



# **Tulsa School of Arts and Sciences**

## 2023-2024 Student Handbook

1202 W. Easton St., Tulsa, Oklahoma 74127

TSAS.org | (918) 828-7727

# 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.

## **Vision**

Through a liberal arts course of study central to the four House graduation pathways, TSAS students become lifelong learners who succeed in higher education, work and life in a global society.

## **Mission**

TSAS is an independent public charter school in which every student is welcomed as they are, known and valued for who they are, challenged to become a better version of themselves, encouraged in their efforts to become that person, and celebrated for their successes.

## What does this mean?

At TSAS, I am:

### **Welcomed**

- From whichever Tulsa neighborhood I live in
- Into an environment that is diverse, inclusive, communal, and inter-connected
- Into a home where I feel safe, comfortable and I belong
- Regardless of my previous grades, test-scores, behavior, and exceptional learning needs

### **Known**

- Recognized and known by name
- As a member of a small community, with small class sizes (under 20) and long class times (70 minutes)
- I seek to solve problems through dialogue with my principals and peers
- I develop relationships with teachers and with classmates based on our authentic selves
- My story is heard, and I listen to the stories of others
- I will enroll in a House which directs my educational pathway through personalized design

### **Valued**

- My teachers model the principles of an anti-racist education, shared stewardship, and a program of restorative justice, and they encourage me to do the same
- All of us have a special contribution to bring to the table in this community

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- I am taught to value myself and others through examples from my teachers
- I am encouraged to value the expertise of my teachers
- I learn through the foundation of compassion and empathy
- I am taught to recognize my own consciousness
- I am both valued as a member of a community and simultaneously recognized for my individuality and uniqueness

### **Challenged**

- To grow, to learn, to improve in a spirit of lifelong learning
- To seize the opportunities presented through a holistic liberal arts education
- To be a better citizen of the world as a neighbor, a student, and a friend
- To question the beliefs and thoughts put to me
- To see both the intrinsic value in others and others' thoughts and their values
- To actively participate in my own education as a lifelong pursuit
- To realize my strengths
- To expand my understanding of myself, others, and the world
- To trust the expertise my teachers provide through a rich learning experience full of direct application and robust, innovative classrooms

### **Encouraged**

- To recover from those challenges and...
- To pursue and explore my strengths and interests both academically and in self-discovery
- To trust myself and my peers
- To look globally and within
- To be fully present
- To learn both justice and grace
- To capture opportunities for growth and discovery and to break down external barriers
- To cope and to persevere beyond the inevitable struggles of life
- To choose care over apathy
- To speak up, to participate, to engage, and to share what I bring from my unique perspective, story, and vision

### **Celebrated**

- As part of the whole show; I am a being as special as the sun and stars
- As a self-expressive individual
- To explore the story that I will write and the problems I will solve after leaving TSAS
- Recognized for my hard work and my successes and for picking myself up after failures
- I will present my Senior Capstone project as a demonstration of what I have learned

and which connects me to my future

- For my unique self and my choice for whatever my next chapters may be ... *Bon Voyage!*

### **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) recognizes 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 the rights of other members and adherence to all school policies.

Students are to reflect high standards of personal conduct and respectful attitudes towards learning and all individuals within the community, 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 functions, 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: Four HOUSE Plans

**26** credits are needed for graduation from TSAS. Each HOUSE has distinct credit requirements in each discipline and must include the following:

	<b>STEM House</b>	<b>Liberal Arts House</b>	<b>Career &amp; College House</b>	<b>Fine Arts House</b>
<b>English Language</b>	4	4	4	4
<b>Mathematics</b>	4	3	3	3
<b>Lab Sciences</b>	5.0	3	3	3
<b>History</b>	3	4	3	3.5
<b>World Languages</b>	2	2	2	2
<b>Computer Science</b>	1	1	1	1
<b>Fine Arts</b>	1	3	1	4
<b>Electives</b>	3	3	3	2.5
<b>Senior Capstone</b>	3	3	6	3
Total	26	26	26	26

## Additional State Mandated Graduation Requirements

- CPR Training
- Passport to Financial Literacy
- ACT Test
- Science and History Core Curriculum Tests
- FAFSA Completion
- State Mandated “Civics, Government, and US History Test” (Starting with Class of 2025)

## Attendance And Campus Procedures

**Attendance:** Students are expected to be at school every day the 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.

