



# TULSA SCHOOL *of* ARTS *and* SCIENCES

STUDENT HANDBOOK

2012-2013

3441 E ARCHER

TULSA, OKLAHOMA 74115

(918) 828-7727

(918) 828-7747 (FAX)

[WWW.TSAS.ORG](http://WWW.TSAS.ORG)

# Mission and Vision Statements

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TSAS provides a liberal arts, college preparatory curriculum for high school students through innovative teaching methods that focus on developing the individual.

The TSAS community will enable each student to succeed in higher education, work, and life in a global society.

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# 2012-2013 Academic Calendar



## 2012-2013 School Calendar

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<p><b>Holidays</b></p> <p>Labor Day: 9/3</p> <p>Fall Break: 10/18-10/19</p> <p>Thanksgiving: 11/21-11/23</p> <p>Winter Break: 12/24-1/4</p> <p>Martin Luther King: 1/21</p> <p>President's Day: 2/18</p> <p>Spring Break: 3/18-3/22</p> <p>Memorial Day: 5/27</p>	<p><b>Professional Days</b></p> <p>August 13-14</p> <p>November 12</p> <p>March 4</p> <p>May 31</p> <p><b>Parent-Teacher Conferences</b></p> <p>Session 1: 9/27 &amp; 9/28</p> <p>Session 2: 1/17 &amp; 1/18</p> <p>Session 3: 4/19 (evening only)</p>	<p><b>Events</b></p> <p>Freshman Orient: August 13th</p> <p>Back-to-School: August 30th</p> <p>Open Houses: Dec 11th &amp; Jan 24th</p> <p>Applications Due: Feb 15th</p> <p>Lottery: Feb 19th</p> <p>Graduation: May 30th</p> <p>Session 1: 8/13-11/9      60 days</p> <p>Session 2: 11/13-2/22      59 days</p> <p>Session 3: 2/25-5/30      63 days</p>
Board Approved:	This calendar is based on 1151.83 hours of instruction	

\*\*\*TSAS FOLLOWS THE SNOW DAY POLICY OF TULSA PUBLIC SCHOOLS\*\*\*

## General Policy Guidelines

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Tulsa School of Arts and Sciences (TSAS) recognize that students maintain all rights of citizenship while in attendance at the school. Promoting the mission of TSAS, via words and actions is the responsibility of each member of the school community. Those who enjoy the rights and privileges provided by membership in this community must also accept the responsibilities that membership demands, including respect for the diversity and rights of other members and adherence to all school policies.

Students are to reflect high standards of personal conduct and respectful attitudes towards learning, thus promoting a positive, safe, and healthy environment within the school. Consequences for violating school policies are cumulative over the course of a student's high school career.

## Definitions

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For the purpose of this document the terms below are defined as follows:

**TSAS:** Tulsa School of Arts and Sciences.

**School Building:** Property leased at former Sequoyah Elementary School commonly known as 3441 E Archer St., Tulsa OK 74115.

**School Grounds:** Include all property of the school building, parking lot, vehicles on property, and off site venues used for a school sponsored activity, function or event.

**School Activities:** All school sponsored or endorsed function, events, field trips, or contests held on or off school grounds.

**Jurisdiction:** Authority with respect to school policies, applies to the school grounds, before, during, or after school hours, as well as other venues used for a school-sponsored activity, function, or event. This includes vehicles transporting students to or from a school activity, function or event.

**Suspension:** A penalty for violation of school policy. A student is prohibited from school attendance, grounds, and activities for a specified number of days.

## Requirements For Graduation

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26 credits are needed for graduation from TSAS and must include the following:

4 credits	English including World Studies, Composition 9, and American Writers
3 credits	Social Studies including World Studies, American History, Native American History, Government
3 credits	Mathematics including Algebra 1, Geometry, and Algebra 2
3 credits	Science including Conceptual Physics, Chemistry, and Biology
1 credit	Computers including Computer Applications I and II
2 credits	the same Foreign Language
2 credits	Fine Arts
8 credits	Electives with at least one Advanced Placement (AP) class in both the junior and senior year

## Daily Schedule

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## Monday thru Wednesday and Friday

1<sup>st</sup> Hour - 8:00 to 9:10  
2<sup>nd</sup> Hour - 9:20 to 10:30  
3<sup>rd</sup> Hour - 10:35 to 11:45  
Lunch - 11:45 to 12:20  
4<sup>th</sup> Hour - 12:25 to 1:35  
5<sup>th</sup> Hour - 1:40 to 2:50

