copy of the latest tax return.
 2. Attach the most recent financial audit.
 - a. If sanctioning is granted:
 - 1) The Applicant will not deposit any check, warrant, or money order made payable to Tahlequah Public Schools, Tahlequah High School, Tahlequah Jr. High, Cherokee Elementary, Greenwood Elementary, Sequoyah Elementary, Central Elementary, Tahlequah Career Academy, or any department of the Tahlequah Public Schools in the organization's private bank account.
 - 2) The Applicant agrees any equipment purchased/donated for the benefit of the

Tahlequah Public Schools or any department of the Tahlequah Public Schools by the association will be donated to the school district by notifying the Superintendent of Schools in writing so that the Board of Education can accept the item at the next feasible Board meeting.

- 3) The association will not employ, pay, or use as a volunteer, working on a regular basis with our students, any individual to perform duties on school property or for the benefit of any department of the school district, without proper notification to and approval from the Site Principal, Athletic Director, or Volunteer Coordinator.
 - 4) Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
 - 5) In order for the School district to consider whether to maintain the sanctioning action, the Applicant shall agree to schedule a time annually with the district's independent auditing firm and present requested records for a review of the previous year's transactions. The group will be billed directly by the auditor at a rate of \$50.00 per hour not to exceed \$400.00.
- E. Type B - Student Achievement Programs, Parent Organizations and Booster Clubs desiring a Petty Cash account.**
1. Attach the most recent financial audit report, if any, for the Applicant issued by an independent accounting firm.
 2. Attach the most recent bank statement(s).
 - a. If sanctioning is granted:
 - 1) The Applicant will deposit the balance of the outside account, less an appropriate amount for outstanding checks, to the School Activity Fund.
 - 2) The Applicant will not deposit any receipt in the Petty Cash account other than a check issued by the School Activity Fund.
 - 3) The Applicant will furnish original invoices when requesting a check from

the School Activity Fund to replenish the Petty Cash Account.

- 4) The Applicant will not employ, pay, or use as a volunteer, working on a regular basis with our students, any individual to perform duties on school property or for the benefit of any department of the school district, without proper notification from the Site Principal, Athletic Director, or Volunteer Coordinator.
- 5) Any plan, project or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
- 6) Deliver copies of bank statements to the district's Activity Fund Custodian at the end of each month.

Superintendent
Tahlequah Public Schools
P O Box 517
225 N. Water
Tahlequah, OK 74465

Type of Sanction Requested:

Type A () Type B ()

Name of Applicant: _____

Dated: _____

By: _____

Title: _____

Adopted by the Board of Education on June 12, 1997

Type A or B understands and agrees that if a sanction is granted, non-compliance with the Board Policy and these Application requirements will revoke the sanction, and the Student Achievement Program or the Parent-Teacher Association or Organization will not be allowed to use school facilities or students for fund raising activities nor be allowed to contribute to the support of any district activity.

F. Instructions to Applicant:

1. Complete this application. Please print or type. If necessary, please use additional sheets of paper.
2. Attach Applicant's most recent audit report, if any.
3. Sign and date this application.
4. Deliver or mail this application to:

APPLICATION FOR SANCTIONING
UNDER OKLA. STAT. tit. 70 § 5-129.1

This is a request for sanctioning by the Applicant to the Board of Education of the Tahlequah School District, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: _____

Applicants Mailing Address: _____
Street/P.O. #

City *State* *Zip Code*

Applicant's Taxpayer I.D. # _____

Applicant's Representative from whom additional information may be obtained: _____

Applicants Primary Telephone # _____

Applicant's Purpose, Goals, and Organizational Structure:

Describe how the School District and its Students will Benefit if the Applicant is Sanctioned:

Attach a copy of the Applicant's By-laws.

FUND RAISING ACTIVITIES FOR PARENT/TEACHER ORGANIZATIONS 6135

All booster clubs and Parent-Teacher Organizations which function for the benefit of students in Tahlequah Public Schools are encouraged to coordinate their activities and fundraisers through the principals in their respective buildings and through the Superintendent. Coordinating through the schools helps to insure that groups do not have conflicting dates and activities, insuring optimal participation. This district does not support the using of students to do house-to-house sales and solicitation. (See Policy 6125)

Adopted by the Board of Education on 2-13-92

STUDENT CLUBS AND ORGANIZATIONS SPONSORS 6140

The Tahlequah Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The Board of Education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's internet website. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name
2. Mission or purpose; and
3. Name of the sponsor, if known

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

LEGAL REFERENCE: 70 O.S. § 24-105
Approved 03-11-13

NOTIFICATION OF RIGHTS UNDER FERPA 6150

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The Family Educational Rights and Privacy Act (FERPA), a Federal Law; requires that Tahlequah Public Schools, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, Tahlequah Public Schools may disclose appropriately designated "directory information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of the directory information is to allow

the Tahlequah Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
202-260-3887

Approved by the Board of Education on 10-10-11,
Revised 2-11-13

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 request, subject to a parent's request not to disclose such information without written consent, and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so. The notice will be provided to parents on an annual basis.

Reference: 10 USC §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107) 20 USC§7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Approved 03-11-13

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

6160

It is the policy of the Tahlequah Board of Education to adhere strictly to Oklahoma and Federal law concerning

the transfer and release of confidential information including student records.

For the purposes of this policy, “confidential information” means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

- (1) The Department of Human Services,
- (2) The Department of Mental Health and Substance Abuse Services,
- (3) The State Department of Health,
- (4) The State Department of Education,
- (5) The State Department of Career and Technology Education,
- (6) The Oklahoma Commission on Children and Youth
- (7) The J.D. McCarty Center for Handicapped Children,
- (8) The Department of Corrections,
- (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.2 of the Oklahoma Statutes, to children and family,
- (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),
- (11) Statutorily-constituted juvenile bureaus, and
- (12) Other school districts upon their request and in compliance with state law.

Under otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

The school district will follow the rules promulgated by the State Department of Education for authorizing access and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

Reference: 10 O.S. § 620.1, et seq., 10 O.S. § 7001-1.2, 70 O.S. § 24-101.4

Approved 03-11-13

INFORMATION COORDINATOR 6165

The school district has designated, Kathy Daniel, Board of Education Office Manager, as a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes, but is not limited to:

1. Student’s name, address, telephone listing and date and place of birth;
2. Parent or lawful custodian’s name, address and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student’s participation in officially recognized activities and sports;
5. Weight and height of member of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;

Reference: 70 O.S. § 10-103.2. 34 CFR 99.1, 20 USC 1232 Approved 03-11-13

STUDENT ACTIVITIES, ELIGIBILITY 6177

A. Tahlequah Public Schools students wishing to participate in extra curricular 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.

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 students will be allowed to

accompany a student group on an activity.

Adopted by the Board of Education on 12-10-92,
Revised 7-16-07, Revised 4-11-11

EXTRA CURRICULAR ACTIVITIES 6179

A. FIELD TRIPS

1. Groups wishing to participate in extra curricular activities (field trips) should prepare a list of the activities for the following school year to submit to the building principal before the close of the current school year. After approval by the building principal, a complete list for that building will be submitted to the Superintendent.
2. Groups who want to make overnight school sponsored trips must make individual application to the Board at a regularly scheduled BOE meeting prior to the trip.
3. 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.