- Each session consists of approximately 60 school days.
- Students must be in attendance for 90% of the scheduled class time for each session.
- 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
- 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 and unexcused, will be included in the calculation of the six day total
- Teachers will notify parents by email 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 8:30 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 8:30 am until 4:30 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 9:05 am must check in at the reception office prior to attending class.

**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 the first hour:** Students need to report directly to class; teachers will track tardies through hourly class attendance keeping.

**Tardy 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 the Dean of Students. Appropriate restorative and/or disciplinary measures may be applied.

**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.

**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.

**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.*

**Ten Consecutive Unexcused absences:** Ten consecutive unexcused absences will result in an automatic withdrawal from the school.



**Closed Campus:** Students may *not* leave the campus once they arrive unless they are concurrently enrolled in TulsaTech, TCC, or participating in off-campus Capstone experiences. Students will bring their own lunch or eat from the lunch program provided at the school.

- Students may not leave school during the day to go home in order to pick up forgotten work.
- 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 to be picked up by parents or another student.

**Visitors:** Visitors must check in with the Receptionist upon arriving at the school. Guests invited by faculty/staff members, 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.

- **Lunch Visitors:** Students are **not** permitted to have guests join them during lunch.
- **TSAS Alumni:** or those previously enrolled at TSAS wishing to volunteer or visit the school during the school day must arrange prior approval through the principals. Please email lsmith@tsas.org or dhahn@tsas.org to make arrangements.

**Parking:** is by approved permit and only on school grounds in designated TSAS parking spaces in the back parking lot. All students must register their vehicles with the front office. Permits are FREE and may be picked up in the office at the time of registration.

**Student Drop-off and Pick-up:** Students should be dropped off and picked up on Easton Place, on the **North** (front) side of the school building. For student safety we request that traffic follow an eastbound route, moving from Easton towards Edison.

**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 email addresses are important communication methods and need to be updated regularly to maintain accurate school records.

## 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.

## CPR, AIDS and Sex Education

All Students will receive CPR during their 9th grade year as part of their Biology class.

All Students will receive 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.

All Students will receive Sex Education during their 7th and 9th grade years as part of their Science or Biology classes and/or Freshman Seminar. The sex education program shall take into consideration the age and maturity of the students and the subject matter of the course.

## Wellness/Nutrition/Healthy Choices

A wellness policy has been established to support the academic, 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 fitness class, which includes a variety of conditioning exercises, strength training and cardiovascular activities including yoga to 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 a frequent distraction to

students and a significant contributing factor to student academic struggles. Cell phone use by students also contributes to behavioral and classroom challenges, and to the erosion of peer relationships and a healthy school culture of respect. To prioritize academic growth and the development of healthy and respectful relationships, TSAS intentionally curtails the use of cell phones and other personal telecommunications devices by creating a phone-free environment with our “Away for the Day” phone policy.

*TSAS is not responsible for lost, damaged, or stolen cell phones.*

### **Grades 6-12 “Away for the Day” Cell Phone Policy:**

Cell phones can be brought to school but they must remain off or silent and completely out of view for the entire school day. Any phone in view will be confiscated, logged and securely held until the end of the school day, at which point it can be collected by the student.

Effective August 28th, cell phone infractions will result in confiscation and sent to the office. Consequences for subsequent infractions are as follows:

- 1st Infraction: The cell phone is confiscated and held in the office until the end of the day.
- 2nd Infraction: The student will be issued a lockable pouch where the student will be held accountable to pouching their phone for two weeks.
  - When the student arrives, they will place their phone in the lockable pouch that will lock the student’s phone and they will take the pouch with their phone in it.
  - After 5th hour, students will unlock their pouch in the office and get their phone out for use after school and at home. Students will leave the pouch in the office and pick it up upon arrival the next day.
  - At the end of the two weeks, a determination will be made as to whether the student will be allowed to try “Away for the Day” again or leave their phone with the morning monitor every morning to keep in Ms. Ortiz’s office.
  - Damaged or lost pouches will result in a \$25 fee placed on the student’s account.
- 3rd Infraction: The student will leave their phone with the morning monitor as soon as they arrive and they can pick it up at the end of the day from Ms. Ortiz’s office. The student and their family may also opt into keeping their phone at home for the remainder of the year.
- 4th Infraction: The student will be suspended with a family meeting held before their return.