## Thursday

1<sup>st</sup> Hour - 9:00 to 9:55  
2<sup>nd</sup> Hour - 10:00 to 10:55  
3<sup>rd</sup> Hour - 11:00 to 11:55  
Advisory - 12:00-12:25  
Lunch - 12:25 to 1:00  
4<sup>th</sup> Hour - 1:05 to 2:00  
5<sup>th</sup> Hour - 2:05 to 3:00

## Attendance And Campus Procedures

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**Attendance:** Students are expected to be at school every day school is in session. Students must attend at least two hours of morning and afternoon classes to be in attendance for a full day of school. Because our school funding is based on students' daily and full time attendance, please schedule dental and doctor appointments either before or after school.

- A student with more than six (6) absences in any class during a session may be subject to loss of credit regardless of grades received
- Students must be in attendance for 90% of the scheduled class time for each session
- An absence for a class period occurs when a student misses more than twenty (20) minutes of a class due to a tardy, an early dismissal, or a complete class period absence
- All absences, both excused or unexcused, will be included in the calculation of the six day total
- Parents will be notified by letter each session when four (4) absences in any class have occurred
- Serious or extended illnesses, documented by a doctor, or a serious family trauma, also with documentation, will be considered as a waiver to this policy

Please call the Receptionist at 918-828-7727 and leave a detailed message, as soon as possible after 7:15 a.m., every day the student is absent. Daily communication between parents/guardians and the Receptionist regarding student absences is essential. The office is open from 7:15 am until 3:30 pm.

**Late Arrivals:** If the student arrives at school late, a parent/guardian must send a note or leave a message with the Receptionist prior to their student missing school (918-828-7727). Students arriving after 8:05 must check in at the reception office prior to attending class.

**Vacation Absences:** Family vacations, church trips, and ski trips are an explained absence, but are not excused. Students are responsible for clearing their absence with the Registrar and each teacher and completing any missed coursework. One week prior to any extended absence, the Registrar must receive a letter detailing the date and purpose of the absence. Students selected as government pages or as members of Leadership Tulsa need to provide TSAS with a copy of the acceptance letter in advance of the absence.

**Early Dismissal:** If a student has a planned early dismissal, such as a doctor's appointment, the parent should either call or write a note to be given to the Receptionist earlier that day and must sign the student out. In that way, a permission slip to leave class

early can be written and given to the student. This will help facilitate a quicker and more efficient exit and both student and teacher can complete all needed information sharing ahead of time. *Students will only be released to a parent or guardian.*

**Closed Campus:** Students may *not* leave the campus once they arrive unless they are enrolled in Tulsa Vo-Tech or concurrently enrolled at TCC. Students will bring their own lunch or eat from lunch program provided at the school. Students *may not* go to their cars at any time during the day without permission from the Principal, Director or Counselor. A refrigerator is available for students to store their lunches if necessary. *Students may not leave school during the day to go home in order to pick up forgotten work.*

**Visitors:** Visitors must check in with the Receptionist upon arriving at the school. Students are **not** permitted to have guests join them during lunch; neither friends, former students, nor church youth leaders. Lunch Bunch parents or parents who have a scheduled conference with the counselor or teachers are the only visitors permitted in the building during the school day.

**Medical Leave:** After the Registrar is notified; students absent from school due to illness, medical reasons, or death in the family are excused. After three (3) days of medical absence, please call the Receptionist (918-828-7727) and request homework. Homework assignments will be ready for pick-up by the end of the following school day. Extended illnesses must have medical documentation and a doctor's release for re-admittance and to verify excused absence.

**Unexcused absences:** Absences without preauthorization or daily notification are unexcused absences. Ten consecutive unexcused absences will result in an automatic withdrawal from the school.

If a student is out of school all day, they are not permitted to visit school grounds. Homework is to be picked up the next day or arranged with another student.

**Parking:** is by approved permit and only in designated TSAS parking spaces on school grounds. Permits are \$5.00 and may be purchased in the office. *Seniors, juniors, Tulsa Tech, and TCC students have first priority.* If space is left, underclassmen may purchase a permit.

**Student Drop-off and Pick-up:** Students must be dropped off and picked up only on the **South** side of the school building; traffic flow is clockwise around the building.

**Contact Information Update:** With phone numbers and addresses for both home and work, and alternative contact names changing frequently, please be sure that the Registrar has the most current information. In a possible emergency situation or in everyday contact, up-to-date information is imperative. Cell phone numbers and e-mail addresses are also important communication methods and also need to be a part of the school records.

