

**TISHOMINGO PUBLIC SCHOOLS**

**STUDENT HANDBOOK**

**2021-2022**



**DISTRICT I-20**

1300 East Main

Tishomingo, Oklahoma 73460

## **BOARD OF EDUCATION**

President: Scott Hutchings  
Vice President: Amy Gantt  
Clerk : Sarah Carter  
Member: Kenneth Locke  
Member: Boyd Houser

## **DISTRICT ADMINISTRATION**

Bobby Waitman, Superintendent  
Kim Morse, Director of Special Services  
Charmel Winkler, Secretary  
Tonya Bryant, Secretary  
(580) 371-9190

## **SITE ADMINISTRATION**

### **TISHOMINGO HIGH SCHOOL**

Chase Todd, Principal  
Tara O'Hara, Counselor  
Sheila Hunsaker, Secretary  
(580) 371-9190 ext 105

### **TISHOMINGO MIDDLE SCHOOL**

Charles Hook, Principal  
Syrena Moreland , Counselor  
Sarah Smith, Secretary  
(580) 371-9190 ext. 118

### **TISHOMINGO ELEMENTARY SCHOOL**

Brandon Moreland, Principal  
Syrena Moreland , Counselor  
Gayla Cellum, Secretary  
(580) 371-9190 ext. 123

# TISHOMINGO PUBLIC SCHOOLS

## 2021-2022 School Calendar

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30	31				

September 2021						
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October 2021						
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31						

November 2021						
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28	29	30				

December 2021						
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January 2022						
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30	31					

February 2022						
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27	28					


March 2022						
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April 2022						
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May 2022						
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29	30	31				

June 2022						
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July 2022						
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24	25	26	27	28	29	30
31						

 Holiday/No School

 Professional Development

 Parent/Teacher Conference

Aug 16, 17, 18	Professional Development-no school for students	Jan 17	Martin Luther King, Jr. Day - no school
Aug 19	First Day of School for students	Feb 18	Professional Development -no school student
Sept 3	Professional Development - no school for students	Feb 21	Presidents Day - no school
Sept 6	Labor Day - no school	March 10	P/T Conferences 3:30-9:30
Oct 8	Professional Development - no school for students	March 11-18	Spring Break - no school
Oct 12	End of First Quarter		
Oct 12	P/T Conferences 3:30-9:30	April 15, 22, 29	Snow Days
Oct 13, 14, 15	Fall Break - no school		
		May 6	Snow Day
Nov 22-26	Thanksgiving Break	May 12	Last Day of School
Dec 20-Dec 31	Christmas Break	May 13	Professional Development - Check out day

- Total Days Taught 78 | 2nd Semester Total Days Taught 81 | Professional Days Total 5 | Total Days Taught and Pro

For the latest information regarding student handbook policies, events, lists of personnel, contact numbers and other schedules of activities for Tishomingo Public Schools, go to the school district web site at [www.tishomingo.k12.ok.us](http://www.tishomingo.k12.ok.us) or follow us on Facebook.

## **GENERAL POLICIES THAT APPLY TO ALL TISHOMINGO PUBLIC SCHOOLS**

**ASBESTOS AWARENESS PLAN:** Following a mandate issued by the United States Congress in 1986, the U.S. Environmental Protection Agency has established the Asbestos Hazard Emergency Response Act (AHERA) Rule. The AHERA Rule provides guidelines for the identification, monitoring and management of asbestos containing materials (ACM) in all public and private schools from kindergarten through twelfth grade.

Tishomingo Public Schools has prepared an Asbestos Inspection and Management Plan. The plan is designed to identify any presence of ACM and to provide a program to control those materials and prevent any risk to building occupants. ACM were found to be present in some locations at the grade school site and at the middle school site. The inspection results and the plan are on file for public review and may be examined by contacting the Superintendent at 580-371-9190 or by visiting the office (administration building) during the hours of 9:00 am to 3:00 pm, Monday through Friday.

**ATTENDANCE POLICY:** Students are not allowed to miss more than eight (8) days of school per semester. Tardies will be counted when a student is late to class or leaves class early. **Three (3) tardies equals one (1) absence.** A student who is more than 15 minutes late to class or leaves more than 15 minutes early will be counted absent for the class period. Any absence over the 8 day rule will result in no credit given for the class. Excused absences will not count against the 8 day rule. Recognized EXCUSED absences include sickness; death in the immediate family with documentation, court appearances with documentation, or unexpected emergencies with documentation. All other absences will be considered UNEXCUSED. As provided for in board policy, FDC-P, absences determined to be the result of "severe, chronic, or life threatening-physical or mental illness, infection, injury, disease, or emotional trauma," by the Medical Exemption Review Committee shall be deemed medically exempt and reported to the Oklahoma State Department of Education Office of Accountability. Absences for school sponsored activities will not count against the 8 day rule.

**ABSENCE FOR SCHOOL ACTIVITIES:** No student will be absent from any class period more than ten (10) days per school year to participate in school activities. State and National level of school sponsored activities will be allowed in addition to these ten days. Those activities considered to be state and national level contests are to be determined by the school administration. An Internal Activities Review Committee will consider any request for deviation from this policy before it is presented to the local board. At the beginning of each school year an Internal Activities Review Committee will be appointed by the Superintendent of Schools. The committee will consist of one school administrator, one school counselor and three teachers.

**ACCIDENT INSURANCE:** Student accident insurance is available to students. The public schools have no interest in this insurance except as a service to be made available to the children and parents. Forms to apply for benefits for children enrolled are available in the principal's office at each school. The application you receive defines limitations and also exclusions.

**BULLYING:** It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the

students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited and will result in discipline.

**BUS STUDENTS:** Only students living one and a half miles or more from their school site by the most commonly traveled route are legally entitled to ride school buses. Students must be on time for bus stops. Drivers are not required to wait on students at stops. Safety demands that the driver have complete supervision of those who ride. Riding the school bus is a privilege that is provided by the school and not required. If your child misbehaves the principal will be in charge of notifying you if your child is to be suspended from the bus. If your child is suspended from the bus, it is the parent's responsibility to provide transportation to and from school.

**BUS CONDUCT:** Riding the school bus is a service offered by the school system. Students are not guaranteed the privilege of riding a school bus and may lose the privilege without proper conduct on the bus. Our chief concern is the safety of all the students riding the bus. Behavior that impairs the driver's ability to operate the bus safely will not be tolerated. Bus drivers are afforded the same authority as a classroom teacher. Students are to follow all instructions as given by the driver. School rules, policies, and consequences for violation will be in effect while riding the bus or while waiting at the bus stop. Additional bus behavior guidelines are as follows:

1. It is absolutely essential that classroom conduct be maintained while students are riding the bus.
2. All students should be seated when seats are available, and student conduct must be such that it will not distract the driver.
3. Failure to cooperate with the driver will automatically be grounds for temporary or permanent suspension from riding the bus.
4. It is part of our teaching philosophy that we instruct students to respect property whether it belongs to the State, Federal Government, Johnston County or an individual.
5. All school rules will apply to students who ride our buses (profanity-tobacco-respect-etc.). It is expected by the administration that the driver will report all incidents to the principal.

**CAFETERIA:** The school cafeteria will make available breakfast and lunch. Free and reduced meal applications may be picked up from the office. A new application must be filled out before October 1, 2021. If you qualified for free or reduced meals last year, you will automatically qualify this year until we get your new 2021-2022 application on file. If we do not have a new approved application by October 1, 2021, you must pay full price. Full price for PK-12th lunch is \$ 3.25 and reduced price lunch is \$0.40. Full price for breakfast is \$ 1.75 and reduced is \$0.30. Guest prices are \$2.00 for breakfast and \$4.50 for lunch. The District discourages the charging of student meals and shall not allow more than \$25.00 meals in unpaid charges. If this amount is exceeded, the student will be offered an alternate lunch.

**CARE OF SCHOOL AND PERSONAL PROPERTY:** A school building is not a school until students occupy it. When a building becomes a school, it takes on a character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students in its appearance and daily care. It is of personal

and school pride that all students make a commitment to ensure that the appearance of our school and grounds convey a positive message to everyone. This commitment includes using a common sense approach, such as:

1. Trash belongs in trash cans.
2. Food is to be eaten only in designated classrooms – ONLY student lounge for food and drink.
3. Graffiti has no place on the floors, walls or school grounds.
4. Students should walk on the sidewalks and not on the grass.
5. Furniture and equipment in our school are for your use and not abuse.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students who disfigure property, break windows, or do other damage to the school or personal property or equipment will be required to either pay for the damage which is done or to replace the item(s). In addition, acts of theft and blatant vandalism will result in suspension and referral to legal authorities as appropriate.