### **Reasons for “Away for the Day” Procedure:**

- Maximized learning time and increased academic achievement
- Research states that prolonged engagement with smartphones relates to anxiety and depression in teens
- Reduced issues with broken and lost phones and accessories
- Schools and other institutions across the world have seen positive results with this

procedure

- Higher achievement in schools
- Fewer discipline issues for teachers
- Fewer instances of bullying
- Higher engagement in extracurricular activities

### **Contacting Your Student during the School Day**

Parents and guardians may contact the school for quick access to their students to disseminate valuable information at (918) 828-7727. If students need to contact their parent or guardian during the course of the day, they may ask their teacher to be excused from class and use the designated in the office, or use their own phone within the office space.

## Dress Code

TSAS staff, students must all dress in a way that elevates and nurtures the humanity and learning experiences of all in the TSAS community.

If at any time, a person's clothing does not meet this standard, a dignifying and respectful conversation will take place that may include the student, teachers, administrators, parents, and guardians. TSAS administration will exercise discretion in determining whether or not clothing elevates the learning environment or detracts from it.

**Clothing Assistance:** It is the policy of the TSAS Board of Education that no student will be denied an education due to financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a financial burden may contact TSAS to discuss options for assistance. The TSAS Counselors or a designee shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, TSAS 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
    - 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, 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
- Violation of the dress code
- Forgery
- Gambling
- Failure to attend assigned detentions/discipline programs
- Truancy
- Inappropriate use of technology
- Unauthorized use any electronic device
- Any behavior that disrupts the education process
- Any violation of state or federal law

*\* See Appendix B for detailed description of sexual abuse and misconduct policy.*

## 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.

*While under suspension students forfeit the privilege of participating in any extracurricular activities.*

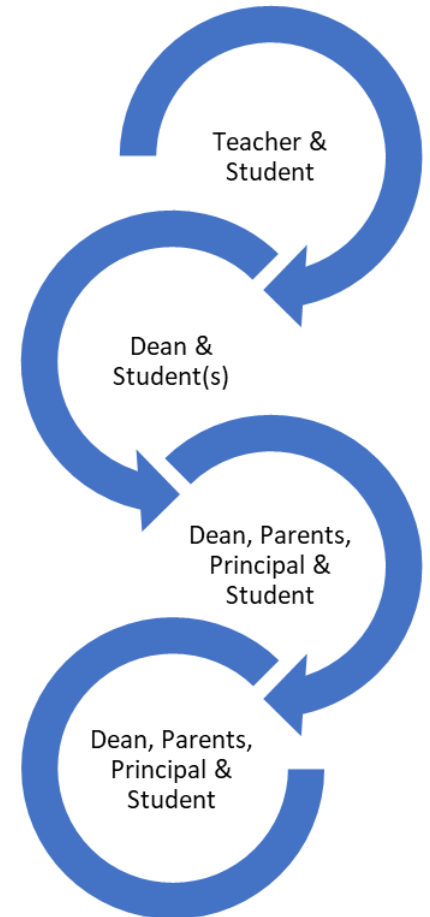
# Progressive Restorative Justice and Disciplinary Model

## Progressive Disciplinary Cycles

- Mission: Restorative Justice and Growth
- Desired Aims: Clarity, Responsibility, Accountability

## Progressive Stages      Desired Aims

Teacher and Student: Private, respectful conversations	Clarify student expectations; Clarify norms of behavior; Reflect on behavior; Clarify areas for growth
Dean of Students and Student(s): Intervention conversation with restorative actions  * Parent Engagement	Shared student expectations; Shared norms of behavior; Shared plan for restoration or disciplinary consequences Shared understanding of required behavioral changes
Dean of Students, Students, Principal: Follow-up talks with student(s) and increased restorative or disciplinary actions  * Parent Engagement	Respond to chronic challenges; Increased consequences and redirection plans; Increased disciplinary consequences
Dean of Students, Students, Parents, Principal: Elevated conversation with elevated disciplinary actions  * Parent Engagement	Respond to elevated challenges; Elevated consequences and redirection plans; Elevated disciplinary consequences



## Alcohol, Tobacco, Assaultive Behavior and Weapon Policy

### 1. Alcohol, Tobacco, and Drugs

(Approved August 15, 2023)

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, bong, 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, is 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:

- If practicable, a person of the same gender as the person being searched shall conduct the search.
- 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, firecrackers, 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**

(Approved August 15, 2023)

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.

## **Student Choice Policies**

### **Walkouts and Student Demonstrations**

TSAS values the rights of students to gather, speak, and demonstrate. We also recognize that important learning is often facilitated by these activities, even if the ideas are unpopular. Therefore, TSAS affirms the right to demonstrate.