## Medications

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If a student needs to take prescription or any over the counter medications during the school day, a *parent signed medical permission slip, must be completed*. A form is available in the office. The medications will be kept in the Registrar's office, to be administered by authorized school personnel only. All prescription and over the counter medications must be in their original, labeled containers. No more than one month's supply can be kept on hand at a time (20 pills).

There are two exceptions:

1. Students wearing insulin pumps. The device must be listed on their medical file in the office and staff personnel notified
2. Students with severe asthma. Students are allowed to carry their inhalers at all times with a parent permission slip on file in the office

If a student needs to call a parent during the school day to ask for medications, the labeled medicine is to be brought to the office for the parent to administer. No prescription or over the counter medicines are allowed on a student's person or in their backpack, purse, or pocket. No student is allowed to administer or distribute any medication to another student.

## Wellness/Nutrition/Healthy Choices

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A wellness policy has been established to support the academic and job performance, and good health of students and staff.

The following guidelines are meant to encourage healthy eating habits:

- Fruits and/or vegetables, low-fat milk, yogurt, and whole grains will be available for purchase daily
- Healthy snack choices will be encouraged
- Bottled water and natural juice drinks will be available for purchase daily
- High energy drinks with elevated levels of caffeine will not be sold
- Candy or sweets will not be used as a reward
- The sale of candy as a fundraiser will be limited

All students will have the choice to take an elective class, Health and Wellness, facilitated through the Thornton Family YMCA. Nutrition, conditioning exercises, strength training and cardiovascular activities including swimming, spinning, yoga, running and Pilates will help students develop a healthy lifestyle. This class follows standards set by the Oklahoma State Department of Education.

## Cell Phones And Wireless Telecommunications Devices

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Cell phones and/or other wireless telecommunications devices are permitted for students to have in their possession, with permission of parent or guardian, *however they must be completely turned OFF during class times, restroom breaks, and passing periods. Please do NOT call and leave a message on a cell phone.* If a student needs to be reached, call the school and a message will be delivered to the student during class. *There is a phone for students to use during the day to make outside calls.* Students are not permitted to order lunch to be delivered to the school. Students may use their cell phones only during lunchtime. Any cell phone used during class time will be taken away and will be returned to a parent either before or after school by the principal. On the second violation, the phone will be held for one week, after a third violation, the student will not be allowed to bring a cell phone to school at all. Non-compliance after a third violation will result in a suspension.

## Dress Code

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TSAS recognizes the responsibility of parent/guardians to ensure that their children's dress conforms to the requirements set forth in the GENERAL DRESS CODE REQUIREMENTS. Student wearing inappropriate dress will be asked to correct their mode of dress at school if possible; otherwise, parent/guardians will need to bring a change of clothing to the student or the student will be removed from class which will result in an unexcused absence.

To maintain the safety of students and staff and to ensure an appropriate learning environment, TSAS will not tolerate dress that is indicative of the "criminal street gang culture." This includes, but is not limited to, gang-style clothing, gang-style tattoos, and gang-style graffiti or gestures.

NOTE: Students and their parents/guardians have the responsibility to be aware of the school specified dress code. Because fashions change quickly and are unpredictable, TSAS cannot list all acceptable and all unacceptable attire. TSAS administration reserves the right to determine if a student's attire meets the acceptable dress code.

## General Dress Code Requirements

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- Students shall NOT wear to school or school activities any clothing depicting drugs, alcohol, violence, nudity, gang-symbols, or tobacco or conveying messages that are crude, vulgar, profane, death-oriented or sexually suggestive.
- Clothing shall be worn as manufactured, in good repair with no parts causing potential danger to the wearer or fellow students. Students shall not wear excessively large or baggy clothes.
- All students participating in approved school activities are expected to comply with dress and personal appearance for the activity in which they are participating.
- Teachers teaching science or other classes requiring special or protective clothing or footwear will attempt to inform students three days prior to the event.
- Good hygiene shall be practiced.

**Headwear:** No sunglasses (unless prescribed by a physician) are to be worn in the building. Any headwear that is distracting or causes trouble for the wearer or other students to see



clearly will not be tolerated. The eyes of the student will be clearly visible to the teachers and staff of TSAS at all times. Headwear meeting these standards or causing any disruption will be given to the principal until the end of the school day. Individual teachers have the right to limit headwear in their classrooms.

**Standards of Clothing:** Clothing that exposes cleavage, private parts, the midriff or *upper or lower undergarments* is prohibited.