**CELL PHONES:** Students may bring a cell phone to school. No cell phone usage is allowed in the building. Cell phones should be turned off and out of sight during class. Any inappropriate material/content discovered will be subject to immediate discipline actions. If a student uses her/his cell phone during class:

1. The first offense results in a warning with the phone being taken by the teacher and turned in at the principal's office. The parent must pick up the phone at the Principal's office.
2. The second offense results in the phone being taken by the teacher and turned in at the principal's office. The student will receive one day of detention and the parent must pick up the phone at the Principal's office.
3. The third offense results in the phone being taken by the teacher and turned in at the principal's office. The student will receive two days detention and the parent must pick up the phone at the end of the day at the Principal's office.
4. If a fourth offense occurs, the student will be required to check the phone in at the principal's office at 7:55 a.m. each day.

## **CONDUCT OF STUDENTS**

Oklahoma statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. School administration will administer punishment according to the Tishomingo Public Schools Board policy. School administration also has the authority to suspend students from school, from riding the bus, and recommend expulsion of those students who seriously disrupt the school environment. It is necessary that children learn to develop self-discipline in order to further their learning. We will not tolerate bullying, fighting, disrespect, obscene language, obscene gestures or destruction of school property. Students who break rules will be disciplined and handled accordingly. If a discipline problem continuously reoccurs, parents may be called upon to help resolve the problem. All school rules apply on the buses traveling to and from school, at all school functions and activities, and on school grounds. Administration shall have the authority to discipline or suspend any student who is guilty of any of the following acts while in attendance on school property, at any school-sponsored activity or while under the general supervision of any school official, regardless of location:

1. Immorality or profanity
2. Stealing, destroying or defacing school property or personal property at school
3. Cheating
4. Truancy (skipping class)
5. Violation of written school rules, regulations, or policies
6. Assault upon another student or person
7. Conduct which jeopardizes the safety of others
8. Showing blatant disrespect to the request of any school official in the performance of such official's duties
9. Disruptive misconduct in the building

10. Gambling
11. Fighting
12. Public display of affection
13. Bullying and harassment of fellow students
14. Gang Activity

**CONFIDENTIALITY OF RECORDS:** Only persons who have a “legitimate educational interest” will have access to permanent educational records. Parents have the right to examine their child’s permanent school record. New regulations make it imperative that parents of children who are leaving the school district should sign, in the principal’s office, a request that the records be transferred to the new school.

### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act requires that the School district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories — names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Tishomingo Public Schools has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name, address and phone number;
- The name of the student's parents;
- The student’s date and place of birth;
- The student's class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- The student's photograph;
- The student’s email address;
- The student's date of attendance;
- The most recent educational institution the student attended prior to the current district.

Within the first three weeks of each school year, the School District will publish the above list or a revised list of the items of directory information it proposes to designate as directory information in the student handbook giving parents the option to opt out. For students enrolling after the notice is published, the handbook with directory info will be given to the student's parent or the eligible student at the time and place of enrollment.

**DISCIPLINE:** Section 127 of the 1988 State Statutes governing school law states: “The teacher, of the child attending a public school, shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function

authorized by the school district or classroom presided over by the teacher.” Since the teachers and administration of the school are vested with this public authority, refusal on the part of the student to respect this authority shall be considered insubordination, an offense that may result in suspension.

Means of discipline used in the Tishomingo Public School District are acceptable under the laws of the State of Oklahoma. Those means include but are not limited to detention, suspension, conferences, time out, and removal of the student from the classroom on a temporary basis if necessary. Any questions concerning discipline procedures at the school of your child should be directed to the principal of that facility. Any student that is guilty of violating the regulations of the school may be suspended or expelled by the principal or superintendent. The period of suspension may be determined by the principal and approved by the superintendent provided that in no case will the punishment be longer than the remaining part of the current school semester and the next semester. The student involved has the right of appeal to the local school board, and the decision of the board is final.

**DRESS CODE:** Each student is encouraged to dress in a neat, clean manner that promotes cleanliness and modesty and does not disrupt or interfere with the learning process. No student’s body hygiene will be allowed to interfere with another student’s educational process. In order to avoid misunderstanding or controversy in regard to proper dress for school, the following dress code has been approved:

1. No clothing may be worn that has questionable advertising or statements that are in bad taste printed on any part of the clothing.
2. Hats, bandanas or caps are not to be worn in the building or have any questionable advertising or statements on them.
3. Sleeveless shirts that extend to the edge of the shoulder may be worn, however, tank tops and spaghetti straps are not allowed.
4. Shorts, skirts, and dresses can be worn if they are loose fitting and are not shorter than the tips of the student’s fingers while the student is standing straight with the hands at the sides.
5. Midriff shirts are not to be worn at school.
6. Shoes must be worn at school.
7. Sunglasses are not to be worn in the building.
8. Inappropriate or unsafe body piercing will not be allowed.
9. Inappropriate and /or distracting body ornamentation will not be allowed.
10. Pants, shorts, and skirts must be worn in a respectable manner and holes are not allowed above the tips of the student’s fingers while the student is standing straight with the hands at the sides.
11. Leggings/tights are permitted if worn with a shirt at fingertip length.

Students found to be in violation of the dress code will be subject to disciplinary action. *“IF ANY STUDENT HAS ANY DOUBT AS TO WHETHER SOMETHING IS PERMISSIBLE, DON’T WEAR IT”*

**DRILLS:** Fire, tornado, lockdown, and intruder drills will be explained during the first week of school. In case of a drill or an actual practice, students will proceed in an orderly manner to the exit or secure areas as explained by the teacher. Students must never run or make unnecessary noises during a fire drill. Drills will be announced by a proper signal.

**DRUG, DRUG PARAPHERNALIA AND ALCOHOL POLICY:** Sale, distribution, use or possession of alcoholic beverages, controlled substances (illegal drugs), marijuana, steroids, or other materials expressly prohibited by Federal, State or local laws are not permitted in school buildings, on school property, or at school functions and activities. Also, the sale, distribution, or abusive use of prescription patent or imitation drugs is not permitted. Any trace of illegal drugs/alcohol in one’s body is a violation of this policy. Violation of this rule will result in



imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities and the parent/guardian. These consequences will be imposed independently of any court action. Any school employee that suspects a student is violating this policy must report the name of the student and details to the principal of that site. The counselors and staff of Tishomingo Public Schools may be of some help to students and parents in suggesting possible areas of drug/alcohol counseling and rehabilitation centers in our area, but Tishomingo Public Schools or our personnel will not be held responsible for a student's well being on the information given.

**Definitions:**

**Drug** – Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, controlled substances, hallucinatory drugs, marijuana, steroids, glue, paint, or materials expressly prohibited by Federal, State or local authorities.

**Possession** – Possession includes having the drug(s) on the person, in the immediate vicinity of their person or among their personal possessions (locker, automobile, etc.) of that individual.

**Abusive Use** – The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

**ELIGIBILITY:** Scholastic eligibility standards coincide with those of the Oklahoma Secondary School Activities Association and are used for all OSSAA events. In order to participate in athletics you must have a physical examination and a parental consent on file with the school. You must have passing grades in at least five subjects in the last semester of attendance. You must follow the code of conduct established by your school. Any violation of that conduct may cause you to be ineligible as well as reflecting discredit upon your school.

The rules for all school activities beginning with grade 7 will be based upon the rule book provided each year by the Oklahoma Secondary Schools Activity Association (OSSAA). These rules will be strictly followed. If there is a question about any activity covered by these rules, contact the Principal. These rules cover academic band, vocal music, sports, livestock shows, and any other group activity that would take a student away from a normal day of school.

**Rule 1**– Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Non-athletes: any student who reaches their twenty-first birthday before September 1 will not be eligible. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below. \*No student will be eligible to represent his/her school in athletics until there is on file a physical examination, parental consent certificate and concussion form. The form used shall contain the information on the standard OSSAA form.