Student walkouts for legitimate socio-political purposes are permitted if communicated to TSAS administration no less than 24 hours in advance. Walkouts should take place during lunch and should stay on the TSAS campus and take place around the track in the west field of the building. Students are not permitted to physically circulate the building to gather interest or announce the walkout during class time but must do so by other means that take place on their own time. Any questions or planning for student walkouts should be directed to the Dean of Students.

### **Observation of a Minute of Silence**

Oklahoma law requires the board of education of each school district ensure that all schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

### **Designation of Restroom Usage**

SB 615 states that students must use the bathroom/locker room that is aligned with the sex on their birth certificates. Students who are non-binary or whose gender does not align with the sex on their birth certificates have access to gender neutral bathrooms throughout campus.

## School Safety

Student safety is the primary priority of TSAS. A safe school is the best place for high quality teaching and learning to take place.

Please see Appendix A for School Safety Guidelines for Extraordinary Emergency Situations.

## 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, the 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 email, 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. References to harm or threats of harm will result in referral to law enforcement according to safe school policy and procedures.

### **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 are 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, Damage, and Negligence**

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. Furthermore, any tangible device (school computer, Chromebook, tablet, or peripheral accessory) that is vandalized or damaged

accidentally, or through negligence, while in possession of a student may result in required financial restitution by that student's parent or guardian.

## **Internet**

Internet users will have Internet access software loaded on their workstations and receive a TSAS email address.

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 inappropriate 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 the 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: Jason Coan

Maintenance Center

1555 N. 77th E. AVE

Tulsa, OK 74115

Phone: (918) 833-8006

(Approved August 15, 2023)

# APPENDIX A: Tulsa School of Arts and Sciences School Safety Guidelines for Extraordinary Emergency Situations

*Security is not something to take for granted. This document is intended to provide clarity to the TSAS community as to what to expect in various situations of compromised security.*

## **General Principles**

### **Be Calm & Be Flexible**

The first thing to remember is to remain calm. In any situation, the most important quality is flexibility. This means that the person in charge is able to think quickly, act decisively, and lead the students around them. It is imperative that we communicate calm, confident leadership to the students. Panic in these situations, while natural, is our worst enemy.

### **Need To Know**

The second thing to remember is some information in security breaches is not to be shared with the larger community. Some information can potentially reveal holes in our security and can be exploited. While transparency is of utmost importance to the leaders of the community, it can be detrimental to the process of protecting our students. TSAS leadership operates on the principle of transparency until it becomes a breach of student well-being.

## **Definitions of Four Threat Situations**

There are generally four situations to address: The modified lockdown, the lockdown, the IOC, and the active shooter. These are addressed in order of severity and likelihood of threat.

- 1) **“LOCK-OUT”** and/or **Modified Lockdown:** This is any situation in which a threat has been identified in the vicinity of campus. This does not indicate a direct threat to our school community, but it does represent a threat to the larger Tulsa community. An example: A police chase in the Owen Park neighborhood. During a modified lockdown, TSAS is fully secured from the outside and exercises greater vigilance concerning entry and exit procedures. The major impact will be inconvenience rather than direct threat to our students, and school community members.
- 2) **“LOCK-IN”** and/or **Lockdown:** This is any situation in which a threat has been identified. This could be an angry person on campus; it could be due to police activity in the neighborhood; it could be due to a legitimate threat/warning; or it could be for other unusual reasons. A lockdown has little amount of impact on the routines of school. In a lockdown, it is most important to not allow access into or out of the building. In a lockdown, TSAS simply restricts students to the classroom and does not allow students to roam the halls. This usually involves locking the door. Teachers are notified about the situation using cell phone communication. There will be instructions given via cell phones or the intercom system when everything is clear.

- 3) **IOC (Intruder On Campus):** This is a situation which has escalated from a lockdown. This involves an unwanted person being on school grounds or inside the building. This is one of the most common types of security lapses. It is most often the result of a domestic dispute outside of school that finds its way into our building. This situation requires us to remain in our classes, even if it is time to change classes. In an IOC situation, students are not allowed to leave the classroom. Teachers will lock the door. In some situations, it is advisable to turn off the lights and make sure there is no sign of activity inside a classroom. It is important to remember, in an IOC there is usually a target, but that target individual's life is rarely in mortal danger. It is important that the threat is dealt with by proper personnel quickly, which means interference from students or teachers should be prevented. Teachers are notified about the situation using cell phone communication. There will be instructions given via cell phones or the intercom system when everything is clear.
- 4) **Active Shooter:** This is the worst case situation. Not only has there been an IOC, but there has been a weapon used. Often there is no single target, but a general target. The focus is to cause terror in a community. The most important thing for persons inside the school to do is to remain calm and remember the three words: *Run, Hide and Fight*. In an active shooter situation, there is no single plan of action. It is a responsibility of a teacher to make an assessment of the situation and to act accordingly. The best defense is knowledge of one's surroundings both for strengths and weaknesses. There are guidelines for survival, outlined by the three words: *Run, Hide and Fight*. In ALL of these cases, educational professionals should use their best judgment.