## Upper Garments

- Garments must be of a length and fit that are suitable to the build and stature of the student. The cut of sleeveless garment must not expose undergarments or otherwise be immodest.
- Bare midriffs, strapless garments, immodestly low-cut necklines, off the shoulder, or bare backs are prohibited. Tops must meet the waist band of pants. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

## Lower Garments

- Garments shall conform to the build and stature of the student.
- Students may wear shorts and skirts as long as they are no more than 8 1/2" from the floor when kneeling. Shorts and skirts must fully cover the derriere and upper thigh even when bending over.
- Pant waist will be such that undergarments shall not be visible whether the student is standing or sitting.
- Sagging is not allowed.
- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, and sleepwear (including pajama pants) are not permitted.

**Footwear:** Students shall wear shoes for foot protection and hygienic reasons at all times while on the school grounds, participating in school activities, or on school transportation. House slippers are not acceptable footwear.

## Accessories:

- Jewelry, accessories, and tattoos shall not convey messages that are crude, vulgar, profane, violent, morbid, gang-related, or sexually suggestive. No jewelry, accessories, nor tattoos should promote alcohol, drugs, or tobacco.
- Visible pierced jewelry should be limited. Jewelry and accessories that pose a safety concern for the student or others shall be prohibited.

**Religious and Health Accommodations:** When a student's bona fide religious beliefs or health needs conflict with the school dress code, the school will provide reasonable accommodation. Any students desiring accommodation should provide the administration with written notification including the factual basis for the request.

**Clothing Assistance:** It is the policy of the TSAS Board of Education that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed,

together with the statement of financial need. The Director of Education of TSAS or a designee shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, the Director of Education of TSAS or a designee, will consider community resources such as clothing donations from school personnel, merchants, parent organizations, and charitable organizations. *TSAS Board of Education and/or TSAS may also seek financial assistance and/or arrange to purchase clothing.* Under these circumstances, students will receive additional time to obtain clothing that complies with the dress code.

## Tardy Policy

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**First Hour Tardies:** Students are to report to the front office and receive a tardy slip. Students will not be allowed in class until they have received this slip. After receiving a slip, the student needs to report directly to class.

**Tardies after first hour:** Students need to report directly to class; teachers will track tardies on their computer.

### Disciplinary measures:

- After a student has been tardy to a class twice, every tardy will cause the student to be assigned a 30 minute detention at lunch. This detention will be staffed by teachers and will be given during lunch.
- If a student is late or absent from their assigned detention, they will receive two 30 minute detentions. If either of these detentions are missed, the student will be referred to the principal for suspension.
- Students that are habitually tardy will be referred to the principal to determine the root cause of the student's tardiness and attempt to solve the issue.

## Violation Of School Policies

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The following behaviors while in school, in school vehicles, on school grounds, going to or from school, and attending school activities whether at TSAS or elsewhere will result in disciplinary action which may include in-school punishment options or out-of-school suspension. This list includes, but is not limited to:

- Conduct which jeopardizes the safety of others including, but not limited to:
  - Possession, threat or use of dangerous weapons as defined in the Alcohol, Tobacco, Drug, Assault Behavior, and Weapon Policy
  - Possession of objects that may or may not be considered weapons or pose a danger. This includes skateboards.
  - Arson, abuse of fire alarms or safety equipment, or bomb threats
  - Fighting
  - Membership or involvement in gangs or gang-related activities
  - Harassment – includes racial, sexual, student-to-student, student to staff, threat to students or staff or any other harassment based on national origin, race, age, religion, gender, sexual orientation or disability

- Possession, use, or being under the influence of alcoholic beverages, low-point beer, inhalants or any drug or medication not administered by designated school personnel with parental authorization
- Use or possession of tobacco or other smoking paraphernalia
- Theft
- Vandalism
- Possession/distribution of pornographic material (written, audio, technological or visual)
- Extortion
- Willful disrespect of any school official
- Use of profanity or vulgar/profane gestures
- Cheating/Plagiarism
- Violation of the dress code
- Forgery
- Gambling
- Failure to attend assigned detentions/discipline programs
- Truancy
- Inappropriate use of technology
- Unauthorized use of an electronic paging device, cellular phone, wireless telecommunications device and/or potentially harmful laser pointer
- Any behavior that disrupts the education process.