Adopted by the Board of Education on 12-10-92,
Revised 7-16-07

B. SCHOOL DANCES

1. Dances are to be limited to one per month including the prom.
 - a. Appropriate dress is required for all dances.
 - b. The band must be approved in advance by the building principal and must be dressed appropriately.
 - c. Other music provided must be approved in advance by the building principal.
 - d. There should be at least six sponsors for each dance, no less than four being faculty members.
 - e. Only students from that site will be admitted to the dance.
 - f. At least one policeman must be hired for the duration of the dance, paid from the dance proceeds or an SRO will attend.
 - g. All students attending the dance must arrive at least by thirty minutes after the beginning time of the dance.
 - h. All dances must end by 12:00 midnight on weekends and by 10:30 P.M. on weekdays.
 - i. Once a student is admitted, he/she will not be re-admitted to the dance if he/she leaves.
 - j. Alcoholic beverages will not be allowed.
 - k. All dances must be scheduled and approved at least two weeks ahead of the date.

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

CHEERLEADERS 6181

Cheerleading is now recognized as an official sport by the Oklahoma Secondary Schools Activity Association. Cheerleading's main obligation is to support the athletes in their various sports and to promote school spirit and pride. The main goal at T.H.S. and TMS is to develop scholarly, responsible, respectful, athletic cheerleaders who take pride in who they are and what they represent. A cheerleader will influence a lot of people and will always represent the school whether in uniform or not. It is expected of the cheerleader to be a positive role model and to conduct himself/herself in accordance to all rules of the contract. The situations and disciplines are so written to inform the cheerleader and parent what will occur if any given situation should develop. There will be unforeseen circumstances which will be handled at the coach's or sponsor's discretion. A meeting will be held prior to tryouts for parents of prospective cheerleaders. A meeting will be conducted after tryouts for parents to establish officers of the Parents' Support Group and to discuss upcoming events and obligations of all parties involved. Meetings will be conducted at the coach's discretion depending upon the tryout date.

A "Cheerleading Policy" handbook with all policies, procedures, regulations, selection guidelines, and contract will be distributed to all parties involved.

Adopted by the Board of Education on 11-14-91,
Revised 8-8-96, Revised 7-16-07

NATIONAL COMPETITION/LEADERSHIP FINANCIAL SUPPORT 6183

A. Tahlequah Public Schools believe in the strong academic, competitive, and leadership development of its students. Maximum request levels are as follows:

B.

Number of Students Participating	Maximum Amount Allowed
1	\$200
2	\$400
3	\$600
4	\$800
5	\$1000

C. The guidelines are as follows:

1. The nature of the trip will be academic, competitive, or leadership development.
2. Applications will be accepted only for representation at out-of-state events or

competition.

3. Students and sponsors must be present at the BOE meetings as requests are considered.
 4. Building principals will screen applications and make appropriate recommendations to the Board of Education.
- D.** The Superintendent is directed to allocate funds annually, when available, to the sites for the purpose of additional financial support for the purposes defined within this policy.
- E.** Sponsor will be specific on individual items relating to cost of trip for student (registration, lodging, travel, etc.) and available funds (including activity funds, vocational incentive funds, site budget, grant funds, and cost to individual students) when asking for needed donation.
- F.** Cost for adult sponsors are not to be included.
- G.** Requests for funding are to be made only after all other avenues of funding sources have been utilized.
- H.** Any requests which fall outside the above parameters will be considered on an individual basis and the Board of Education will limit the cap to \$1000 per trip.

Adopted by the Board of Education on 1-13-94
Revised 10-11-04, Revised 7-16-07, Revised 9-14-09

EQUAL ACCESS - STUDENT ORGANIZATIONS

6185

- A.** The Board of Education is aware that the Equal Access Act (Title VIII of Public Law 98-377) requires that school districts grant equal access to student groups at the senior high or junior high who wish to meet for religious, political, or philosophical purposes, if the school allows other type of non-curriculum related student groups to meet. The Superintendent will establish whatever procedures are necessary to ensure equal access to student groups in this district and will approve student groups use of facilities to conduct meetings provided that:
1. The meeting will take place during open forum. Open forum is defined as noninstructional time during lunch hour, after school, or as determined by the building principal.
 2. The meeting is voluntary and student initiated. The Superintendent and appropriate principal will be assured that only students are promoting such activities and that the students are participating of their own volition. Only students enrolled in the particular school may request meetings at the school.
 3. School authorities or district employees do not promote, lead or participate in such meetings.

The Superintendent or appropriate principal will assign personnel to supervise the meetings. Such supervision will not constitute sponsorship by the district of such meetings.

4. The presence of school authorities or district employees or district personnel at student religious, political, or philosophical meetings is non-participatory in nature. Any presence of school authorities will be for the purpose of observation only.
5. The meeting will not in any way interfere with the conduct of regular instructional activities of the schools. The School may deny facilities to students if such activities or meetings interfere, or are likely to interfere, with the instructional program.

Adopted by the Board of Education on 1-10-91

EQUAL ACCESS – PROCEDURE

6187

This policy is in compliance with the provisions of the Equal Access Act enacted by the 89th Congress as Title VIII of Senate Bill 1285 and signed into law by the President of the United States during the summer of 1984.

The Tahlequah Public School District I-35 has a long standing practice of permitting certain non-curriculum related student groups to use school facilities for meetings before or after the regular instructional time during a school day, thereby creating a precedent by approving limited open forums as defined in the Equal Access Act for such student meetings.

- A.** The Tahlequah Board of Education will not deny equal access for any student group(s) to conduct meetings within the framework of this limited open forum policy on the basis of religious, political, philosophical, or other content of the speech at such meetings, subject to the following regulations:
1. This policy applies only to the district's middle school and the high school.
 2. The meetings must be voluntary and student initiated.
 3. Sponsorship of the meetings may not be by the Tahlequah School District or any of its employees, but a certified employee(s) appointed by the principal is to attend all meetings in a non-participatory capacity.
 4. The meetings must not materially and substantially interfere with the orderly conduct of educational activities within the school.
 5. Non-school persons may not direct, conduct, control, or regularly attend meetings of student

groups.

6. Any student group desiring to conduct a meeting within the limited open forum framework shall present a written request to the school principal at least five (5) days prior to the meeting in question. The written request must specify the type of meeting the students plan to have, the approximate number of persons who will be present and the purpose of the meeting. It shall also contain a statement that the meeting is student initiated and student sponsored. The principal or his designee shall designate a room for the meeting and the time within which the meeting must be conducted on a space available basis.
7. The Tahlequah School District will not expend any school funds in connection with the limited open forum meetings beyond the incidental cost of providing space for the meetings.
8. The district reserves the right to deny meeting privileges to any student group that does not meet all requirements as outlined in the Equal Access Act or in this policy.