If a single gunshot has been heard: It is usually best to stay in place. This indicates a target was sought and found. This is tragic, but the panic that could ensue may be exactly what the active shooter intends. If a person finds oneself on the first floor, or the sounds are coming from very close, or there are other reasons to believe there is a direct threat, by all means: leave campus.

If multiple gunshots or separate shooting incidents are heard: Use the *Run, Hide, Fight* method. The first thing to do is run. Shooters have notoriously poor aim and the farther one gets the higher the likelihood of survival. There are escape routes that can be followed (think fire drill procedures). There is also the possibility to escape via the windows, if a person is on the first or second floors. Once escaped from the building, the rallying points for the school are on the other side of the children's museum (northwest of campus) and the QuikTrip on Edison (southeast of campus). Both of these routes pose their own risks, but often those risks are better than an up close confrontation.

If the decision has been made to hide, please be aware of the surroundings. If there is access to the fire escape, be aware. While behind a lot of concrete, there is no clear view of multiple floors. There is a danger of being caught without a means to return to the building, but often that is the point. If there is access to the darkroom or the basement, it is hard to access those areas, but it may be worth hiding. If there is access to a second door with locks, that may be the best place to hide. Please do not hesitate to ask the Safe School Chairperson or someone in administration concerning questions about a specific room in the building.

If the decision is made to fight, please be aware of the odds. Fighting should ONLY be used as a last resort, as it is NOT recommended that ANY individual attempt to subdue an active shooter on their own. If an attempt is made to stop the shooter, the best thing to do is to try to stop them by blinding. If there is access to a fire extinguisher, don't try to hit the shooter with it, as they are harder to swing than one might think. Spraying someone in the face will blind them with less chance of a continuation of shooting. If there are any impromptu weapons, remember the safer the better. Without extensive training, anything one might want to use against the shooter can also be used against the defendant.

## **Preventative Measures**

TSAS is not like most schools, and our security protocol reflects that. As a first layer of protection, we rely on the community to take part in making sure the building is secure. That means that students are NOT to open doors for anyone during school hours. Teachers and students should never prop/bar the doors open. Visitors should only enter the building through the appropriate entrances. The Office staff are trained on what to observe regarding people entering the building. It cannot be stressed enough: NO ONE wants TSAS to become "hardened", and the best way to ensure that with minimal intrusion is to be adamant in our enforcement of the entrance protocols.

The second layer of security is community based. This is the "See something, say something" approach, but it goes deeper than that. TSAS values our students as people- this is one of our core beliefs, and it does more to protect us than just about anything else possibly can. The relationships between teachers and students are vital in this regard. When we don't allow our students to become distraught, we don't allow for the psychological situation in which atrocities happen. That means teachers and students must take an active role in the well-being of their students and peers. Caring attentive relationship building is our strongest defense against the unthinkable.

Thirdly, TSAS goes above and beyond Oklahoma state guidelines for emergency drill procedures, every year. We conduct at least thirteen drills throughout the year including: fire, tornado, flood, and lockdown/IOC. If you have any questions, please contact either Principal, the Director, or the Safe School committee chair We will follow additional guidelines and definitions from the DHS website (link here) \*School safety tab on the website (maybe directed to handbook)

## **Proactive Communication Plan**

During a serious breach of security, TSAS will pledge to prioritize the following: our foremost responsibility is to keep students and faculty safe, our second greatest responsibility is to communicate relevant information as quickly and as accurately as possible with the entire TSAS community. Once a threatening situation is over, we will review what we can do better. If you call TSAS during a security breach, our front office staff members are trained to tell you the following information:

1. To explain what we know about the situation
2. To explain what we are doing about the threat

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3. To ask if you know any additional information that could be helpful to us

**Note from Administration:**

The TSAS theme is “HOME”. We take this notion of HOME seriously, and we pledge to help our students feel safe in our HOME. A sense of safety is created by confidence in the systems in place. Recent events in the world force us to have conversations about unpleasant topics. We need ongoing conversations with each other so that we know and understand what it takes to be safe at TSAS.