## Progressive Discipline Policy

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The Tulsa School of Arts and Sciences has a policy of progressive discipline for violations of school procedures and policies. This system of progressive discipline may include counseling, school service, in-school detention, student/parent conferences, loss of privileges, out-of-school suspension, or expulsion, according to federal and state laws. *While under suspension or expulsion, students forfeit the privilege of participating in any extra-curricular activities.*

## Disruptive Acts At The End Of The School Year

Any student who engages in disruptive behavior on or near the last day of the school year with the obvious intent of avoiding disciplinary action may be suspended for the remainder, if any, of the current school year and into the first session of the following school year. All seniors will be expected to model mature and appropriate behavior, especially near the culmination of their high school years. All pranks, no matter how seemingly innocent and nondestructive have the potential of possible serious repercussions and are neither humorous nor acceptable.

## Public Display Of Affection

Public Display of Affection (PDA) may be described as any behavior that is not appropriate in a public setting, especially in a school building. Examples of these behaviors would be kissing, hugging, or touching inappropriately as in a manner of fondling. Conferences and/or phone calls between the counselor, student, and/or parents will be necessary in order to discuss appropriate behavior in a school setting.

## **Alcohol, Tobacco, Drug, Assault Behavior, and Weapon Policy**

Serious violation of school rules or repeated violations of school rules relating to the following policy will result in parent conference, suspension, law enforcement involvement and/or expulsion. Consequences for violating this policy are cumulative over the course of a student's high school career. The jurisdiction of the school with respect to TSAS Policies applies to the school grounds, before, during, or after school hours, as well as, other venues used for a school sponsored activity, function, or event. This includes vehicles transporting students to or from school or school activities.

Violations of this policy are:

- Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct which constitutes an interference with school purposes. This includes urging other students to engage in such conduct.
- Sexual harassment or abuse.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. This includes driving dangerously on school property or during a school-related activity.
- Possessing, handling or transmitting any object that can reasonably be considered a weapon. Reasonable and justified suspicion by a teacher or other staff member may result in search and seizure according to and in compliance with the law.
- Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Reasonable and justified suspicion by a teacher or other staff member may result in search and seizure according to and in compliance with the law.
- Smoking or possessing any tobacco product on school property or property leased by the school, including the parking lot, or in a vehicle on or around school leased property.
- Disrespect and profanity associated with drug or alcohol use.
- Possessing, using or transmitting any substance which looks like a controlled substance. All medication including over-the-counter medications must be left with the Registrar. A parent or legal guardian must file a permission slip giving the student permission to take said medication upon the student's request.
- Possessing or transmitting drug or alcohol-related paraphernalia (e.g. rolling papers, clips, bongs, razors, sniffing spoons, lighters, syringes, needles, shot glasses, flasks or any other item that could be used to ingest or inhale illegal substances).
- Interfering with the educational environment of the school in a manner that disrupts or has a likelihood of disrupting the education of students.
- Harassing or discriminating against any students or staff because of inquests concerning and related to suspected drug use.
- Repeatedly breaking tobacco-use restriction rules.

### **Assault Behavior (Includes Violence)**

All students and staff have the right to be safe from verbal or physical assaults, threatening or harassing behavior, or any type of bullying or intimidation.

TSAS recognizes that sexual harassment violates Title VII of the 1964 Civil Rights Act and has established procedures and policies, which address such incidents. The State of Oklahoma has enacted other laws to protect victims in these situations. The TSAS will pursue prosecution by the appropriate agencies wherever necessary.

Categories of Offenses:

1. Threatening or harassing verbal assault
2. Bullying, fighting, striking or in any way harming another
3. Sexual assault (including indecent exposure)
4. Threatening or harassing behavior mentioning weapons or death
5. Direct attack with a weapon

For offenses in categories 1 - 5, TSAS Administration will notify parents and, if necessary, contact the appropriate outside agency (usually Tulsa Police). An informal hearing will be conducted to determine the facts of the incident. TSAS Administration may choose not to suspend students in cases where in its judgment the offense is minor and easily rectifiable by other means.

## **Harassment, Intimidation, And Bullying**

TSAS specifically prohibits harassment, intimidation, and bullying of or by any student on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to that student's person, or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act.

Student behavior which is serious enough to be considered assault or relates to weapons, and which can be classified as "harassment, intimidation, and bullying," will be dealt with as outlined in the Alcohol, Tobacco, Drug, Assault Behavior, and Weapons Policy. Otherwise, bullying behavior will be dealt with as directed by the TSAS Administration.

Copies of this policy will be made available upon request to parents, students or other interested parties.