Adopted by the Board of Education on 3-4-85,
Revised 7-16-07

OFF CAMPUS EVENTS

6189

Students at school sponsored off-campus events shall be governed by school district rules and regulations and subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school sponsored off campus events.

Adopted by the Board of Education on 10-10-91

STUDENT EXPRESSION

6191

A. FREEDOM OF SPEECH AND ASSEMBLY

1. Students are entitled to express verbally their personal opinions. The expression of personal opinions shall not, however, interfere with the freedom of others to express themselves. The use of obscenities or personal attacks toward the staff or other students is prohibited.
2. All student meetings in school buildings may function as a part of the formal education process as authorized by the principal or in compliance with the Equal Access Law (See 6185). There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is

inappropriate and prohibited.

Adopted by the Board of Education on 10-10-91

STUDENT PUBLICATIONS

6193

A. FREEDOM TO PUBLISH

1. Students are entitled to express in writing their personal opinions within these specific guidelines:
 - a. The principal has the right to review.
 - b. The principal may prohibit distribution of any publication containing libelous or obscene language or acts that advocates illegal action or disobedience; or encourages disruptive behavior.
 - c. The principal shall establish the place for distribution and time.
 - d. The publication must contain the names of the individual contributors, editors and/or publishers, including their addresses.
 - e. Official school newspapers, under sponsorship of a faculty member, shall be subject to approval of the principal or his representative.

Adopted by the Board of Education on 10-10-91

STUDENT DRESS CODE

6200

- A. All students are expected to be neatly groomed. Shoes must be worn. Clothing and/or jewelry should not display pictures, lettering or numerical figures that are profane, repulsive or obscene or that advertise or promote weapons, tobacco or alcohol, low-point beer, drugs, drug related items or drug paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive shall be corrected immediately. Included in this policy is the prohibition of clothing and/or athletic uniforms worn in a manner which is revealing, disruptive or inappropriate for the school setting. Jeans, slacks, pants or other garments worn below the natural waist are prohibited.
- B. Extremes in wearing apparel or personal appearance which would disrupt classrooms and/or interfere with the intended function of the school will not be considered as acceptable school dress. The wearing of any apparel associated with "gang" membership will not be allowed at school, on school vehicles or at or going to and from school-sponsored or authorized functions.
- C. The responsibility of upholding and enforcing this code rests with those students, parents, teachers and

principals concerned. Where there is a judgment to be made, the site principal will make the decision.

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

POLICY PROHIBITING BULLYING, ALSO REFERRED AS THE "SCHOOL SAFETY AND BULLYING PREVENTION ACT" 6203

Statement of Legislative Mandate and Purpose

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

A. Statutory Definition of Terms

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

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

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

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

B. The "Reasonable Person" Standard

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

C. Types of Bullying

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

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

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

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

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district

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

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

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

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports.

Parents and guardians may participate in a parent education component.

B. The District's Safe School Committees

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

resources.

Student Reporting

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

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

Staff Reporting

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

Bullying Investigators

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

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

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

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

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

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

Parental Notification

The assigned investigator will notify the parents of

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

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

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

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

Student Transfers

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

Monitoring and Compliance

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

school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

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

Adopted by the Board of Education on 11-12-12; Revised 11-11-2013; Revised 1-13-2014, Revised 7-31-14

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

6205

D. It is the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages – including the legally nonintoxicating beverage commonly referred to as 3.2 beer – or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions if such suspicion is verified. The principal shall immediately notify the Superintendent of schools, law enforcement and a parent or legal guardian of said student, if possible.

1. Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.
2. Every teacher employed by the Board of Education that has a reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

REFERENCE: 70 O.S. Sec. 24-138
63 O.S. Sec. 20-101 et seq.
70 O.S. Sec. 24-102

Adopted by the Board of Education on 7-13-89, Revised 9-8-94, Revised 7-16-07

DRUG-FREE SCHOOLS

6207

A. It is the policy of the Board of Education that all students and employees of this school district be made aware of the Board's intention to maintain a drug-free environment.

1. Students and employees who possess, use, or distribute illicit drugs (including Anabolic steroids), tobacco, tobacco products, or alcohol shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students and employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable laws.
2. Various State and Federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated (U.S.C.A.), and The Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provides federal sanctions and the Uniform Controlled Dangerous Substances Act, Oklahoma Statutes, Title 63, Section 2-101, and others, plus various criminal statutes provide state sanctions.
3. Oklahoma Statutes, Title 21, Section 124, et seq., prohibits the furnishing of tobacco and tobacco products to any minor and declares a misdemeanor for any minor who refuses to disclose the source of tobacco or tobacco product in his or her possession.
4. Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please refer to the school district's education curriculum.

B. To help insure a drug/alcohol free school environment for Tahlequah Public School students, random, periodic inspections of school lockers, classrooms, buildings, and school parking lots by school officials, in accompaniment of law enforcement officials with certified "drug-sniffing" dogs, may be conducted each school year.

1. Upon any occasion that a student is found to be in possession, under the influence, or selling of illegal substances or alcohol (any controlled or dangerous substance) the student and any confiscated materials will be given into the custody of the county or state law enforcement officials. Upon such occasions, parents or guardians of the student will be notified in accordance with Oklahoma Statutes and school district policy.

2. This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.
3. Following the policy as outlined in 6217 and 6219, school authorities have the responsibility to implement this policy. This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above listed substances in connection with an approved school project when such possession has been approved by the school official in charge of the project.

REFERENCES: Public Law 101-226
70 O.S. 1210.221 et seq.

CROSS-REFERENCES:

- Policy 6227: Teaching about Drugs, Alcohol, and Tobacco
 Policy 6205: Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances

Adopted by the Board of Education on 10-10-91
 Revised 11-9-95, Revised 8-8-96, Revised 7-16-07

SMOKE FREE ENVIRONMENT/ TOBACCO USE POLICY 6208

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

A. Therefore, smoking, chewing/dipping, or any other use of tobacco by faculty, staff, students, and members of the public is prohibited on, in, or upon any school property, 24 hours per day, seven days per week, including non-school days and will apply to all students, faculty, staff and visitors and to any outside agency using the district’s facilities.

Possession of tobacco products (or a lighter) is prohibited by students on, in, or upon any school property.

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

- a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage. This includes but is not limited to areas normally reserved for the exclusive use of faculty or support staff.
- b. All school grounds and buildings over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking lots.
- c. All vehicles used by the district for transporting staff, students, and visitors.

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

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

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

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

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

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

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

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

H. As a function of improving student health, the district will work with available community resources to develop and implement voluntary programs to assist students in overcoming tobacco addiction and in the cessation of tobacco use.

Attendance or completion of such programs will be allowed as a voluntary substitute to disciplinary sanctions (including suspension) imposed for possession or use of tobacco.

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

STUDENT RANDOM DRUG AND ALCOHOL TESTING POLICY **6209**

SECTION I

The Tahlequah School Board of Education, in an effort to protect the health and safety of its student athletes from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Tahlequah School District, adopts the following policy for drug testing of student athletes.