Practically speaking, it is our school policy to keep all doors locked at all times. Everyone who does not work in TSAS on a daily basis should have a TPS identification badge or a visitor's badge clearly visible on his or her person. Every visitor to the building must check in through the front office. We have security cameras installed at TSAS, and our building is monitored by Tulsa Public Schools Campus Police. At TSAS, we work to build relationships with our students, and we care about each student individually. By instilling a sense of community, we develop alert and caring eyes and ears.

In addition to these structural safeguards, TSAS teachers and staff are trained in what to do in dangerous situations. We have cooperated and worked with Tulsa Police and Tulsa Fire as well as other local health agencies to ensure our staff is well trained in what to do to keep students safe, no matter what. Please reach out to an administrator with questions and concerns.

## APPENDIX B: Tulsa School of Arts and Sciences Sexual Abuse and Misconduct Prevention Policy

Tulsa School of Arts and Sciences prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any school-related activity. Tulsa School of Arts and Sciences

(Approved August 15, 2023)

provides procedures for students, employees, volunteers, and board members, as well as any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment, as well as criminal prosecution. No student, employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

### **Definitions and examples:**

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone’s neck or shoulders and/or pulling against another’s body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

### **Reporting Procedure:**

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. Tulsa School of Arts and Sciences fully supports that requirement and has established this policy to facilitate such reporting. Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building Principal who will advise the Executive Director that the report was made.

- **Reporting Obligations**

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

- **Immunity of Reporters**

Title 10, Section 7105: Any person participating in good faith and exercising due care in the making of a report pursuant to the provisions of the Oklahoma Child Abuse

Reporting and Prevention Act, or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

Title 10, Section 7103: There shall be no penalties or retaliation by an employer when an employee reports suspected abuse. Any employer, supervisor or administrator who discharges, discriminates or retaliates against the employee or other person shall be liable for damages, costs and attorney fees.

### **Supervision of Students:**

Responsibilities are assigned to school personnel regarding the supervision of students. Rules are written and distributed through the Staff Handbook and revised on a yearly basis. When it becomes necessary for a teacher to leave the room, an alternate staff member or authorized volunteer is consulted and supervises until the classroom teacher returns. No students are left unattended. Students going to the restroom or on errands to the office have approval. Classes are monitored while moving from one area to another by school. All areas (hallways, classrooms, labs, early dismissals, cafeterias, restrooms, and gymnasium) are carefully monitored. There are specific rules governing field trips that include permission slips and students returning to school and/or their parents. Items included are name tags, medical records, and telephone numbers of parents at work and/or home. Teachers carry emergency student information and class lists when leaving the classroom for emergencies. A substitute folder is provided for each classroom/teacher with all related information regarding students including schedules, procedures and emergency information. Written duty rosters are provided for all personnel and posted on the office door. Isolated one-on-one interactions are prohibited.

### **Background Checks:**

In accordance with Oklahoma Statute, all Tulsa School of Arts and Sciences personnel have completed a background check through OSBI or FBI. This is verified annually through the Oklahoma State Department of Education Accreditation Checklist.

### **Harassment:**

Any unwelcome conduct that is severe, persistent, or pervasive that is based on one or more protected characteristics. Harassment includes behavior that may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile, menacing, or uncomfortable environment for students or employees. Examples of the kind of conduct that may constitute harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal, or psychological) impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual or other protected characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending pornographic or racially-charged pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

### **Hostile Environment:**

With respect to employees, a hostile environment exists when harassment is sufficiently severe or pervasive that it alters the conditions of the victim's employment and creates an abusive working environment.

**Sexual Harassment:**

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that:

- Is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education
  - Is used as a basis for decision affecting an employee's employment ●
- Has the purpose or effect of creating a hostile work environment

To constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence. Sexual harassment may occur between persons of the same gender or sex. Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

Retaliation is an adverse action that is taken in response to an individual's good-faith complaint or reporting of harassment or discrimination, or good faith participation in any related investigation. Retaliation may include but is not limited to, acts of intimidation, threats, harassment, poor performance reviews, and changes in working conditions or other terms and conditions of employment. Any adverse conduct that would discourage a reasonable person from complaining about or reporting harassment or discrimination, or from participating in an investigation, may constitute retaliation.