## **Search And Seizure**

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TSAS Administration, or a designee, are authorized to detain and search any student, any vehicle, and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item or possession which is illegal or prohibited by school policies, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

## **Reasonableness**

The decision to search must be based upon a reasonable suspicion that:

- A violation of the law or school rules has occurred or is occurring.
- The student to be searched has committed the violation.
- Particular evidence of the violation will be discovered in the search.

In deciding whether a suspicion is reasonable, all the circumstances surrounding the case will be considered, including:

- The student's age, history, and record in school.
- The prevalence and seriousness of the suspected violation.
- The school official's prior experience in detecting the problem or recognizing suspicious behavior.
- The need to make a search without delay and further investigation.
- The specificity and source of the information used as justification for the search.
- The particular teacher or school official's experience with the student.

## **Scope**

The scope and extent of the search shall be reasonably related to the kind of objects being searched for and not excessively intrusive in light of the student's age, gender, or the nature of the suspected violation.

A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

Conducting a search of the student's person:

- A person of the same gender as the person being searched shall conduct the search.
- Another authorized person of the same gender will be present as a witness, if practicable.
- No student's clothing, except cold-weather outerwear, may be removed prior to or during the search.
- Students may be required to empty their pockets. Strip searches are prohibited.

## **Discovered items**

School authorities may seize illegal items or possessions or substances reasonably determined to be a threat to the safety or security of others. Administrators may turn seized items over to law enforcement officials for disposition.

Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

## **Refusal to submit to search**

A student who refuses to peaceably submit to a search based on reasonable suspicion, or who refuses to turn over items discovered as a result of a search, may be suspended for such refusals.

## **Reports**

The person conducting the search shall prepare a report to be maintained by the school for one year which includes the date, time, and place, names of witnesses, purpose, basis, and result of the search.

## **Weapons**

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A weapon is any firearm whether loaded or unloaded; any chemical substance, device, or instrument designed to cause trauma, bodily harm, or death.

TSAS takes a "Zero Tolerance" position on the possession or use of weapons including but not limited to:

- All loaded or unloaded firearms.
- Other guns of all types including pellet, BB, stun, look-alike, and other non-functional guns that could be used to threaten or intimidate.
- Knives, switchblades or automatically opening blades including but not limited to "butterfly" knives, daggers, swords, or razors.
- Artificial knuckles, black-jacks, nunchucks, or throwing stars.
- Explosives
- Hunting bows, crossbows, or slingshots
- Any chemical, which could cause physical or mental harm.
- Any object used in a manner that can be interpreted as dangerous or threatening.

While this policy represents a "Zero Tolerance" position on weapons and/or look-alike weapons, there are several objects that are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. TSAS Administration may use its discretion when interpreting use and intent with such objects. Such potentially dangerous objects may include, but are not limited to:

- Small pocket knives
- Throwing darts
- Mace
- Flammable liquids
- Fireworks, fire crackers, and smoke bombs
- Nuisance items and toys (non-look-alike)
- Unauthorized tools, chains and pipes

## **Possession**

Students and non-students, including employees and other adults, are forbidden from possessing, storing, handling or transmitting any instrument that is considered by the TSAS

Administration to be a weapon or a "look-alike" weapon in any part of the school grounds described above except by the approval of TSAS Administration or designee.

## **Procedures concerning student violations**

The procedure for offenses is:

- Confiscation of object or weapon (if it can be done safely). If an emergency exists, the administration will immediately notify the police.
- Notification of parent / guardian
- Holding of an administrative hearing with student(s) and parents. Suspension from school will be determined by offense. TSAS Administration may apply a lesser penalty after studying intent and circumstances. Will follow TPS Policy for infraction.

## **Penalties**

Violation by other youths and adults, including TSAS employees: TSAS Administration makes the decision on police involvement with recommendation to charge.

Employees may also be subject to investigation and application of relevant district policies and disciplinary procedures by the TSAS Board.

## **Student Reporting**

A student who sees or becomes aware of a weapon on the way to school, on school grounds, or in the school building should immediately notify any school employee. Students should not touch the weapon or remain in the presence of a person or persons who possess it.

## **Authorized Instructional and Work-Related Equipment and Tools**

While this policy represents a "Zero Tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

## **Exceptions to Weapons Policy**

This policy, pursuant to Oklahoma law, provides for the following exceptions:

- Licensed peace officers, military personnel, or students participating in military training, who are performing official duties.
- School approved firearm safety courses or activities conducted on school property.
- School approved possession and use of dangerous weapons by a ceremonial color guard.
- School approved possession and use of starter guns for athletic contests or drama.