A. STATEMENT OF PURPOSE AND INTENT:

1. It is the desire of the Board of Education, administration, and staff that every student in the Tahlequah School District refrains from using or possessing illegal drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extra-curricular activities or to drive on campus. This policy is intended to supplement and complement all other policies, rules and regulations of the Tahlequah School District regarding possession or use of illegal drugs.
2. Participation in school sponsored extra-curricular activities in the Tahlequah School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students who participate in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the

highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

3. The purpose of this policy is to prevent illegal drug use, to educate students as to the serious physical, mental and emotional harm caused by illegal drug use, to alert students with possible substance abuse problems to the potential harms of illegal drug use, to prevent injury, illness and harm as a result of illegal drug use, and to strive within the Tahlequah School District for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extra-curricular activities or to drive on campus. There will be no academic sanctions for violation of this policy.
 4. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this Policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's student behavior policies.
- #### **B. DEFINITIONS:**
1. **"Student Athlete"** or **"Athlete"** means a 7th – 12th grade member of any Tahlequah School District sponsored interscholastic sports team, including athletes, cheerleaders, and pom pom squad members.
 2. **"Extracurricular"** means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum.
 3. **"Student extracurricular activities participant"** means any student participating in any competitive extracurricular activity.
 4. **"Athletics and athletic activity"** means participation by a student athlete or any athletic

team or cheerleader/pom team sponsored by the school district.

5. **“Coach/sponsor”** means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.
6. **“Drug Use Test”** means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.
7. **“Random Selection Basis”** means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:
 - a. Results in an equal probability that any student extracurricular activities participants from a group of student extracurricular activities participants subject to the selection mechanism will be selected.
 - b. Does not give the school district discretion to waive the selection of any student extracurricular activities participants selected under the mechanism.
8. **“Illegal Drugs”** mean any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma Law. “Illegal drugs” include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
9. **“Alcohol”** means ethyl alcohol or ethanol and any alcoholic beverage and includes low-point beer as defined by Oklahoma law.
10. **“Performance-enhancing Drugs”** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can lawfully be lawfully purchased in over-the-counter transactions.
11. **“Positive”** when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites

thereof using the standards customarily established by the testing laboratory administering the drug use test.

12. **“Reasonable Suspicion”** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, “reasonable suspicion” specifically includes unusual increases in size, strength, weight, or other athletic abilities.
 13. **“School Day(s)”** means a day when school is in session and students are required to report to school. By way of example, only and not as a limitation, “school days” does not include snow days, holidays, or parent-teacher conference days.
 14. **“School District Property”** means any property owned by or under the control of the School District.
- C. PROCEDURES:**
- Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.
1. Each student extracurricular activities participant shall be provided with a copy upon request or at www.tahlequah.k12.ok.us of the Student Extracurricular Activities Participants Drug Testing Policy and Student Extracurricular Activities Participants Alcohol and Illegal or Performance Enhancing Drug Testing Contract which shall be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities or park on campus. The contract shall be to provide a urine and/or saliva sample:
 - a. As chosen by the random selection basis
 - b. At any time requested, based on reasonable suspicion,

- c. To be tested for alcohol, illegal or performance-enhancing drugs.
2. No student shall be allowed to practice or participate in any extra-curricular activities or park on campus unless the student has returned the properly signed Extracurricular Activities Participants Alcohol and Illegal or Performance Enhancing Drug Testing Contract.
3. Drug use testing for student extracurricular activities participants will be chosen on a random selection basis weekly from a list of all extracurricular activities participants. The Tahlequah school district will determine a weekly number of student names to be drawn at random to provide a urine and/or saliva sample for drug use testing for alcohol or illegal or performance-enhancing drugs.
4. In addition to the drug use tests required above, any student extracurricular activities participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
5. The Tahlequah School District may set a fee charge to be collected from each student when the Extracurricular Activities Participants Alcohol and Illegal or Performance Enhancing Drug Testing Contract is signed and returned to the coach or sponsor.
6. Students who do not participate in any extracurricular activities or park on campus may volunteer to be randomly drug tested. The student and his/her guardian must sign the Extracurricular Activities Participants Alcohol and Illegal or Performance Enhancing Drug Testing Contract and return it to the principal. The student and his/her guardian must sign the Voluntary Drug Testing Drop form to withdraw for the random drug testing.
7. Any drug use test required by the Tahlequah School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Tahlequah School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.
8. All aspects of the drug use testing program, including the taking of urine specimens, will be conducted so as to safeguard the personal and privacy rights of student extracurricular activities participants to the maximum degree possible. The test specimen shall be obtained in

- a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The superintendent or designee shall designate a sponsor or coach or other adult person to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or designee who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student athlete may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.
9. If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. A specimen shall not be reported positive unless the second test is positive for the presence of alcohol, an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months.
 10. If the drug use test for any student has a positive result, the laboratory will contact the superintendent or designee with the results. The superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the superintendent or designee will solicit any explanation of the positive result and ask for doctor prescriptions of any drugs that the student athlete was taking that might have affected the outcome of the drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion of the specimen, the superintendent or designee will arrange for another test at the same laboratory or at another laboratory agreeable to the superintendent or designee. Any such retest

shall be at the expense of the student and his/her parent or custodial guardian.

11. If the student asserts that the positive test results are caused by other than consumption of an illegal drug or performance-enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the superintendent or designee. The Tahlequah School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or a performance-enhancing drug.
12. A student who has been determined by the superintendent or designee to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense during which time the student will remain ineligible to participate in any extra-curricular activities. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the Superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.
13. Before a student who has tested positive in a drug use test may rejoin his/her extra-curricular activity after a first or second offense, such student athlete may be required to undergo one or more additional drug use tests to determine whether the student athlete is no longer using illegal drugs or performance-enhancing drugs. The Tahlequah School District will rely on the opinion of the laboratory which performed or analyzed the additional drug use test in determining whether a positive result in the additional drug test was produced by illegal or performance-enhancing drugs used by the student before the offense or by more recent use.

D. VIOLATION:

1. Any student who tests positive in a drug use test under this policy shall be subject to the following restrictions:
 - a. **For the First Offense:** Suspension from participation or parking on campus for fourteen (14) days of the season's total scheduled activities (including all meetings, after school practices, and competitions) and successful completion of four (4) hours of

substance abuse education/counseling provided by the school. These restrictions and requirements shall be consecutive in nature and begin immediately following the reporting of the results of a positive drug use test. A student who self-refers to the Athletic Director, Drug Education Coordinator, activities sponsor or coach before the lab report of a positive test for drug use will be allowed to remain active in all extra-curricular activities; such student will, however, be considered to have committed his/her first offense under this policy. Self-referral may be used only once in a student's lifetime.