**Rule 2**– A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects on the day of the grade check, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible. Ineligibility periods will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

**Rule 3**-A senior student maintains eligibility by passing the classes required for graduation. The number of classes in which a student is enrolled can be no less than four. \*Semester Grades: A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they

attend and may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Rule 4 –Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.

**FERPA:** The Family Educational Rights and Privacy Act affords parents and students over eighteen years of age (ELIGIBLE STUDENTS) certain rights with respect to the student’s education records. These are as follows:

1. Parents and students have the right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Parents and students have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the building principal, clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents and students have the right to consent or not, to disclose personally identifiable information contained in the legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. Parents and students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**FIGHTING:** Just as in any society when groups of people assemble, there will be disagreements and differences of opinions. Students are expected to cope with these problems with intelligence, reasonableness and consideration for the rights of others, and to conduct themselves peacefully in espousing changes they may consider necessary. As they value rights and freedoms for themselves, they are expected to respect the rights and freedoms of others. Physical abuse among students during school hours and at such times the school is responsible for them will not be overlooked nor tolerated by the teachers or the administrators of Tishomingo Public Schools. Students that resort to this manner in settling their differences face the following penalty:

- The student who throws the first blow may be considered as the one who starts the fight. It may be accepted as self-defense on the other student's part. A three day suspension, Saturday detention(s), and/or administrative detention(s) may be levied against students involved in a fight.
- A student will return to school in a state of probation and should he or she once again be involved in a fight, consideration will be given to suspension for the remainder of the semester and/or school year. Should two students mutually agree to fight, both will be equally guilty and face the same penalty.
- Penalties will depend on the degree of the fight; the attitudes of the parties involved after the fight and if the principal feels this could affect the overall school setting in the classroom and halls. If the administration cannot determine who actually started the fight and/or conflict, the administration will make the final decision on violation(s) and discipline.

### **FUNDRAISING ACTIVITIES**

All organizations wanting to have fund raising projects must have it cleared through their sponsors first. After sponsors have agreed to the project, it must be cleared through the administration by the sponsor. Sponsors must present a list of proposed fundraisers, including the amount of money needed and purpose for the money. These must be submitted for board approval prior to the activity. A revenue and receipt form must be turned in as well. No additional fundraisers will be allowed without board approval. Students may not bring their personal, non-school related fundraising activities to school.

**GANGS AND GANG-RELATED BEHAVIOR OR INCIDENTS:** The Tishomingo Board of Education recognizes that the possibility of the presence of emerging gang-related behavior and gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such conditions can be disruptive and potentially dangerous.

### **DEFINITIONS AND DESCRIPTIONS OF WHAT IS PROHIBITED:**

**Gangs:** Any assembly of two or more individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.

**Gang-Related Behavior or Incidents:** Any behavior or event, including but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances, or encourages gang activity in Tishomingo Public Schools:

1. Possession, wearing, use, distribution or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in a gang. Students will not be permitted to wear pants below the waistline (sagging or dragging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang membership.
2. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation or gang membership.
3. Participation in any act that may further the interest in gang affiliation or gang membership.
4. Participation in any act that may be evidence of intimidation, threats, "pay or protection", or any other behavior of potential violence.
5. Participation in the writing, painting, or inscribing of gang-related graffiti to include messages, symbols, or signs on school property.
6. To assemble or congregate as a gang or members of a gang for any purpose.

Students who violate this policy shall be subject to disciplinary action as provided in the Student Code or may be subject to the filing of criminal charges depending upon the severity of the infraction. Students who violate this policy may be suspended or expelled.

**GRADING SCALE FOR TISHOMINGO PUBLIC SCHOOLS:** The Tishomingo Board of Education believes that students and parents should be informed periodically of the student's progress in school work. The parent or

guardian may be requested to acknowledge receipt by signature and return the card. The grading period for elementary, middle school and high school students will be an 18 week period for each semester. Report cards will be sent home to parents at the end of each semester. Additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student. Parents are also encouraged to get a username and password from the office that allows for grade, attendance, and lunch balance review at all times.

A 90-100    B 80-89    C 70-79    D 60-69    F 0-59    W Withdrawal    I Incomplete

A list of Concurrent College Core Classes weighted as a 5.0 class are identified in the concurrent policy.

### **HARASSMENT, INTIMIDATION AND BULLYING ARE PROHIBITED**

“Harassment, intimidation and bullying,” as defined by Oklahoma Statutes means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Harassment, intimidation and bullying” includes, but is not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. It is the responsibility of the student to inform the building principal of any harassment, intimidation or bullying. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation and bullying are specifically prohibited by the Tishomingo School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

The district, in its Safe School Committee, shall address prevention education about harassment, intimidation and bullying behavior by students.

### **HEAD LICE**

Tishomingo Public Schools adheres to the Oklahoma State Department of Health’s guidelines for control of active infestation of head lice that require effective treatment of live lice and nits. Students will be sent home and will not be allowed to return until the live lice are removed. The student will not be allowed to ride the bus to school or be readmitted to school until the Main office checks the student's head. If the student is free and clear of lice, the student may return to class. If nits are found but no live lice, parents/guardians will be notified and asked to remove the nits. The student will continue to be checked daily and parental contact made daily until no nits are found (nits hatch into live lice so the daily checks will also be watching for live lice in which case the student will be sent home as stated above). If a student has an excessively recurring lice problem, the school has the right to contact the Department of Human Services, if needed.

**HOMESCHOOLING AND PRIVATE SCHOOLS:** The choice to educate your child at home or in a private school is the right of the parents, and Tishomingo Public Schools will respect this right. It is district policy that a student cannot be enrolled in homeschool or private school and in Tishomingo Public Schools simultaneously. There could be an exception to this rule; in certain situations the State of Oklahoma allows part-time students to be included in the school district’s average daily attendance, such as fifth year seniors and special education students, whose individual education plan requires part time attendance. Students who have been enrolled in a non-accredited private school or have been homeschooled will be tested for appropriate grade placement.

## **INTERNET POLICY (ACCEPTABLE USAGE POLICY)**

As stated in board policy, EFBCA, internet access is available to students at Tishomingo Public School to promote educational excellence by facilitating resource sharing, innovation and communication. With this comes the availability of material that may not be considered of educational value. Each student accessing the Internet will be required, along with parent/guardian, to read and sign an Internet Acceptable Usage Policy (AUP) outlining proper conduct of the user who must adhere to strict guidelines. All students will be expected to use efficient, ethical and legal utilization of the network resources available at Tishomingo Public School.

**LOCKERS:** Lockers will be provided to all students in the middle school and high school. Students are to use only the locker that is assigned to them. It will be the student's responsibility to maintain the locker in an appropriate condition at all times. Lockers may be randomly searched by school officials at any time. Students shall have no expectation of privacy concerning the locker or its contents. The school is not responsible for lost or missing items.

**LOST OR STOLEN ARTICLES:** Tishomingo Public Schools will not be responsible for lost or stolen articles of students. Tishomingo Public Schools furnishes lockers for students, but it is up to the students to secure the lockers with their own locks. Anything of value should not be left overnight because we will not take the responsibility of replacing lost or stolen articles. This includes gym equipment. We will, if possible, help the student in any way to recover lost or stolen articles.

**MEDICATION:** The term "medicine" as used in the policy means "non-prescription medicine." "Filled prescription medicine" is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of person prescribing the medication, prescription number and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school nurse, or in the absence of such nurse, the school principal, or school employees who have been designated in writing by the school nurse or the school principal has authorized to administer the medicine. A nurse employed by the Johnston County Health Department working pursuant to an agreement made between the Johnston County Health Department and this school district may also administer medicine in the absence of the school nurse.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends, and complete and sign the "Parental Authorization" form. When a student enrolls in a particular school, the parent or guardian of the student may sign a "Clinic Card" or Medical Authorization Form.

## **MENINGOCOCCAL DISEASE**

*What is Meningitis?* Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause: Brain damage, Hearing loss, Amputation of arms or legs, Learning disabilities, or Death.

What types of bacteria cause meningitis? There are several types of bacteria that may cause meningitis, including: *Neisseria meningitidis*, *Streptococcus pneumoniae*, Group B streptococcal disease, and *Haemophilus influenzae* type B (Hib). This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-itdis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as "meningococcal disease" (men-INjo-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed below.