- Possession of dangerous weapons with prior written permission of the principal.

## Computer Use

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TSAS requires that all school computer usage complies with: (a) federal and state laws and regulations, (b) Internet policies and procedures, and (c) other related Governing Board policies. The use of the TSAS system, whether by students, faculty or staff, must be in support of education while consistent with the educational objectives of TSAS.

TSAS computing resources are intended for administration, education, training, research and planning purposes. The computing resources shall not be used for unauthorized purposes such as, but not limited to, transmission of commercial or personal advertisements, solicitations, destructive programs, political or religious material or material considered offensive or the distribution thereof.

To protect the integrity of the systems, workstations, networks, and instructional facilities; TSAS reserves the right to monitor and restrict access to TSAS computing resources and the Internet.

TSAS makes no warranty of any kind, whether expressed or implied, for the services it provides through TSAS computing resources.

The use of TSAS computing resources is a privilege, not a right, afforded to students, staff, and employees of TSAS. Violation of TSAS policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action.

## Copyrighted Material

Illegal installation of copyrighted material is prohibited. Illegal copying of software from any TSAS computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned by TSAS without written consent of the copyright holder. Users must comply with all limitations imposed upon use of copyrighted material.

## Electronic Mail

The e-mail system is the property of TSAS and is intended solely for carrying out TSAS business.

Reasonable effort must be made to protect confidential information transmitted by e-mail. Confidential information as defined by the "Privacy Act" shall not be forwarded to individuals inside or outside TSAS unless the individuals are authorized to receive such information.

E-mail messages should not be left on the computer screen unattended. E-mail or attachments considered offensive shall not be transmitted.

E-mail should not contain personal information. Use for private commercial activities is prohibited. Use for product advertisement, dissemination of religious material or political lobbying is prohibited.

## **Harassing or Inflammatory Material**

Harassing or inflammatory material may not be transmitted via e-mail, posted on computers, posted to electronic bulletin boards, or included in electronic news groups. Accessing, downloading, or uploading e-mail, data, graphics, and/or programs considered offensive is prohibited.

## **Inappropriate Use**

Transmission of material violating federal or state regulations is prohibited. This material may include, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for private commercial activities, product advertisement, political lobbying, or distribution of inappropriate material is prohibited.

Downloaded software programs or data may not be installed or executed without first being checked for computer viruses. A diskette or CD-ROM from an outside source may not be used in a TSAS office, classroom, lab, or workshop computer without first being checked out by an instructor or appropriate staff member for computer viruses.

No operating system or application software that interferes with network operations or the Internet may be installed on any TSAS computer, workstation, or file server. TSAS staff will not support or maintain any computer operating system or application software that does not meet TSAS standards.

Accessing, downloading, uploading, or copying e-mail, graphics, photographs, audio, or computer software that are considered offensive is prohibited.

TSAS reserves the right to suspend a user's access to the TSAS Local Area Network (LAN) or the Internet and invoke other disciplinary action for violation of these policies or procedures.

## **Netiquette**

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to:

- Messages should not be abusive to others.
- Language that is considered offensive should not be used.
- Personal information, e.g., addresses or phone numbers of TSAS Board members, students, or employees, and other users, should be kept confidential.
- Network use should not disrupt the use of the network by other users.
- Obsolete mail should be deleted regularly in order to free disk storage space.

## **Private Use**

Files controlled by individual users are considered private, whether or not they accessible by other users. A user must obtain permission from the owner of a file to alter or copy the file. The ability to read, alter, or copy a file does not imply permission to read, alter, or copy that file. (Caution: Files placed in shared directories are accessible by anyone who has rights to that directory. Users who share files must establish guidelines to preserve file integrity.)

## **TSAS Standards**

Computer hardware or software utilized on the TSAS LAN must comply with TSAS standards.

No hardware or software that interferes with the network shall be utilized on the TSAS LAN.

## **Vandalism**

Vandalism of TSAS hardware, software, or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of TSAS, of another user, or of any other network connected to the Internet, or all or any portion of TSAS's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of TSAS's computer system. All system users must avoid the accidental spread of computer viruses by strict adherence to TSAS policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any computer system, network or site, or any unauthorized portion of TSAS's system.

## **Internet**

Internet users will have Internet access software loaded on their workstations; receive an Internet user ID; and sign an Acceptable Use of Computing Resources Form. In the case of minor students, parent(s) or legal guardian(s) must also sign the Acceptable Use of Computing Resources Form.