- b. **For the Second Offense** (in the same school year): Complete suspension from parking on campus and participation in all extra-curricular activities including all meetings, practices, performances, and competition for eighteen (18) continuous and successive school weeks from the date of the initial report of the offense. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

E. REFUSAL TO SUBMIT TO DRUG USE TEST

1. If after signing the Extracurricular Activities Participants Alcohol and Illegal or Performance Enhancing Drug Testing Contract, a participating student refuses to submit to a drug use test authorized under this policy, such student shall not be eligible to park on campus or participate in any extra-curricular athletic activities including all meetings, practices, performances and, competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

F. DROPPING FROM THE DRUG TESTING POOL

If, after signing the Extracurricular Activities Participants Alcohol and Illegal or Performance Enhancing Drug Testing Contract, a student wishes to drop from the Random Student Drug Testing pool, he/she must complete the Extracurricular Activities Participants Alcohol and Illegal or Performance Enhancing Drug Testing DROP FORM. Upon submission of the completed Drop Form, the student can no longer park on campus or participate in any athletic programs, extracurricular activities or school clubs, and may not receive recognition as a member of these activities or athletic programs. The student may re-enter the testing pool after a period of one (1) calendar year by filing out a new consent form. Students have 10 days to

reconsider their decision and re-enter the pool with no consequences after submitting the drop form.

Adopted by the Board of Education on 7-9-98,
Revised 7-28-99, Revised 3-10-08, Revised 6-20-11,
Revised 08-15-11

MARRIED STUDENTS

6213

Married students have the same educational and extra-curricular privileges and carry the same responsibilities as unmarried students.

Adopted by the Board of Education on 7-13-89

SEARCH OF STUDENTS

6217

The Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the Board that the Superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

Pupils shall not have any reasonable expectation of privacy rights toward school administration or teachers in the contents of any school locker, desk or other school property. Schools shall inform pupils in the student discipline code that they have no reasonable expectations of privacy rights toward school officials in the contents of school lockers, desks, or other school property.

REFERENCE: 70 O.S. Sec. 24-102

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

SEARCH OF STUDENTS - REGULATION

6219

- A.** In accordance with policy of the Board of Education, searches of students shall be conducted under the following circumstances:
- 1.** The Superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:
 - a.** When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol,

dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

- 2.** School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
- 3.** Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
- 4.** Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
- 5.** Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
- 6.** Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
- 7.** Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the Superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension to the Board of Education.

REFERENCE: 70 O.S. Sec. 24-102

Adopted by the Board of Education on 10-10-91

PAGING DEVICES AND CELLULAR PHONES

6229

A student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent given the following conditions:

1. Devices will not be visibly displayed or worn by students.
2. Devices are to be turned off and unable to receive or transmit communication while in the possession of students.
3. Any exceptions require administrative approval.

The school will not be responsible for any lost or stolen electronic devices.

REFERENCE: 70 O.S. 24-101.1

Adopted by the Board of Education on 8-10-89,
Revised 7-10-97, Revised 7-25-00, Revised 10-8-01,
Revised 7-16-07

DISCIPLINE PROCEDURES FOR TAHLEQUAH PUBLIC SCHOOLS

6250

A. Philosophy

1. Each generation of young people is expected to mature in the ability to be responsible individuals capable of making worthy contributions to society. Tahlequah Public Schools shares with parents the role of education and training young people in those citizenship skills needed throughout life. By providing an atmosphere free from disruptions and distractions which might interfere with a child's education, schools can encourage good student behavior which in turn fosters self-discipline.

The maintenance of order necessitates regulations relating to school discipline. These regulations prepared by students, parents, teachers, and administrators and approved by the Board of Education are expected of all students while in attendance at school. School sponsored activities, or being transported to or from school or school sponsored activities.

B. Rewards for Acceptable Behavior

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

a. Classroom Motivation

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

b. Building Motivation

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

C. Types of Unacceptable Behavior

1. Disciplinary action may be taken for any of the following reasons:
 - a. Disobeying the rules
 - b. Showing disrespect to any teacher, pupil, or other school person
 - c. Damaging any school property

D. Types of Disciplinary Action

1. The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations.
2. Classroom Discipline – including but not limited to:
 - a. Conference between teacher and student
 - b. Consequences deemed appropriate by the teacher
 - c. Conference with parents/guardian
 - d. Time-out areas
 - 1) Not humiliation
 - 2) Education continues
 - 3) Supervised area

3. Teacher's detention before or after school, at noon, or at recess

E. Administrative discipline – including but not limited to:

1. Conferences between administrator and student
2. Conferences deemed appropriate by the administrator
3. Loss of privileges
4. Conference with parent/guardian
5. After school detention

6. Work detention
7. In-School Detention – Elementary
8. In-School Detention – Secondary
9. Social adjustment center – elementary
10. Short-term suspension (2-3 days)
11. Progressive suspension (fewer than 10 days)
12. Long-term suspension (more than 10 days)
13. Semester suspension (can be two semesters)
14. Behavioral contract
15. Financial restitution
16. Saturday School

*Not all resources are currently available

Adopted by the Board of Education on 8/15/91,
Revised 7-9-98, Revised 7-16-07, Revised 7-19-10.

SUSPENSION OF STUDENTS 6257

It is the policy of the Board of Education that the Superintendent or designee may suspend from school a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages the property of another. Any student who violates the policies or regulations of the school may be suspended.

The Superintendent is directed to establish regulations, subject to Board approval, which support this policy. Such regulations shall include provisions for the appeal. The Superintendent may delegate authority for suspension of students to building principals.

REFERENCE: 70 O.S. Sec. 24-101

Adopted by the Board of Education on 8-15-91,
Revised 8-14-97

**ALTERNATIVE IN SCHOOL PLACEMENTS:
IN SCHOOL DETENTION (ISD)
SHORT TERM ALTERNATIVE PLACEMENT
(STAP) 6259**

- A. The purpose of alternative in-house placement is to provide students with an alternative to out-of-school suspension. Alternative In-House Placement shall be imposed by the principal. Both the student and the parents shall be notified of the alternative in-house placement and the reasons for the alternative in-house placement.
 1. Alternative in-house placement is provided so that each student may continue his educational program and receive credit for work he is

performing while he/she is learning to modify his/her behavior. Attending school sponsored activities during the school day or representing the school as a member of a competitive squad is not permitted. Students may be placed in alternative in-house placement only a limited number of times each term.

2. The classroom teacher shall prepare written lesson assignments for each student in alternative in-house placement and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be graded upon the student's return to class. The student shall receive full credit for work completed and shall not be recorded absent.
- B.** Alternative in-house placement may be used at the elementary, junior high, and high schools. Students and parents will be made aware of the procedures used in alternative in-house placement in each building through the student handbook.
1. The following rules shall apply to alternative in-house placement settings:
 - a. The length of alternative placement shall be a minimum period determined by the principal. The period of alternative placement may be extended at the discretion of the AIP instructor with the approval of the principal. Such extension shall be made only after careful evaluation of the student's behavior.
 - b. Students who are assigned to AIP shall bring necessary books and materials to each AIP class.

Assignment to AIP programs has no formal right of appeal.

Adopted by the Board of Education on 8-15-91,
Revised 8-14-97, Revised 7-16-07

**OUT-OF-SCHOOL SUSPENSION OF
STUDENTS – REGULATION 6261**

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

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

written justification must be placed in the student's permanent record.