*Who is at risk from meningococcal disease?* Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread? The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

*Why is meningococcal disease dangerous?* Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

*How can meningococcal disease be prevented?* Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

*Signs and Symptoms of Meningitis:* Headache, Fever, Chills, Stiff neck, Extreme tiredness, Vomiting, Sensitivity to light, Rash of purplish black-red dots or Splotches, Confusion, Seizures

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of MCV4 are recommended for: All adolescents 11-18 years of age, and Other people at high risk 2 through 55 years of age. MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one time booster dose should be given at age 16 through 18 years. Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who: Do not have a spleen, Have terminal complement deficiencies, HIV infection, or Will be traveling to countries with high rates of meningococcal disease. Teens and young adults ages 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose. MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

*Is this vaccine required to attend school in Oklahoma?* Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

*Is the meningococcal vaccine safe?* Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small. A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work? Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

*Where can I get the vaccine for my son or daughter?* If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who: Have no health insurance, Are Medicaid eligible, Are Native American, or Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

*Where can I find more information?* For more information, contact your healthcare provider or local county health department or visit these websites: National Meningitis Association at [www.nmaus.org](http://www.nmaus.org) Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

**MOMENT OF SILENCE:** By law, public schools are required to observe a moment of silence each day. All schools will observe a moment of silence at a time during the school day designated by the building principal.

**NON-DISCRIMINATION POLICY, TITLE IX AND SECTION 504 RULES:** The Board of Education is committed to a policy of non-discrimination in relation to race, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, part- or full-time status, and disability. This policy will prevail in all matters concerning staff, students, events, the public, employment, educational programs and services and individuals, companies, and firms with whom the Board of Education does business. The BOE appoints the superintendent of schools to be the Section 504 Coordinator and the Title IX Coordinator who may be contacted at Tishomingo Public Schools, 1300 E. Main, Tishomingo, OK 73460, telephone number (580) 371-9190.

It is the policy of the Tishomingo Board of Education to strictly prohibit derogatory remarks and acts, including but not limited to, slurs, epithets, harassment, intimidation, or other demeaning remarks concerning another person's race, ancestry, religion, sex, age, handicap, country of origin or veteran status and directed to an employee, a student or visitor.

This policy is applicable to all students, school personnel, parents and any other party involved in any school program or activity. Violations of this policy by students shall result in disciplinary action as outlined in Section 600 of the Policies of the Board of Education. Violations of this policy by school personnel shall result in disciplinary actions as outlined in Sections 300 and 400 of the Policies of the Board of Education. Violations of this policy by school personnel may be cause for termination of employment. It is also the policy of the Tishomingo Board of Education to provide counseling for all employees, students and parents who are either victims or offenders in incidents of discrimination that violate the school's non-discrimination policies. Inquiries concerning application of this policy may be referred to the Superintendent of Schools, Tishomingo Public Schools, 1300 East Main, Tishomingo, Oklahoma 73460 or by telephone at 580-371-9190.

**NUISANCE DEVICES:** A nuisance device is any object or item which has no legitimate educational purpose and may interfere with the orderly conduct of school business. Radios, CD players and recorders, tape players/recorders, beepers, electronic games, toy puzzles, playing cards, squirt guns, and similar items are prohibited in the Tishomingo Public Schools. If these devices are brought in the buildings they will be confiscated and may be returned only to the parent/guardian at the administration's discretion.

**PARENT/TEACHER CONFERENCES:** Two regularly scheduled conferences will be held during the school year. One conference will take place during the first nine-week period and one will occur during the third nine-week period. Please feel free to schedule other conferences as needed with your child's teacher(s).

**PROFICIENCY BASED PROMOTION:** A mandate of HB 1017 states that, "The State Board of Education shall prescribe, adopt and approve a promotion system based on the attainment by students of specific levels of competencies in each area of the core curriculum." Parents, guardians, an educator or student may request that the student in question be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. The dates of the test will be the last week in April and the second week in May. Students

must register for the tests in the principal's office five days prior to each of these tests. The test will be administered and scored by the principal of that school. Student proficiency for advancing to the next level will be demonstrated by a score of at least 90% or comparable performance on an assessment of demonstration (portfolio, thesis, lab techniques, etc.). The tests will be secured and each test will be destroyed by the principal. Students will not be shown corrections to missed questions. Students not demonstrating proficiency will be allowed to retest during the next assessment period.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):** PPRA requires Tishomingo Public Schools to notify you and obtain consent, or allow you to opt your child out of participation in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas known as "protected information surveys":

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals or others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for market purposes (marketing surveys) and certain physical exams and screenings.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by a school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before the administration or use of:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to a student who is 18 years old from the parents or to an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

**PUBLIC DISPLAY OF AFFECTION:** Public display of affection by students in Tishomingo Public Schools is not appropriate and will not be tolerated. This not only includes our hallways and classrooms, but anywhere on campus or at school sponsored events. Hugging, kissing, and other physical forms of affection will not be tolerated.



**SCHOOL ACTIVITIES:** No school activities will be allowed on holidays, Sundays or Wednesdays after 6:00 pm without approval of the superintendent of schools.

**SCHOOL TRIPS/ACTIVITIES:** BUS RULES AND REGULATIONS MUST BE FOLLOWED. All school trips must be well organized, properly sponsored, and scheduled in sequence through the principal's office. All students going on a trip of any type will go and return on the bus to which they were assigned. If the student leaves an event with their parent (s) or any other adult the parent must personally contact the coach, sponsor or administration to make arrangements. Students may not travel to or leave from activities with other students or non-students. If vehicle(s) other than school owned vehicles(s) would be used, a prior consent form must be obtained from the student's parent or guardian.

**SEARCH OF VEHICLE OR PERSON:** The principal or his/her designee shall have the authority to detain and authorize the search of any student or property (including vehicles) in the student's possession on school premises, at school activities or while in transit under the authority of the school, for any item, possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. A person of the same sex as the person being searched shall conduct the search. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities and will be turned over to law enforcement officials for disposition as they see fit. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession. All vehicles on school grounds are subject to search by school officials or law enforcement personnel.

To maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. Although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents against school administrators.

**SEXUAL HARASSMENT:** Sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented kidding, teasing, double meanings and jokes. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters or hugging or touching a student inappropriately may constitute sexual harassment. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school grounds or be displayed on student automobiles on school property. The superintendent is directed to cause any graffiti or unauthorized writing to be removed immediately. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions including but not limited to, warnings, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

**SPECIAL EDUCATION SERVICES:** If there is a child age 1 to 21 years of age who lives in the Tishomingo School District and has significant learning problems, the parent/guardian may contact the school for assistance in making a determination of eligibility for special education services in reading, math, writing, speech or listening. Services may also be available for a child who has difficulties related to general health, such as visual or hearing loss. For further information, contact Kim Morse, Director of Special Education Services, Tishomingo Public Schools, 1300 East Main, Tishomingo, Oklahoma 73460 or call 580-371-9190 ext 112.

**SUBSTANCE ABUSE:** Attending classes alert and ready to learn is a prime responsibility of students in the Tishomingo Public School District. The inability to function in class may occur because of illness, injury, or drug

influence, illegal or prescribed. A student may be referred to the principal's office after demonstrating one or more of the following behaviors while attending school or a school sponsored function:

1. Sleeping in class.
2. Drowsy or listless appearance.
3. Slurred speech.
4. Poor general health, red eyes, flushed skin, etc.
5. Odor of smoke.
6. Odor of alcohol.
7. Abnormal or erratic behavior.
8. Inability to concentrate.
9. Chronic tardiness or truancy.

A trained employee of Tishomingo Public Schools will apply a simple neurological procedure by examining pupil response to light and the muscle functions of the student's eyes. This procedure, often referred to as the Rapid Eye Test (RET), is used in athletic programs at Tishomingo Public Schools to determine if brain function has been impaired by injury, illness, or disease. The RET will be performed in private, in the presence of two certified employees of Tishomingo Public Schools. If the student refuses to submit to the RET, the parent/guardian will be contacted. Failure to submit may constitute grounds for suspension. If a student is suspended for failure to submit to such a test, a medical clearance may be required before the student may return to school.

If neurological abnormalities are detected, regardless of the cause, the parent/guardian of the student will be immediately contacted. If no contact can be made, the student will remain in the principal, counselor or school nurse's care. Students demonstrating impairment will not be allowed to drive home until the evidence of impairment is absent, or if the parent/guardian checks the student out of school for the day. The above behaviors as well as the neurological examination may be sufficient probable cause to search for illegal drugs or drug paraphernalia in the student's clothing, locker or automobile.