**Definitions Relating to Complaint Procedures**

**Complaint:** A verbal or written complaint alleging discrimination or harassment by a district student, employee or contractor based on one or more protected characteristics, or retaliation for making a good faith report of discrimination or harassment or participating in good faith in a harassment discrimination investigation. It is a violation of this policy to knowingly report false allegations of harassment, retaliation or discrimination or to knowingly provide false information in an investigation in an effort to hamper the district's investigation of any allegation of harassment, retaliation or discrimination. Persons found to have engaged in such conduct will be subject to appropriate discipline.

**Complainant:** Any person enrolled in or employed by the district or a parent, guardian or member of the public who submits a complaint alleging discrimination, harassment or retaliation.

**Coordinator:** The position designated to process complaints and coordinate efforts to comply with a carry-out responsibility under Title VI of the Civil Rights Act, Title IX, of the Education Amendments of 1972 (complaints based on sex, pregnancy, gender expression or identity), Title II of the Americans with Disability Act, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act and any other state or federal laws addressing equal education and employment opportunity. The appropriate contact for the coordinator is the Executive Director and his/her designee.

**Respondent:** The person(s) alleged to be responsible for the alleged discrimination, harassment or retaliation contained in a complaint. The term may be used to designate persons who personally perpetrated the action complained of or those supervisors with responsibility for procedures or practices alleged to be discriminatory in the complaint.



**Day:** Day means a working day when the district's administrative office is open. The calculation of days in complaint processing shall exclude Saturday, Sundays and legal holidays and any other day the district is not open.

### **Filing a complaint**

Employees or students who have experienced or witnessed harassment, discrimination, or retaliation, or who become aware that others have been or may have been subjected to such conduct, must promptly report the matter to the coordinator unless the coordinator is involved in the alleged misconduct, in which case the employee must report the matter to another administrator. Alternatively, employees may contact their supervisor, who must report the allegations to the coordinator or another administrator if applicable. If an employee or contractor brings a complaint to the district supervisor and the matter is not resolved to the employee's satisfaction, the employee must report the matter to another administrator, as applicable. An administrator's obligation is to report allegations to the coordinator or College Bound board, if applicable, exists even if the supervisor is reviewing the alleged discrimination as part of the district's employee disciplinary process.

Individuals are encouraged, but not required, to put their complaint in writing. The complaint should describe the nature and date(s) of the alleged discrimination, harassment or retaliation, the names of the person(s) responsible (if known) and the relief requested. See the Director of Human Resources for specific questions regarding reporting.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible; however, if a complainant wishes to remain anonymous, the district's ability to respond to the complaint may be limited.

### **Investigation and Appeal Procedures**

The coordinator (administrator or designee if applicable) shall document all complaints of discrimination, harassment or retaliation received by them. The coordinator or other investigator approved by the district will conduct a timely, thorough, reliable, and impartial investigation of the complaint. The district, at its discretion, may take immediate steps, based on the severity of allegations, to protect the parties involved in the complaint process pending completion of an investigation. As practical, respondents should not communicate directly or indirectly with the complainant regarding the complaint while the investigation is pending.

The investigator will obtain, review and analyze information from the complainant, the respondent, witnesses, and relevant documents and records. The decision of the investigator will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred). The investigator will provide the complainant and respondent a written summary of the investigation decision within 15 days of the receipt of the complaint unless extenuating circumstances exist. This communication will also describe the right to appeal the investigation decision.

Appeals must be made, in writing, to the Executive Director within 5 days of the issuance of the investigator's decision and notice of appeal rights. If the complaint involves the Executive Director, the complaint shall be appealed to the designee or another administrator. The administration will review the initial investigation and determine if additional investigation is necessary and appropriate. The administration will issue a written decision within 10 days of

receipt of the appeal unless extenuating circumstances exist, and his or her decision is final. In the event that a concern, complaint or accusation is made against another staff member, regardless of the nature of the claim, College Bound Academy has the responsibility to investigate (and will) the issue at hand in order to protect all staff and students. During the investigation process, staff members may be suspended at any time, with pay.

The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a good faith complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying employees that they are protected from retaliation and making sure that victims know how to report future problems. If retaliation occurs, the district will take strong responsive action.

Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from other records. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee.

After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to respond to and prevent further harassment, discrimination or retaliation.

