



**TULSA SCHOOL OF ARTS AND SCIENCES**  
**STUDENT HANDBOOK**

**2017-2018**

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# Purpose, Mission, and Vision Statements

## **Purpose**

TSAS uses the charter school framework, including choice and non-selective enrollment, to collaborate as students, faculty and parents to cultivate a high quality educational community that nurtures mutual respect, individualism, critical thinking, creativity in teaching and learning, life-long learners, and responsible citizens.

## **Mission**

TSAS students learn using a college preparatory curriculum and develop the intellectual habits of a liberal arts education in a safe, supportive, individualized and challenging school environment.

## **Vision**

Through a liberal arts course of study, TSAS students become lifelong learners who succeed in higher education, work and life in a global society.

## **Our Beliefs**

- We believe learning is a process in which all can participate and succeed.
- We believe liberal arts education is the foundation for developing successful lifelong learners
- We believe our community should foster the intellectual, emotional, and physical well-being of each student.
- We believe in creating a supportive and responsive learning environment with high standards and expectations for all students which compels them to be active participants in their own education.
- We believe diversity should be welcomed for the strength it brings to the education of all members of our community.
- We believe our core strength is passionate, highly-qualified, professional faculty, who provide dynamic, rewarding and individualized learning experiences for students.
- We believe in promoting accountable and effective school leadership via inclusive and collaborative governance and administrative practices
- We believe all TSAS community members have a responsibility to secure abundant, appropriate resources to support and sustain it.

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# General Policy Guidelines

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.

As a charter school we accept all students and do not charge tuition, when we have more applicants than can be accepted we use a lottery to determine which students are accepted. Tulsa School of Arts and Sciences does not discriminate in employment or education because of race, color, religion, national origin, handicap, age, sexual orientation, gender or gender identity.

## Definitions

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 1202 W Easton, Tulsa, OK 74127 commonly known as the Roosevelt Building.

**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

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

4 credits	English including World Studies, Composition 9, English 10, 11 and 12
3 credits	Social Studies including World Studies, American History, Native American History/OK History, Government
3 credits	Mathematics including Algebra 1, Geometry, and Algebra 2

.5 credits	Personal Finance
3 credits	Lab Science including Biology, Physics, and Chemistry
1 credit	Computers including Computer Applications I and II
2 credits	Foreign Language : 2 credits of the same language
2 credits	Fine Arts
7.5 credits	Electives : recommended at least one Advanced Placement (AP) class in both the junior and senior year

## Attendance And Campus Procedures

**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 TulsaTech 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. 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.

**Ten Consecutive 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. All students must register their vehicles. Permits are FREE and may be picked up in the office at the time of registration **Student Drop-off and Pick-up:** Students must be dropped off and picked up only on Easton Place, on the **North** (front) side of the school 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.

## Tardy Policy

**First Hour Tardies:** Students arriving to school more than 5 minutes late 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.

### **Disciplinary measures:**

- Teachers will communicate with students and parents regarding recurring tardiness and collaborative strategies will be implemented to reduce late arrival.
- Chronic tardy offenders will be addressed and a parental contact made by Dean of Students or Principal. Appropriate restorative and/or disciplinary measures may be applied.

## Medications

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 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.

## AIDS Education

All Students will received AIDS Education Training during their 9th grade year as part of their Biology class. The AIDS education program will address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall take into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district.

## Wellness/Nutrition/Healthy Choices

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, Nutrition, conditioning exercises, strength training and cardiovascular activities including 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

Cell phones and/or other wireless telecommunications devices are permitted for students to have in their possession, with permission of parent or guardian *Cell phone use is limited to before school, lunch and after school, except with express teacher permission. 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. Any cell phone used during class time without express permission will be taken away. At the first offense, the phone will be returned to the student following a conversation with the Dean of Students. The second violation of the cell phone policy will require parents to collect the phone either before or after school from the Dean of Students or the Principal. The third violation will result in 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

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 qualifies as acceptable.**

### **General Dress Code Requirements Apply to all Students Regardless of Gender**

- 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.
- Proper hygiene shall be practiced.

**Headwear:** No sunglasses (unless prescribed by a physician) are to be worn in the building. Any head wear that is distracting or obstructs clear visibility for the wearer or other students will not be tolerated. The eyes of the student will be clearly visible to the teachers and staff of TSAS at all times. Headwear causing disruption will be given to the Dean of Students or Principal until the end of the school day. Individual teachers have the right to limit headwear in their classrooms. No restrictions will be made in regard to head wear worn in religious observation.

### **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, undergarment straps, or otherwise be revealing.
- Bare midriffs, strapless garments, revealing low-cut necklines or arm openings, sheer fabrics, off the shoulder, or bare backs are prohibited. Tops must meet the waistband of pants. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

### **Lower Garments**

- Garments must be of a length and fit that are suitable to the build and stature of the student.
- Students may wear shorts and skirts that extends to the length of the thumb when standing with arms at the side of the body. 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, spandex, or bike shorts may be worn under shorts, skirts, and under long upper garments that meet the described length guidelines.

- Bathing/swimming wear and sleepwear (including pajama pants) are not permitted.