**SUPERVISION OF EVENTS AWAY FROM HOME:** As far as sportsmanship, a rule under the OSSAA states that the school administration for the visiting and home schools are responsible whether a school is the visiting school or the home school. A school is responsible for the conduct of its team, coaches, students and fans at any interscholastic event in which the school is participating.

Failure to uphold proper standards of conduct is responsible for much of the criticism and adverse publicity given toward interscholastic athletic events. Furthermore, unsportsmanlike conduct is one of the reasons why the potential educational values of interscholastic athletes are not achieved. Only with the conscientious effort of all administrators, coaches, fans, and even players can we achieve the most worthwhile objectives of interscholastic athletes.

## **SUSPENSION**

Reasons for Suspension: Any student possessing a firearm while in school or school sponsored transportation, on the school campus, or at any off-campus school sponsored activity will be suspended from school for not less than one full calendar year, subject to possible modification by the superintendent or Tishomingo Board of Education. Any student guilty of violating school regulations (other than possession of a firearm), or who has been adjudicated as a delinquent for an offense that is not a violent offense may be suspended, which shall not extend beyond the current school semester and the exceeding semester. A student suspended shall have a right to appeal that decision as noted below.

Alternatives: Prior to suspending a student, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not considered to be suspensions, such as: placement in an alternative school setting, reassignment to another classroom, or in-school detention.

Education: A suspended student shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student, which shall be complied with by the parent/guardian.

The district shall not be required to provide education services in the regular school setting to any pupil who has been removed from a public or private school in this state or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other pupils, until the school in which such pupil is subsequently enrolled determines that the student no longer poses a threat to self, other pupils or faculty. If any such student enrolls in this district, the district -- until it determines that the pupil no longer poses a threat to self, other pupils or faculty—may provide education services through an alternative school setting, home-based instruction, or other appropriate setting. Education and related services for pupils on an individualized education plan (IEP), pursuant to the Individuals with Disabilities Act, shall be provided the education and related services in accordance with the pupil's IEP.

The following procedures will be followed in providing supervised instruction for a student who has been suspended for more than 5 days:

1. The suspended student must pick up assignments at the school from 3:00 pm until 3:15 pm on each day of the suspension.
2. The suspended student must return completed assignments to the school from 3:00 pm until 3:15 pm each day of the suspension.
3. If the suspended student fails to pick up assignments on the first day of the suspension, his/her rights to supervised instruction for the remaining period of the suspension is forfeited. The only exception will be in cases of extreme emergency determined by the principal.
4. The suspended student must take any tests missed during the period of suspension on the first day he/she returns to school.
5. If the suspended student misses Saturday school, his/her rights to supervised instruction are forfeited.
6. Any student under short term or long term suspension is not allowed to attend any school sponsored activity.

Short-Term Suspensions (10 School Days or Less): If the principal determines that a suspension may be imposed for alleged misconduct, and that if a suspension is imposed it would not exceed ten school days, the principal shall provide the student with an informal hearing prior to any such suspension. In the hearing, the principal will: a) inform the student orally or in writing of the alleged misconduct and the evidence supporting the charges; and b) give the student the opportunity to admit or deny the alleged misconduct and, if the student denies committing the offense, give an oral response to the charges. If the principal determines after such an informal hearing, which may occur soon after the alleged misconduct is reported to have occurred, that cause for suspension exists, the principal may suspend the student for ten school days or less. No notice need be given to a parent/guardian prior to a short-term suspension hearing.

If a short-term suspension is imposed, the principal shall inform the parent/guardian or student, eighteen years of age or older, in writing of the decision, the reason for the suspension, and the right for a review of that decision by the Suspension Appeals Committee. The committee shall be composed of at least three

administrators and/or administrators and teachers, who shall be appointed by the superintendent. The principal imposing the suspension and any teacher, who was a witness to, or a victim of, the alleged misconduct resulting in the suspension shall not serve on the committee. The notice will state that any notification of an appeal to the committee must be made in writing within two school days after the receipt of the notice of suspension. Failure to present a written notification to the principal or superintendent within this time period shall be a waiver of the student's right to a review by the Suspension Appeal Committee. The committee shall review the information presented at the hearing before the principal, make a decision as to the guilt or innocence of the student, and vote to uphold, reverse or modify the suspension imposed by the principal. The parent shall be notified of the decision, which shall be final district action on the suspension.

**Long-Term Suspensions:** If the principal determines a long-term suspension for more than ten school days should be recommended, the principal shall implement a ten day suspension in accordance with the procedures to be followed by a short-term suspension and, in addition, give the student's parent/guardian of the student who is eighteen years of age or older written notice of the alleged misconduct, the nature of the evidence supporting a recommendation for a long-term suspension, and the right of the student to a hearing on the proposed long-term suspension before the superintendent. The parent/guardian, or student who is eighteen years of age or older, must request a hearing within two days after receipt of notice of a recommendation for a long-term suspension. Hearing notification must be made in writing and be submitted to either the principal or superintendent. Failure to request a hearing within this time period shall constitute a waiver of the student's right to a hearing.

If notification of a hearing is received, the superintendent shall conduct the hearing on or before the tenth school day of the suspension unless the parent/guardian or student, eighteen years of age or older, has agreed to continue the hearing beyond the tenth day with the student remaining on the suspension. The student and principal may present the testimony of witnesses and submit written documents at the hearing. After the hearing, the superintendent shall announce a verbal decision. The superintendent will also mail a written decision to the parent/guardian or the student that is over eighteen years of age.

The student may attach to the written notice of appeal a written statement summarizing the student's position and reasons for appeal. If such a statement is received, the administration will be given three school days to respond to the statement. If an appeal is made, the board will review the documentation of the previous administration hearing, any written evidence which the parent/guardian or student eighteen years of age or older submits to the board for review at the time the written notice of appeal was presented to the superintendent and any written responses by the administration to those documents. The board may set a hearing if it determines that additional information other than that provided by the written record is needed before a decision can be rendered.

After review of the documents, the board shall render a decision stating its findings of the facts on the guilt or innocence of the student and shall vote to uphold, modify or revoke the suspension. Written notice of the decision shall be presented to the parent/guardian or student over the age of eighteen, which sets forth the findings of the board and the discipline to be imposed. The decision of the board is final.

**TEXTBOOKS:** Textbooks and certain other educational materials as required by the school will generally be provided to the students free of charge. Upon receipt of these materials, the student assumes responsibility for them. Students will be required to reimburse the school district for any lost, destroyed or misplaced educational materials for which the student is responsible. The principal will evaluate the cost of damaged materials and replacement cost for lost or destroyed books or materials.

**CHROMEBOOKS:** Tishomingo Public Schools may provide Chromebooks to students enrolled in its schools. The District understands the need for students to have access to proper learning materials. Tishomingo Schools

loans its students Chromebooks with no deposit required and expects these Chromebooks to be returned to the District in good condition.

Chromebooks that are lost, stolen, damaged, or defaced will result in a demand for payment (see table below). During the time that outstanding fees remain uncollected, and after due process has been afforded, grades, transcript, report cards, and other school privileges may be withheld. If payment becomes necessary, and full payment cannot be made at once, a payment plan will be offered by TPS.

If a parent or student is not able to pay for the cost or damages or cannot return the Chromebook, the District will provide a voluntary work program for the student in lieu of payment of the cost or damages, after the student has been afforded his or her due process rights. When the voluntary work is completed, the student's grades, diploma, and transcripts will be released.

This policy has been implemented to ensure that the public resources provided to the District are used efficiently and effectively and to ensure that all students have the instructional materials they need and deserve.

If you have any questions concerning Chromebooks, please contact your school within ten (10) days of receipt of this notice. Chromebooks are due when changing classes, checking out of school, or at the end of the school year.

Damaged Chromebook/Chargers/Accessories	Fee
Chromebook Full Replacement	\$200.00
Power Adapter Replacement	\$30.00
Keyboard/and or Trackpad Repair	\$75.00
Screen Replacement	\$100.00
Soft Case	\$20.00
Missing Barcode/Serial Number	\$5.00

Report any existing damage within 48 hours of receiving the device to your site office.

Returning device early?

If you are moving and need to return your device contact your site office.

#### Additional Chromebook Rules for Students

You, as a student, are responsible for Chromebooks that are scanned under your name or assigned to you. Unresolved Chromebook fines can keep you from participating in extracurricular activities.