1. Probation: A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
 2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement and the reasons thereof.
 3. Out-of-school suspension: A student may be suspended from school for the remainder of the current semester and the succeeding semester. If out-of-school suspension is prescribed, the building principal must set forth in writing why other alternatives to suspension were not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education.
 4. A student suspended out-of-school will be placed in a structured environment to be supervised and monitored by the parent. For students suspended for five days or fewer, an educational plan will not be provided. The school will provide an education plan for students who are suspended out-of-school for more than five days. Such plan will set forth the procedures for education and are designed for the student's eventual reintegration into school. The plan will include academic assignments in the core areas in which the student is enrolled (English, Math, Social Studies, Science & Art). The plan will also include the procedure for awarding academic credit satisfactorily completed. A copy of the educational plan and subsequent academic evaluation and credit received will be provided to the student and parent/guardian.
- B.** Any student may be suspended for violations of policy or regulations, any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, possession of an intoxicating beverage, low-point beer, missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school during

school activities, possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, damages property, or other reasons set forth in the Student Handbook. Students will be referred to the appropriate alternative program offered by the district.

1. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides a period of not less than one year.
 2. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
 3. Students under suspension may not attend or participate as representatives of the school in any school-sponsored function or activity.
 4. A student shall not be entitled to enroll in an Oklahoma school and no Oklahoma school shall be required to enroll the student until the terms of the suspension imposed by the Oklahoma school district or the out-of-state district have been met or the time period applicable to the suspension has expired.
- C.** Any student who has committed a violent offense while enrolled as a student of the sending school or has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the Tahlequah Public School district until such time as that student no longer poses a threat to self, other students, or faculty, as determined by the school administration.

Revised 7-16-07, Revised 6-16-14

DUE PROCESS FOR OUT-OF-SCHOOL SUSPENSION

6263

A. Pre-suspension Conferences

1. When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal will conduct an informal conference with the student.
2. At the conference with the student, the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is in violation of the policy, rule or regulation.
3. The student will be asked whether he/she understands the policy, rule or regulation and be

given a full opportunity to explain and discuss his/her conduct.

4. If it is concluded that an out-of-school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
5. The principal will immediately notify the parent by phone and in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected. Elementary and junior high school students will not be dismissed before the end of the school day without advance notice to the parent.

B. Immediate Suspension Without a Pre-Suspension Conference

1. A student may be suspended without the above pre-suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of the students, staff, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, a suspension conference with the student and the parent or guardian will be rescheduled as soon as possible after the student has been removed from the building.

C. Conferences with Parents

1. The principal or his/her designee will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The principal will provide information as to the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal will state whether he/she will uphold, modify or terminate the suspension. In all cases the parent will be advised of his/her right to appeal the decision of the principal.

D. Right of Appeal – Short Term Suspension (10 or fewer days)

1. 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.
2. If no appeal is received within five (5) school working days after the principal's decision is received by the parent or student, the principal's suspension decision will be final and non-appealable.

E. Method of Appeal to a Committee:

1. An appeal must be requested by letter to the Principal or his/her designee.
2. The Principal or his/her designee shall convene a review committee composed of not less than three certified administrators or teachers of a combination of administrators and teachers and shall designate a chairperson. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
3. The Principal or his/her designee shall convene a review committee composed of not less than three certified administrators or teachers or a combination of administrators and teachers and shall designate a chairperson. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to service who has the student in his/her class for the current school term.
4. The Principal or his/her designee shall schedule the committee hearing as soon as possible during regular school hours. Monday through Friday. Reasonable consideration will be given to accommodate the schedule of the parent or guardian whenever possible. If possible, the student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The administrator who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have

counsel attend the hearing.

5. The committee will conduct a full investigation of the student's suspension in an informal manner. The administrator will briefly outline the student's conduct, read policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the administrator's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
6. At the conclusion of the presentation of the evidence. The committee shall retire to render a decision by a majority vote as to guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The suspension committee may uphold the suspension, modify the terms of suspension, or terminate the suspension. The Committee's decision shall be rendered in writing within three (3) school working days of the hearing to the parent or guardian of the student, the administrator, members of the committee, and the Superintendent of Schools.
7. The decision of this committee will be final and nonappealable.

F. Right of Appeal – Long term Suspension (more than 10 days)

1. A parent or the student may appeal the out-of-school suspension decision of the administrator to (1) the district administration and (2) the Board of Education.

G. Method of Appeal to the Superintendent or Designee

1. An appeal must be represented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) school working days after the administrator's decision is received by the parent or student, the administrator's suspension decision will be final and nonappealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as quickly as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with

having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.

5. The student and his/her parent or guardian will briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
6. Within three (3) school working days of the conclusion of the conference the Superintendent of Schools or his/her designee will notify the student and parent in writing whether he/she will uphold, modify, or terminate the suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

H. Method of Appeal to the Board of Education

1. An appeal to the Board must be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education within (5) school working days of receipt of the administration's decision.
2. If no appeal is received within five (5) school working days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the Superintendent's decision will be final and nonappealable.

I. Hearing the Appeal

1. The Board will hear the appeal as soon as possible.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.
5. The Board may uphold, modify or terminate the suspension.
6. The Board's decision is final and nonappealable.

J. Attendance at School Pending Appeal Hearing

1. Pending the appeal hearing before the Board, the student will have the right to attend school under such "in-house" restrictions as the administrator, Superintendent or Superintendent's designee deems proper, except that at the discretion of the administrator, Superintendent or Superintendent's designee the student may be prohibited from attending school pending the appeal hearing.

2. The conduct for which the student was suspended reasonably indicates that continued attendance by the student pending the appeal hearing would be dangerous to other students or school property; or
3. The conduct for which the student was suspended reasonably indicates that the continued presence of the students at the school pending the appeal hearing would substantially interfere with the educational process at the school.

K. Student Privileges While Under Suspension or In-School Detention (ISD)

1. When a student’s behavior justifies suspension or STAP, the student forfeits the privilege of participating in the social and **regular** academic life at school. In addition, during the term of the suspension or STAP the student will not be permitted to participate in or be in attendance at any extracurricular activities in which district schools participate.
2. “Extracurricular activities” include, but are not limited to, all sponsored teams, organizations, ceremonies, student government, band, athletics, and all other school sponsored activities and organizations.

Revised 7-16-07, Revised 10-9-14

EDUCATION PLAN FOR SUSPENDED STUDENTS 6265

- A. With the exception of weapon or drug-related infractions, those students suspended for more than five (5) school days will be provided a written education plan designed for the eventual reintegration of the student into school. This plan will provide only for the core curriculum units in which the student is enrolled. Core units will consist of the English, mathematics, science, social studies, and art units required for grade completion or high school graduation. The parent or guardian will be responsible for providing a supervised, structured environment and bear responsibility for monitoring the student’s educational progress until the student is re-admitted into school. The parent will be provided a copy of the educational plan of the suspended student.
 1. Students suspended for five (5) days or less will not be allowed to make up work or tests in any of their classes while suspended. Any exception to this clause will be at the discretion of the site principal. The plan will be written to begin upon the sixth day of the student’s suspension

and will be updated as necessary until reintegration into the school.