### **Exceptions**

- Teachers and administrators have the ability to modify dress code guidelines, and/or assign specific dress requirements as a condition of participation in fields trips, extra-curricular school sponsored events, athletic events, and competitive events as warranted by the nature of the event.
- Students participating in school sponsored dress-up days must comply with all dress code guidelines. Costume blood, gore, and toy/costume weapons 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. 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.

## **Violation Of School Policies**

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 disciplinary 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 weapons as defined in the Alcohol, Tobacco, Drug, Assaultive Behavior, and Weapon Policy

- o Possession of objects that may or may not be considered weapons or pose a danger. This includes skateboards.
- o Arson, abuse of fire alarms or safety equipment, or bomb threats
- o Fighting
- o Membership or involvement in gangs or gang-related activities
- o 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
- o Possession, use, or being under the influence of alcoholic beverages, inhalants or any drug or medication not administered by designated school personnel with parental authorization
- o Use or possession of tobacco or other smoking paraphernalia
- o Theft
- o Vandalism
- o Possession/distribution of pornographic material (written, audio, technological or visual)
- o Extortion
- o Willful disrespect of any school official
- o Use of profanity or vulgar/profane gestures
- o Violation of the dress code
- o Forgery
- o Gambling
- o Failure to attend assigned detentions/discipline programs
- o Truancy
- o Inappropriate use of technology
- o Unauthorized use any electronic device
- o Any behavior that disrupts the education process
- o Any violation of state or federal law

## Progressive Discipline Policy

TSAS works to create processes that help disciplinary situations work toward the ultimate safety, emotional/physical well-being, and personal growth of every student.

Progressive disciplinary practices allow TSAS administration to determine accountability on a case-by-case basis by taking into account both the nature of the offense as well as the needs and well-being of each individual involved.

This progressive disciplinary policy is defined as consequences which are cumulative over the course of a student's school year and high school career for offenses and repeat offenses.

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 referral to law enforcement according to federal and state laws. *While under suspension students forfeit the privilege of participating in any extracurricular activities.*

# Alcohol, Tobacco, Assaultive Behavior and Weapon Policy

## 1. Alcohol, Tobacco, and Drugs

Violations of school rules will result in parent conference, suspension and/or law enforcement involvement, depending on the seriousness and frequency of the violation(s). 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.

- Possessing, using, distributing or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Reasonable 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.
- 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).
- Repeatedly breaking tobacco-use restriction rules.

## 2. 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 physical act, gesture, verbal or written expression communicated electronically or in any other way, that a reasonable person knows or should know would either harm a student or place a student in reasonable fear of harm or damage another student's property, or insult or demean any student or group or students and/or disrupt or interfere with the school's educational mission or the education of any student.

- Harassment, intimidation and bullying through Electronic communication are likewise prohibited. "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device-
- A specific electronic communication, such as audio, text, social media content, imagery, or any other digital message, does not need to originate at school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying.

- Copies of this policy will be made available upon request to parents, students or other interested parties.
- Harassing or discriminating against any students or staff because of inquests concerning and related to suspected drug use.

### **3. Violent and Assaultive Behavior**

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:**

- Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct which interferes 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.
- Threatening or harassing verbal assault
- Bullying, fighting, striking or in any way harming another
- Sexual assault/battery, indecent exposure, sexting, lewd proposals and/or videos
- Threatening or harassing behavior mentioning weapons or death
- Direct attack with a weapon

### **4. 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, prolonged 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.

### **5. Disruptive Acts**

All pranks, no matter how seemingly innocent and nondestructive have the potential of possible serious repercussions and are neither humorous nor acceptable.

- Interfering with the educational environment of the school in a manner that disrupts or has a likelihood of disrupting the education of students.
- 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 **students** will be expected to model mature and appropriate behavior, especially near the culmination of their high school years.

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.

## Search And Seizure

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:

### Reasonable Suspicion

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**

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

TSAS does not allow the possession or use of weapons and will take immediate appropriate steps to prioritize the safety of students and staff. Weapons, as defined above, include but are not limited to the following:

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

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.
- If a weapon (ie., gun, etc), is confiscated outside of emergency circumstances, the administration will report the findings to law enforcement.
- 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.

### **Penalties**

In cases of violations of the weapons policy by other youths and adults, including TSAS employees, the TSAS Administration may use its discretion on police involvement. All violations of state or federal law require the TSAS Administration to report to law enforcement.

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 outlines immediate and appropriate action 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**

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.

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

# Meningococcal Disease Information

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**

TO ALL EMPLOYEES, PARENTS, VISITORS AND ANY INTERESTED PERSON: Regarding ASBESTOS-CONTAINING MATERIALS in ALL buildings OWNED, LEASED/RENTED or USED by TULSA PUBLIC SCHOOLS.

ALL TULSA PUBLIC SCHOOL BUILDINGS have been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors.

Results of inspections, samples and subsequent analysis are available for your review in the ASBESTOS MANAGEMENT PLAN on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77th E. Avenue, Tulsa, Oklahoma.

Contact person: Charles Noland

Maintenance Center

1555 N. 77th E. AVE

Tulsa, OK 74115

Phone: (918) 833-8006