- DO pay all Chromebook obligations in the Main Office.
- DO keep receipts for all obligations so a refund can be given to you if the Chromebook is found. Refunds will be given for one year only from the date of the original payment.
- DO NOT add any stickers or markings directly onto the device.
- DO NOT damage Chromebooks. Anyone defacing a device by marking, writing, tearing or unnecessarily soiling in it, will be held responsible.
- DO NOT loan your Chromebook to anyone.

**ALL Chromebooks will be due upon request.**

**HOTSPOTS:** To ensure that our students can fully participate in our virtual days, the district will consider providing an Internet access device to households that have demonstrated a need for such a device. Known as wireless hotspots, these devices are provided on loan to the household. They should be used primarily to

provide the student(s) in the household with the ability to access on-line curriculum materials and information relevant to their education.

#### Wireless Hotspot Care and Turn In

- Only labels or stickers approved and placed onto the hotspot by Tishomingo staff are acceptable.
- Do NOT attempt to try to repair the internal workings of a wireless hotspot yourself.
- If the wi-fi hotspot is not working, please return the device to the school so that any issues can be resolved.
  
- Upon request, wireless hotspots and accessories must be returned to the school at a date and time determined by the Administration. Students who transfer, or leave the district will return the device and accessories at the time of withdrawal. Failure to return the property in a timely fashion or destruction of the device may result in payment of \$120.00 per hotspot.
  
- In instances where the student has put his/her own safety or the safety of others at risk (i.e. sexting or bullying), wireless hotspot privileges will be revoked immediately.

**THREATS:** Tishomingo Public Schools will not tolerate student threats against the school, school personnel, and other students. We will take all threats seriously, so we strongly encourage our students not to make threats of any nature to anyone. Should such a threat happen and it is proven that the threat was made, local authorities may be notified and the suspension process may go into effect immediately.

**TITLE I:** Tishomingo Elementary School, Tishomingo Middle School and Tishomingo High School are all Title I Schoolwide Programs.

**TITLE I PARENTS' RIGHT TO KNOW:** In accordance with Parents Right-to-Know requirement under the *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from Tishomingo Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

§ If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;

§ If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;

§ The teachers baccalaureate degree major, graduate certification, and field of discipline; and

§ Whether the student is provided services by paraprofessionals, and if so, their qualifications

*[ESSA, Section 1112(e)(1)(A)(i)-(ii)]*

- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

**[ESSA, Section 1112(e)(2)(A)]**

- c) upon request, parents of an English learner may:
  - § have the child immediately removed from an English Learner (EL) program; **[ESSA 1112(e)(3)(A)(viii)(i)]**
  - § decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; **[ESSA, Section 1112(e)(3)(A)(viii)(ii)]**
  - § receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. **[ESSA 1112(e)(3)(A)(viii)(iii)]**
- d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.  
**[ESSA, Section 1112(e)(1)(B)(ii)]**

**If you have questions or concerns, please feel free to contact your school principal**

**TOBACCO:** Students are not allowed to use or possess any vaping, tobacco, or tobacco products on the school campus, school transportation or at any school activity. Violations of this policy may result in suspension from school. In addition to any disciplinary action that might be taken, students under eighteen years of age may be turned over to local authorities and dealt with according to state law.

**VISITORS:** Students will not be permitted to bring visitors to class. We welcome any parents who would like to visit if prior arrangements are made with the principal.

**WEAPONS-FREE SCHOOL:** It is the policy of the Tishomingo Board of Education to comply with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year.  
Firearms are defined in Title 18 of the United States Code, Section 921, as
  - (A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - (B) The frame or receiver of any such weapon;
  - (C) Any firearm muffler or firearm silencer; or
  - (D) Any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive incendiary charge of more than one-quarter ounce, or any device similar to the above.

Such firearms or weapons will be confiscated and released only to proper legal authorities.

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

"A weapon may be considered as any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure

applied to a button, spring, or other device in the handle of a knife, blackjack loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates this policy will be subject to discipline which may include suspension for one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent’s designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities in Education Act and Section 504 for the Rehabilitation Act if any such student is determined to be in violation of this policy. If the violation is found by the student's IEP team to be unrelated to the student’s disability, the student may be suspended for one calendar year at the discretion of the superintendent. If the student’s IEP team determines that the violation is related to the student’s disability, the student may be suspended up to ten days and placed up to 45 days in an alternative educational setting.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

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



**Tishomingo Elementary School  
Brandon Moreland, Principal**

**Tishomingo Elementary Faculty and Administration**

<b>Name</b>	<b>Degree</b>	<b>University</b>	<b>Student Area</b>
Mr. Jeff Alexander	M. Ed.	O.C.U.	Physical Ed
Mrs. Tiffany Anderson	B.S.	MW.S.U.	Kindergarten
Mrs. Tiffany Atteberry	B.S. Ed.	S.O.S.U.	Special Educ.
Mrs. Ashton Betterton	M.S.	NE.S.U.	Speech Lang.
Mrs. Kimberly Bos	B.A. History	Univ. N. Florida	First Grade
Ms. Kristi Bradley	B.S. Ed.	E.C.U.	Preschool
Mrs. Tori Cellum	M. Ed.	Cameron Univ.	Kindergarten
Mrs. Morgan Curtis	B.S. Ed.	S.O.S.U.	2nd Grade
Mrs. Whitney Daniels	B.S. Ed	S.O.S.U.	Preschool
Mrs. Lorraine DeSivo	B.S. Ed.	S.O.S.U.	Third Grade
Ms. Mandy Gatlin	B.S.	U. AR	Special Educ.
Mr. Franklin Hays III	B.S. Ed.	E.C.U.	Music and Art
Mrs. Marcee Holliday	B.S. Ed.	S.O.S.U	2nd Grade
Mrs. Tomi-Lynn Hook	M. Ed.	E.C.U.	Library/Media
Mrs. Melanie Huston	M. Ed.	E.C.U.	First Grade
Mrs. Janna Ledford	B.S. Ed.	S.O.S.U.	2nd Grade
Ms. Deborah Lamb	B.A.	S.O.S.U.	Special Educ.
Mrs. Lisa McCollom	B.S. Ed.	Bloomsburg State	Kindergarten
Ms. Charlene Moore	M. Ed.	O.U.	Third Grade
Mr. Brandon Moreland	M. Ed.	E.C.U.	Principal
Mrs. Syrena Moreland	M. Ed.	E.C.U	Counselor
Mrs. Lisa Northcutt	B.S. Ed.	S.O.S.U.	First Grade
Ms. Candice Oliver	M. Ed.	E.C.U.	Fourth Grade
Mrs. Lana Pruitt	B.S. Ed.	S.O.S.U.	Fourth Grade
Mrs. Whitney Slover	M.S.	O.S.U.	Speech Lang.
Ms. Kayla Williams	B.S. Ed.	E.C.U.	Kindergarten
Ms. Laura Wood	M. Ed.	E.C.U.	Health Coordinator
Mrs. Chelsea Wright	B.S. Ed	S.O.S.U.	Third Grade

**PARAPROFESSIONALS AND CLASSROOM ASSISTANTS**

Amy Moore	Brianne Lowe	Kelli Huls
Laurie Markve	Nikki Sneed	Jacy Reynolds
	Kelly Strouse	Linda Kreger
Judy Wooley	Beth Ann Huddleston	

**Secretary and Elementary Administrative Assistant  
Elementary Maintenance**

Gayla Cellum  
Bobby Wright

## TEACHER'S CREED

I am a teacher. Because I hold this sacred trust, I will.....

1. Embrace every person for what they are and for the possibility of what they can become.
2. Listen with an open heart and open mind.
3. Model every behavior I expect from students.
4. Measure success by progress not perfection.
5. Inspire students with a smile, a touch, and kind words.
6. Illuminate each student's vision through my high expectations.
7. Hold the dream for students when they cannot.
8. Accept challenges as opportunities and encourage students to do the same.

## TISHOMINGO ELEMENTARY LEARNER'S CREED

1. I am a Tishomingo Elementary student!
2. I have great expectations for myself.
3. I accept the challenge to become the best I can be.
4. I accept the responsibility for my behavior and its results.
5. I do not have the right to interfere with the learning and well being of others.
6. With my family and teachers, I will determine what I will become.
7. I will use each day that is given to me to the fullest because it can never come back again.
8. " My destiny is in my hands."