There is a wide range of information available through the Internet which is either not appropriate for access by minors, has no educational value, or does not meet with the particular values of the families of the student(s). The TSAS system and Internet acceptable use policy contains devices and restrictions on use intended to prevent access to appropriate material through their use of the Internet. TSAS believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. TSAS encourages parents to discuss with their children which material is and is not acceptable for their children to access through the TSAS system.

TSAS will not be responsible for any damages, which may be suffered through the use of the TSAS system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. TSAS is not responsible for the accuracy or quality of information obtained through the use of the TSAS system or the Internet. TSAS is not

responsible for any financial obligations that may be incurred through use of the TSAS system.

## **Inappropriate Material**

Access to information should not be restricted or denied solely because of the political, religious, or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and must agree not to use the TSAS system to access information or distribute information or material which is obscene, libelous, vulgar, lewd, or indecent and/or displays or promotes unlawful products or services, promotes group defamation or hate literature, or is disruptive to school operations.

## **Security**

All reasonable available physical security measures will be taken to safeguard TSAS computing resources.

The user must secure TSAS computing resources when not in use or when unattended.

A computer logged into the TSAS LAN or the Internet should not be left unattended.

All users who have access to the TSAS LAN or the Internet will be assigned a user ID and a password. Safeguarding of the password will be the responsibility of the individual user. The individual user will be held 100 percent responsible for safeguarding his/her user ID and password.

TSAS has the right to restrict a user's access to the TSAS LAN or the Internet by restricting the locations and workstations from which the user may log on, or by denying or limiting access to programs or files.

TSAS administration or faculty, can or will deny, revoke, or suspend specific user accounts for violation of these policies or procedures.

## **Student Files**

All files created by students are owned by TSAS administration. The network administrator has the right to view and delete these files at any time. The student has the responsibility to backup needed files on floppy disks.

Consequences: Persons who violate the Computer & Internet Use Policy will be dealt with under the Progressive Discipline Policy.

## **Meningococcal Disease Information**

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Oklahoma State Law 70 § 1210.195 requires dissemination of the following information on **Meningococcal Disease**

Source: Communicable Disease Division – Oklahoma State Department of Health

**What is Meningococcal disease?** Meningococcal disease is a disease caused by the bacteria *Neisseria Meningitidis*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. In Oklahoma, the number of *Neisseria meningitides* cases have been on the decline since 2000, with case numbers ranging from 34 in 2000 to ten in 2004.

**How is the disease spread?** Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

**Who is at risk of getting this disease?** Anyone can get meningococcal disease. For some adolescents, such as first year college students living in dormitories, there is an increased risk of meningococcal disease. Other persons at increased risk include household contacts of a person known to have had this. disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal meningitis is more common. These persons should talk to their physician about the meningococcal vaccine.

**What are the symptoms?** People can carry the bacteria in their nose and throat without becoming ill. People ill with septicemia may have fever, nausea, vomiting, and a rash. People that are ill with meningitis will have fever, intense headache, nausea, vomiting, and a stiff neck. It is important to seek care from a physician as soon as possible if these symptoms appear. Meningococcal disease can have a high risk of death if it is not treated promptly.

**How soon do the symptoms appear?** The symptoms may appear two to ten days after infection, but usually within three to four days.

**What is the treatment for meningococcal disease?** Antibiotics, such as penicillin or ceftriaxone are used to treat meningococcal disease.

**Should people who have been around a person infected with meningococcal disease be treated?** Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc.) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin, or ceftriaxone) from their physician. A public health nurse will work with the family of the patient to identify all family, friends, and contacts that need antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease and do not need treatment with the antibiotic.

**What are the risks from meningococcal vaccines?** Source: Department of Health and Human Services – Center for Disease Control and Prevention A vaccine, like any medicine, could possibly cause serious problems such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

## Mild problems

- Up to about half of people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

- If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.
- A small percentage of people who receive the vaccine develop a fever.

## **Severe problems**

- Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.
- A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got MCV4. There is not enough evidence to tell whether they were caused by the vaccine. This is being investigated by health officials.

For further information call or visit on the World Wide Web: (405) 271-4060

<http://www.health.ok.gov/programs/cdd>

(800) 232-2522 <http://www.cdc.gov> Revised: 06/06

## **Asbestos Notification**

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Annual Notification – The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

For Parents, Teachers, and Employees School Year 2012 - 2013

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located in the Director's office at Tulsa School of Arts and Sciences.

Tulsa School of Arts and Sciences annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers, and/or using newspaper public notice statements.