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

RECORDS AND REPORTS 6267

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

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

Revised 7-25-00, Revised 7-16-07

OFF-CAMPUS MISCONDUCT 6269

- A. A student who engages in misconduct away from the school setting which has an adverse or threatening effect on the discipline or welfare of the school may be subject to suspension or disciplinary action.
 1. Misconduct includes, but is not limited to:
 - a. Possession or use of a weapon.
 - b. Attack on a fellow student or student from neighboring school district, school official, or employee.
 - c. Sale, use or possession of alcohol or a controlled dangerous substance.
 - d. Assault and/or battery on a fellow student, student from a neighboring school district, school official, or employee.
 - e. Damage or destruction to property of another student, school official, or employee.

Adopted by the Board of Education on 6-7-94

WEAPONS 6270

It is the policy of the Tahlequah Public Schools Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another

person. Students found to be in violation of this policy will be suspended and the police will be notified.

Adults in possession of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon technology center school property so long as the weapon is carried or stored as required by law and is NOT removed from the vehicle while on technology center school property without the prior written consent of the technology center school administrator.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

REFERENCE: 21 O.S. § 1277 and §1280.1

NOTE: "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.

A gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

21 O.S. §1280.1 provides that any person violating this statute, upon conviction, will be guilty of a misdemeanor punishable by a fine not to exceed two hundred fifty (\$250) dollars.

Adopted by the Board of Education on 9-11-14

WEAPONS/DANGEROUS ARTICLES 6271

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the

knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and

the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

**REFERENCE: 18 U.S.C. §921
21 O.S. §1271.1, §1280.1
70 O.S. § 24-132.1**

NOTE : The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

Adopted by the Board of Education on 7-27-94,
Revised 7-13-95, 9-11-14

DISCIPLINE AND SUSPENSION PROCEDURES FOR STUDENTS WITH DISABILITIES 6273

- A. Policies and Procedures for Special Education in Oklahoma
1. The Office of Special Education Programs (OSEP) and the Office for Civil Rights (OCR) have summarized the procedures and requirements under the IDEA, Section 504 for the Rehabilitation Act of 1973 (Section 504) and the *Honig v. Doe* Supreme Court Decision relating to changes in placement for disciplinary reasons, for students with disabilities.
 2. According to the *Honig v. Doe* decision, if the student exhibits behavior that endangers that student or others, then the school's normal procedures for such situations may be used. The procedures specifically listed in the *Honig* Decision are use of study carrels, timeouts, detention, and restriction of privileges.
 3. Suggestions for addressing behavioral problems are discussed in the following SDE technical

assistance documents previously disseminated by the SDE: *In the Mainstream – Cooperative Planning and Programming for Handicapped Students*; *Serving the Seriously Emotionally Disturbed Child in Oklahoma*; and *A handbook of Alternatives to Corporal Punishment*. Discipline problems that may be anticipated or have been experienced repetitively should be addressed by the IEP team on an individual basis through strategies such as a behavioral intervention plan, consultation, psychological services, or re-evaluation as appropriate.

4. If the student with a disability exhibits misconduct which warrants consideration by the LEA to suspend the student under applicable discipline policy, the following procedures shall be followed:

a. Suspension for 10 Consecutive School Days or Less

1) If the student poses an immediate threat to the safety of self or others, school officials may temporarily remove that student for up to 10 days. No prior determination by the IEP team of whether the student's misconduct is caused by the disability is required for this type of short-term removal.

2) Such removal shall be conducted in accordance with applicable school disciplinary policy and procedure, including all due process rights afforded any student in this situation such as notice and an opportunity for the student to explain his or her view of the situation.

3) During a 10-day suspension, school officials may initiate a review of the student's IEP, seek to persuade the parents to agree to an interim placement, or invoke the aid of the courts to remove a student whose parents refuse to permit any change in placement

4) If such civil action is brought by the school, the burden is on the school to demonstrate that this removal should occur because: the use of the due process hearing procedures in accordance with the IDEA should be futile or inadequate; and maintaining the student in the current placement is substantially likely to result in injury to the student or to others.

b. Suspension for More Than 10 Consecutive School Days

1) Suspension of a student with a disability for more than 10 consecutive school days constitutes a change of placement. Before such a change in placement may be implemented, the school must first conduct a review to evaluate the child's placement. As a part of this process, the IEP team must convene and determine if the student's misconduct is a result of the disability or due to an inappropriate placement. In making this determination, the IEP team shall consider all pertinent information, including current informal and standardized assessment data. Additional assessment may be necessary before the IEP team can make this decision.

2) If the student's misconduct is determined to be a result of the disability, or due to an inappropriate placement, or both, then the student shall not be suspended or otherwise excluded for more than 10 school days.

3) If the IEP team determines that the student's IEP or placement should be changed and the parents either disagree or are not in attendance at the IEP meeting, the parents must be provided with written prior notice of these changes and be given at least 10 calendar days for response before the changes in the IEP are implemented (refer to requirement in the Parental Involvement Section in Policies and Procedures For Special Education in Oklahoma p. 29-33).

4) If the IEP team determines that the student's misconduct is not a result of the disability, nor due to an inappropriate placement, and suspension for more than 10 consecutive school days is proposed, the parents must be provided with written prior notice and opportunity for response, as necessary before the suspension is implemented.

5) Educational services shall not be terminated during a period of suspension that exceeds 10 consecutive school days. The IEP team shall determine and record in the IEP, appropriate educational services to be provided during the suspension including any change to a more restrictive placement before such change occurs.

- 6) If the parents request a due process hearing to challenge this proposed suspension, the suspension may not be implemented by the school over the parents' objection until all due process hearing and judicial review proceedings have been completed.
- 7) The school may invoke the aid of the courts to remove a student whose parents object to any proposed interim placement. Alternative placements proposed by the LEA to control the student's misconduct must be determined in accordance with the LEA's obligations to provide the student with a free appropriate public education in the least restrictive environment.

5. SERIAL SUSPENSION

- a. OCR has determined that a series of separate suspensions during the school year that total 10 school days or fewer is not considered to be a "significant change placement". A series of separate suspensions during the school year that, in total, exceeds 10 school days is likely to be considered a "significant change in placement".
- b. Consequently, the factors that should be considered in determining whether a series of suspensions has resulted in a "significant change in placement" are:
 - 1) The length of each suspension.
 - 2) The proximity of the suspensions to one another.
 - 3) The total amount of time the child is excluded from school.
- c. A series of suspensions that result in a "significant change in placement" require completion of the same steps listed under "Suspension For More Than 10 Consecutive School Days" in this section.
- d. OSEP has also provided clarification as to whether a student with a disability who is suspended to ten days, and the IEP team changes the educational placement, may be subsequently suspended for up to another ten days due to inappropriate behavior. OSEP has concluded that the "ten-day suspension 'clock' would start again once the placement of a student with disabilities who previously had been suspended for misbehavior has been changed through the appropriate procedures for reviewing the student's individualized education program (IEP)." OSEP further cautions, however, that cases of repeated inappropriate behavior

in new placements should be carefully reviewed to determine whether appropriate educational interventions are being provided.