## CLASSROOM EXPECTATIONS

- We will value one another as unique and special individuals.
- We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
- We will use good manners, saying "please", "thank you", and "excuse me" and allow others to go first.
- We will cheer each other on to success.
- We will help one another whenever possible.
- We will recognize every effort and applaud it.
- We will encourage each other to do our best.
- We will practice virtuous living, using the Life Principles.

**MORNING ARRIVALS:** Your child should arrive at school by 7:50 am each morning. Preschool and Kindergarten students may be dropped off in front of the new office building at 605 North Broadway. A

teacher or assistant will be out front to help assist them into the building. First, second, third, and fourth grade students should be dropped in front of the office building at 508 North Neshoba. Teachers will be outside on duty at 7:30 each morning to assist students out of cars and help them across the street. If your child wants to eat breakfast in the school cafeteria, he/she should arrive at school by 7:35 to provide ample opportunity to eat. Students arriving after 7:45 am will not be able to eat as classes start at 7:55. **NO STUDENT SHOULD ARRIVE TO SCHOOL BEFORE 7:30 am, (unless arriving for breakfast in the cafeteria) as there will be no supervision available outside the cafeteria. The cafeteria will be open for breakfast beginning at 7:00 am. The School will be open with teachers in classrooms at 7:30 am.** 1<sup>st</sup> thru 4<sup>th</sup> grade students should report directly to their assigned classrooms after breakfast.

**DISMISSAL PROCEDURES:** All of our elementary students will be dismissed at 3:05 pm! PK, KG, and 1st grade students will be picked up in front of the new building on Broadway Street (cones will be set up to direct traffic), while students in grades 2-4 will be picked up on Neshoba like we have always done in years past. If you have children in both early childhood and upper elementary, then your younger child will be taken to the upper elementary pick up location on Neshoba to meet their sibling(s) for pick up.

**LUNCH SCHEDULE:**

10:30 am – 10:55 am	Kindergarten
10:30 am – 10:55 am	2nd Grade
10:40 am – 11:05 am	1st Grade
10:50 am – 11:15 am	Pre-K
11:05 am – 11:30 am	3rd Grade
11:05 am – 11:30 am	4th Grade

**TISHOMINGO ELEMENTARY DAILY SCHEDULE**

7:30am – 7:50am	Student arrivals; Breakfast is served in the cafeteria
7:50am	First Bell Rings
7:55am	Tardy Bell Rings
3:05pm	Dismissal of all students

**ESSENTIALS FOR SAFETY AND SUCCESS:** As you have prepared your child for school, you have thought of many things. Certainly the following should be among the skills and attitudes your child has developed.

1. A child should not leave the playground without permission.
2. A child should know his/her name, phone number, address, and parent's name.
3. All children should know that visitors are not allowed at school.
4. Children should know the best route to and from school and know they are to use that route each day.
5. Children should be prompt in arriving at school and performing other tasks.
6. All children should know not to get in a car with strangers or accept gifts from anyone.
7. Children should know how to dress themselves and be able to identify their own property. (Please mark their clothing and write their name on their property)
8. They should know that in your absence, their teacher is to act as the parent regarding responsibility and authority.
9. They should know they must have plenty of sleep at night and eat a good breakfast.
10. They should know their parents and teachers are working together to help the student develop his or her fullest potential.
11. They should know not to talk with strangers outside the playground while they are on recess or lunch break.

**TARDY and LEAVE EARLIES:** Tardiness results in loss of instruction time and the interruption interferes with the instruction of students who are on time. Students who arrive at school or class after the tardy bell must report to the office. Every three unexcused tardies will be counted as one day of absence.

If a student is picked up early, that constitutes a “leave early.” Keep in mind that “leave early” work like tardies: 3 tardies equals an absence. Teaching and learning takes place all day so it is valuable time lost when students leave early and a detriment to your child’s education.

**ELEMENTARY AWARDS:**

“A” HONOR ROLL ( A’s all year in all subjects)

“B” HONOR ROLL ( B’s all year in all subjects)

ATTENDANCE (no absences all year)

PRESIDENTIAL ACADEMIC FITNESS AWARD (All A’s all year in all subjects; Advanced on any subject on OSTP State Assessment... for 4th graders only)

CITIZENSHIP AWARD

**DETENTION:** ISD is a classroom separated from the regular student population. Students assigned to ISD will not participate in recess, specials or other social events. Lunch will be served in the ISD classroom.

**DRUG POLICY FOR ELEMENTARY STUDENTS**

1. It is wrong and harmful for students to possess, distribute, and use illicit drugs including tobacco, alcohol and anabolic steroids.
2. The school district’s discipline policy clearly prohibits the unlawful possession, use or distribution of illicit drugs including tobacco, alcohol and anabolic steroids by students on school premises or as a part of any school activity.
3. Further, the school district’s Discipline Policy includes sanctions up to and including expulsion and referral for prosecution for students who violate the standards of conduct discussed.

**ELEMENTARY PLAYGROUND CONDUCT:** Students should follow these regulations while on the school playground:

1. Students will not play tackle football.
2. Students will not bring personal playthings to school (balls, radios, dolls, etc.).
3. Students will not throw rocks.
4. There will be no fighting or profanity on the school playground.
5. Students will not swing double, bail out of the swings or push.
6. Students will not run on the ramp. This is considered to be part of the classroom.
7. Playground equipment will be used in a manner that is safe to everyone. If it seems dangerous, do not do it.

**PRESCHOOL & KINDERGARTEN:** Tishomingo Elementary School offers classes for four-year-old children, (PRE-K) on a “first-come” basis until all available slots are filled. Enrollment is open to children who attain the age of four years on or before September 1, and meet all immunization requirements for entering Kindergarten. Four-year-olds must attend the full school day to retain a slot in the program. Students who do not meet the maturity requirements necessary to function properly in a social environment will be removed from the program.

Kindergarten is an integral part of our program. These students must be five years old before September 1. Kindergarten sessions will meet all day. Sessions begin at 7:55am and end at 3:05pm.

PK and KG children may ride the bus to and from school if they are qualified riders and mature enough to handle the bus environment. If students are not able to ride responsibly, transportation will need to be provided by the parents, to protect the safety of all children.

**IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE:** Children entering Pre-K or kindergarten are required to have received 5 doses of DPT or a combination of DTP and DtaP vaccines totaling 5 doses (unless the fourth DTP/DtaP was received after the fourth birthday) and 4 doses of polio vaccine (unless the third dose was received after the fourth birthday).

- All students entering Pre-K or kindergarten must provide documentation of having received 3 doses of hepatitis B vaccine. Please note that the hepatitis B vaccine is now routinely recommended for all children beginning in infancy. Also added to the State Department of Health requirements for school admission are the following immunizations: Students entering Pre-K or kindergarten must have one dose of varicella (chicken pox) vaccine on or after the first birthday, or a parent's statement of history of the disease will be accepted. One dose of measles, mumps, and rubella vaccine must have been received on or after the child's 1<sup>st</sup> birthday, and a second dose must be received at least thirty days after the first.
- All students entering the seventh grade must provide documentation of having received 3 doses of hepatitis B vaccine. Since completion of the series of 3 doses requires four to six months, parents should be notified of this requirement while the students are in the sixth grade.
- Students entering kindergarten or seventh grade will also be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later.

Your principal, the personnel of Johnston County Health Department or your physician can supply you with the Official Immunization Record Card. If your child has already presented an Immunization Card in previous years, it is not necessary to present another. New students must present immunization records to the school at the time of enrollment. Parents may complete an exemption form to be filed with the Oklahoma State Department of Health.

**TELEPHONES:** Please make definite arrangements in advance so that your child knows where to go after school and where you will meet him/her after school. If your child is to go home with another child for the afternoon or night, please insist they make arrangements with you BEFORE coming to school, and bring a note explaining what they are to do. Also, please be sure to write down the change of normal routine in your child's planner so that the teacher is aware of any changes being made. School phones are limited and must be reserved for emergency messages and school communication needs. **CHILDREN ARE NOT TO USE THE TELEPHONE AT SCHOOL EXCEPT IN CASE OF AN EMERGENCY AND WITH TEACHER PERMISSION.**

**RETENTION:** Tishomingo School Policy reads: In the Elementary School, a placement committee consisting of Parent, Principal, Counselor, and Teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age. Whenever a Teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the District's School Board Policy and Procedures. The appeal will be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the Board.