## APPENDIX C: Title IX Notice of Non-Discrimination on the Basis of Sex

In compliance with Title IX of the Education Amendments of 1972 (Title IX), Tulsa School of

Arts and Sciences does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in employment, as well as in all education and athletic programs and activities operated by Tulsa School of Arts and Sciences (both on and off campus). The protection against discrimination includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

Title IX protects students, employees, applicants for employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) are protected by Title IX-regardless of their sex, sexual orientation, gender identity, disability, race, or national origin-in all aspects of the educational programs and activities offered by Tulsa School of Arts and Sciences.

As part of its obligations under Title IX, Tulsa School of Arts and Sciences designates the following Title IX coordinator:

Jonathan Townsend  
Executive Director  
Tulsa School of Arts and Sciences  
1202 W Easton St, Tulsa, OK 74127  
918.828.7727  
executivedirector@tsas.org

In effort to comply with and carry out the responsibilities under Title IX this shall serve as an annual notice to all students and employees of Tulsa School of Arts and Sciences.

The essence of Title IX is that Tulsa School of Arts and Sciences may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless expressly authorized to do so under Title IX or the USDE's implementing regulations.

If you have any questions, please contact the Title IX coordinator at the aforementioned address.

## **CIVIL RIGHTS COMPLAINT PROCEDURES**

Tulsa School of Arts and Sciences complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, patrons, and employees of the School that the School does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the School's efforts to comply with this assurance.

**Definitions:**

- A. Compliance Officer: An employee designated by the Superintendent to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The Compliance Officer is designated as the Superintendent/Executive Director, Mr. Jonathan Townsend, who may be contacted at Tulsa School of Arts and Sciences, 1202 W Easton, Tulsa, OK 74127 or by phone at 918.828.7727 or email at [executivedirector@tsas.org](mailto:executivedirector@tsas.org)
- B. Complaint: A written complaint alleging that a policy, procedure, or practice of the School discriminates on the basis of race, color, national origin, sex, religion, age, or disability,
- C. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- D. Complainant: A student, an employee, or any other person who submits a complaint alleging discrimination on the basis of race, color, national origin, sex, religion, age, or disability.
- E. Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Pre-filing Procedures:** Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

**Procedures for Filing Complaint:**

- A. A. If the Complainant desires to proceed with a Complaint, then, within thirty (30) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- B. In addition to taking action with respect to a written complaint, the

Compliance Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.

- C. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint.
- D. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The respondent may also identify witnesses who should be contacted to provide input during the investigation.
- E. Within (10) days of receiving the Respondent's answer, the Compliance Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Compliance Officer. The investigation should be concluded within thirty (30) days but the Compliance Officer may extend the period of time for an investigation by notifying the Complainant and the Respondent.
- F. Within ten (10) days after completion of the investigation, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Complainant and the respondent. The written decision, shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Compliance Officer determines that the allegations of the Complaint are substantiated, the decision shall be provided to the appropriate supervisor or administrator to take appropriate disciplinary action.
- G. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a review by the Board
- H. Within ten (10) days of receiving a request for a review by the Board, the Compliance Officer shall notify the Board of the request, shall place an agenda item for a review of the Complaint on the next regularly scheduled Board meeting, and shall notify the Complainant and the Respondent of the date of the Board's review.
- I. The review by the Board shall involve a review of all documents submitted to the Compliance Officer and, if the Board desires, a statement from the Complainant or the Respondent or the representatives of either the Complainant or the Respondent. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Compliance Officer.

J. Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Complainant and the Respondent with written notice of the Board's decision on the Complaint. The Board's decision shall be the "final" action at the level of TSAS.

K. Remedy may be sought with the Office of Civil Rights within the U.S. Department of Education, within 180 days of the last act of the alleged discrimination.

**Extension of Time:** Except as otherwise provided, any time limits established by these procedures may be extended by mutual consent of the parties involved.

**Confidentiality of Records:** All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any Complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or the School, such records may become public in accordance with law. Information pertaining to complaints shall be maintained for three (3) years after resolution of the Complaint.

## **Appendix D**

### **Information Regarding HB 1775**

Students concerned about violations of Oklahoma HB 1775 should visit

TSAS.org/HB-1775 for the full policy and progression of actions.

### **Information Regarding SB 615**

SB 615 states that students must use the bathroom/locker room that is aligned with the sex on their birth certificates. Students who are non-binary or whose gender does not align with the sex on their birth certificates have access to gender neutral bathrooms throughout campus.

Cisgender students will be discouraged from using gender neutral bathrooms throughout campus.

This institution is an equal opportunity provider