NOTE: THE IEP TEAM SHOULD MEET AND COMPLETE A REVIEW OF PLACEMENT FORM ON STUDENTS TO DOCUMENT CONSIDERATION OF DISCIPLINARY ACTION ON ALL SUSPENSIONS AT THE 5TH DAY. IN-HOUSE SUSPENSION SHOULD ALSO BE CONSIDERED BY THE TEAM TO DOCUMENT IMPLEMENTATION OF IEP GOALS DURING THE SUSPENSION.

RELATED SERVICES SHOULD ALSO BE CONSIDERED BY THE IEP TEAM. RELATED SERVICES INCLUDE SPEECH THERAPY & TRANSPORTATION. BUS SUSPENSIONS SHOULD BE ADDRESSED BY THE TEAM AS OUTLINED IN THE SUSPENSION FROMSCHOOL SECTION.

Adopted by the Board of Education on 8-15-91,
Revised 9-8-94, Revised 8-8-96

STUDENT SEXUAL HARASSMENT 6275

The policy of this school district forbids discrimination against any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students.

Tahlequah Public Schools does not condone any sexually harassing behavior by a student in this district or an employee of this district directed toward a student of the opposite sex or the same sex. Appropriate disciplinary action will be taken towards the individual who is judged guilty of the harassing behavior.

A. GENERAL PROHIBITIONS

- 1. Unwelcome Conduct of a Sexual Nature
 - a. 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.
 - b. 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.
- 2. Sexual Harassment

- a. For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
 - 1) Submission to conduct is made either an explicit or implicit condition of reward or recognition.
 - 2) Submission to or rejection of the conduct is used as a basis for performance decision affecting the harassed student; or
 - 3) The conduct substantially interferes with student's school performance, or creates an intimidating, hostile, or offensive school environment.

B. SPECIFIC PROHIBITIONS

1. Administrators and Supervisors

- a. It is sexual harassment for a school employee to use his or her authority to solicit sexual favors or attention from students when the student's failure to submit will result in adverse treatment, or when the students shall be subject to sanctions, as described below.
- b. School employees who either engage in sexual harassment or tolerate such conduct by other employees or students shall be subject to sanctions, as described below.

C. REPORT, INVESTIGATION, AND SANCTIONS

- 1. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through any teacher, counselor, or administrator in the student's building.
 - a. Students who feel that staff persons are conditioning grades or other recognition upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the student's building administrator is the alleged offending person, the report shall be made to the next higher level of administration.
 - b. Students are also urged to report any conduct of a sexual nature by teachers or fellow students if such conduct interferes with the individual's school performance or creates a hostile or offensive school environment.
 - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- 2. 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.

- 3. 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.

Adopted by the Board of Education on 6-8-94

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

A. Definitions

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

6. **Day:** Day means a working day when the school district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

B. Pre-filing Procedures

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

C. Filing Processing Discrimination Complaints

1. **Grievant:** Submits written complaint to the Coordinator, as applicable, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available from the office of the district's Title IX, ADA, and Title VII and 504 Coordinator.

2. **Coordinator:** Notifies respondent within 10 days, asks respondent to:

- a. Confirm or deny facts
- b. Indicate acceptance or rejection of student or employee's requested action, or,
- c. Outline alternatives

3. **Respondent:** Submits answer within 10 days to the applicable Coordinator.

4. **Coordinator:** Within 10 days after receiving respondent's answer, applicable Coordinator refers the written complaint and respondent's written answer to the principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.

5. **Principal, Grievant, Respondent, and Coordinator:** Hearing is conducted.

6. **Principal:** Issues within 10 days after the hearing a written decision to the student or employee, respondent, and applicable Coordinator.

7. **Grievant or Respondent:** If the Grievant or Respondent is not satisfied with the decision, they must notify the applicable Coordinator within 10 days and request, in writing, a hearing with the Superintendent.

8. **Coordinator:** Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.

9. **Superintendent, Grievant, Respondent, and applicable Coordinator:** Hearing is conducted.

10. **Superintendent:** Issues a written decision within 10 days following the hearing.

11. **Grievant:** If the grievant or respondent is not satisfied with the decision, they must notify the applicable Coordinator, in writing, within 10 days and request a hearing with the Board of Education.

12. **Coordinator:** Notifies Board of Education, in writing, within 10 days after receiving request. Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

13. **Hearing held by the Board:** Grievant, respondent, and applicable Coordinator and the Board issue a final decision at the hearing regarding the validity of the grievance and any action to be taken.

D. General Provisions

1. **Extension of time:** Any time limits set by those procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

2. **Access to Regulations:** Upon request, the school district shall provide copies of any school district regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran status.

3. **Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the school district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Adopted by the Board of Education on 2-13-92

Revised 10-9-00

SCHOOL VISITORS 6325

A. It is the policy of the Tahlequah Board of Education that all visitors to any school facility obtain a visitors pass at the building principals office. Parents are requested not to send or allow siblings to visit students in the classroom.

1. Staff members are not normally expected to have personal visitors during the school day.

2. Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the Superintendent.

3. The Superintendent or principal of any school shall have the authority to order any person* out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. *This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists.* Any person who refuses to leave the school building or grounds after being ordered to do so by the Superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

4. Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy.

REFERENCE: 70 O.S. 24-131 21 O.S. 1375, 1376

*Does not include students, officers, or employees of the district.

Adopted by the Board of Education 10-8-01, Revised 08-13-13

SCHOOL VISITORS - GRIEVANCE/APPEALS PROCESS **6326**

Any person who has been removed from this institution *or from a school activity or event whether held on or off the premises* shall be given written notice of procedures for requesting a hearing and filing a grievance or appeal with the Board of Education by their receipt of a copy of this policy.

A. Filing a Grievance or Appeal

1. Within five (5) working days of being directed to leave premises, the individual (“complainant”) may request a hearing before the Board of Education regarding their removal from school premises. The request shall be submitted in writing to the Superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

2. Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was

directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the Board of Education.

B. Hearing - The hearing shall be conducted by the Board of Education as follows:

1. The administration shall present each of the Board members with a copy of the written summary provided to the complainant;

2. The complainant shall present each of the Board members with a copy of a written response to the administration’s paperwork;

3. Members of the Board of Education shall be afforded the opportunity to ask questions related to the summary and response;

4. The Board of Education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant*. The decision of the Board of Education shall be final and unappealable.

*Agenda language will need to reflect the individual’s name.

Adopted by the Board of Education on 10-08-01, Revised 08-13-13

STUDENTS: FEES, FINES, AND CHARGES **6340**

It is the goal of the Tahlequah Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines, or charges may be required. The Superintendent is directed to establish a regulation designating such areas and setting forth methods of payment. Details of such fees will be outlined in the student handbook at each site.

Adopted by the Board of Education 3-8-11