**COMMUNICATION:** There are several ways to communicate with Tishomingo Elementary School Staff. First of all, check your child's Thursday folder. If there is news from the office, it will come home on Thursdays. Each of us also have an email. Our address is the first initial of our first name and then our last name, with the school

web address at the end. (EX: bmoreland@[tishomingo.k12.ok.us](mailto:bmoreland@tishomingo.k12.ok.us)). Feel free to email any of us with a specific question or concern. This year we will be using the REMIND and Enotes application across the District to communicate through messages with parents. We also supply student planners for every student. Please use that to jot down concerns or questions for the teacher, or to let them know of a change in transportation for your child after school. Finally, we also have a couple of social media accounts. Our school Facebook page is updated frequently with announcements and upcoming events. Please “like” our **“Tishomingo Elementary”** page to stay in the loop! Some teachers have also created a class page.

**TISHOMINGO MIDDLE SCHOOL**  
**Charles Hook, Principal**

**Tishomingo Middle School Faculty and Administration**

<b>Name</b>	<b>Degree</b>	<b>University</b>	<b>Student Area</b>
Mrs. Stacey Alexander	B.S. Ed.	Tarleton St. Univ.	Eng/Lang. Arts
Mr. Chad Atteberry	M. Ed.	SOSU	Vocational Ag.
Mrs. Julie Bristow	M. Ed.	ECU	Spanish
Mr. Timothy Burroughs	M. Ed.	National Univ.	Social Studies/Coach
Mrs. Toni Corbin	B.S. Ed.	SOSU	Social Studies/Eng/Lang. Arts
Mr. Trey Drinkard	M. Ed.	ECU	Science/Coach
Mr. Nathan Edgeman	B.S. Ed.	SOSU	Social Studies
Mrs. Natasha Gray	M. Ed.	OSU	Math
Mrs. Victoria Griffin	B.S. Ed.	ECU	Science
Mrs. Michelle Hill	M. Ed.	ECU	Special Education
Mr. Charles Hook	M. Ed.	ECU	Administration
Mrs. Tomi-Lynn Hook	M. Ed.	ECU	Library Media Specialist
Mr. Kyle LaFevers	B.S. Ed.	SOSU	Coach
Mr. Jeremy McDonald	B.S. Ed.	SOSU	Science/Coach
Mrs. Syrena Moreland	M. Ed.	ECU	Counselor
Mr. Hank Patterson	B.S. Ed.	SOSU	MS Band/Humanities
Mrs. Angela Patton	B.S. Ed.	SOSU	Computers
Mrs. Katy Peercy	M. Ed.	ECU	Eng/Lang. Arts
Mrs. Denese Sampson	B.S. Ed.	SOSU	Eng/Lang. Arts
Mr. James Scribner	B.S. Ed.	SOSU	Technology Director
Mrs. Catie Simmons	B.S. Ed.	SOSU	Social Studies/Coach
Mrs. Noel Sullenger	B.A.	SOSU	Vocal Music
Mr. Kenny White	B.S. Ed.	Cameron Univ.	Physical Ed./Coach
Mrs. Jamie Williams	B.S. Accounting	SOSU	Math

**CLOSED CAMPUS:** Middle school students are restricted to the cafeteria for lunch. These rules are to provide better supervision and protection of the students. The following exemptions may be made:

1. A parent/guardian may take his/her student to lunch. The parent/guardian must appear in the office to check his/her student out. A telephone call is not sufficient to check a student out for lunch. The parent/guardian must take the student to lunch. The student or parent/guardian signing out the student must sign back in upon return. A student CANNOT sign her/himself out to meet a parent at the vehicle.
2. An approved adult, one whose name is listed on a student's pick up list may take a student or students to lunch. The approved adult must appear in the office to check the student or students out for lunch. The student must sign back in upon return.

**PICK UP POLICY:** For a student to be released during school hours, the person picking up the student **MUST BE** listed in the Student Information System as having Pick-Up Rights. The primary guardian of a student may make changes to a student's pick up list online at any time. It is no longer necessary for the primary guardian to come to the office to make changes. **PLEASE DO NOT CALL AND REQUEST THAT YOUR CHILD BE RELEASED TO SOMEONE WHO HAS NOT BEEN LISTED AS HAVING PICK UP RIGHTS.** Emergency situations will be handled on an individual basis. Anyone picking a child up must come in the office and sign the child out.

Parents may pick up their child/ren at a field trip or sport event by contacting the sponsor/coach prior to taking the child/ren. If someone else will be picking up the child/ren, the child/ren must have in his/her/their possession a note specifying who is picking the child up. That named person may pick the child/ren up by contacting the sponsor/coach prior to taking the child/ren.

**DISCIPLINE:** Section 127 of the 1988 State Statutes governing school laws states: " The teacher, of the child attending a public school, shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in the transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher."

Means of discipline used at the middle school will be acceptable under the laws of the State of Oklahoma. They include, but are not limited to, detention, suspension, conferences, time out, and removal of the student from the classroom on a temporary or permanent basis, if necessary. Any question concerning discipline should be directed to the building principal. Saturday detention is a method of discipline for those students for whom other methods have not been effective, or the student has committed an offense for which suspension would be in order. Rather than suspension, the student may be assigned Saturday detention. Since the teachers and administration of the school are vested with this public authority, refusal on the part of the student to respect this authority shall be considered insubordination, an offense that may result in suspension.

Any student that is guilty of violating the regulations of the school may be suspended or expelled by the principal or superintendent. The period of suspension may be determined by the principal and approved by the superintendent provided that in no case will the punishment be longer than the remaining part of the current school year. The student involved has the right of appeal to the Tishomingo School Board, and the decision of the Board is final.

\*For a more complete list of discipline, please see pages 40-42.

**ALTERNATIVE PUNISHMENT:** In administering discipline, consideration should be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, the administrator should be mindful of the fact that he is dealing with individual personalities. The administrator should consider consultation with parents on disciplinary measures that might prove most



effective in particular instances. Other forms of punishment that may be used are conferences, detention, Saturday detention, keeping a student in the classroom during free time, or removal from class on a temporary or permanent basis, if needed.

**DETENTION:** It is the intention of the faculty of Tishomingo Middle School to maintain a good environment in which students can excel in academic pursuits. Students who violate school rules or in any way disrupt the smooth functions of the academic community must be dealt with accordingly. Suspension is a last resort; therefore, “detention” has been provided for those students who do not abide by the rules. Students who receive four (4) detentions in one semester may be given all day In-School Detention.

#### **DETENTION POLICY**

1. Students may be sent to Detention , After School Detention, or ISD (In School Detention).
2. Detention (ISD) will be set from 11:30 am to 12:30 pm daily. Lunch will be provided in detention for the students.
3. After School Detention will be set from 3:20pm till 4:00 pm daily.
4. In School Detention (ISD) will be set from 7:55 am till 3:05 pm.
5. Failure to report to detention or failure to be on time without good reason results in a doubling of the time.
6. Failure to attend or failure to be on time after the time has been doubled may result in suspension or other punishment.
7. Continuous failure to report to detention will result in automatic suspension from school.
8. For every three unexcused tardies, one day of detention will be assigned.
9. Students may be sent to detention for disciplinary reasons.
10. Students must serve their detention obligation on the day following the assignment unless other arrangements are made by the principal.
11. Repeated assignment to detention will result in In-School Detention or suspension.

**ADMITS AND MAKE-UP WORK:** Students who miss class will be required to pick up an admit from the office before 7:55 am regardless of what periods were missed the day before. The school administration will make the final determination as to absences to be excused. Students with excused absences will be allowed the same number of days that they missed to make up any work or tests missed as a result of absence or school activity. Example: If you are absent on Monday and come back to school on Tuesday, make-up work or tests will be due on Wednesday.

Students who are absent all day or partial day due to school related events/absences will be allowed to make up work or tests that are assigned the day of the absence and will not be required to turn in assignments prior to the activity absence.

**TARDY:** Tardiness results in loss of instruction time and the interruption interferes with the instruction of students who are on time. Three unexcused tardies equal one absence. Students who arrive at school or class after the tardy bell must report to the office. Every three unexcused tardies will be counted as one day of absence. Students will serve detention on their third unexcused tardy and additional detentions or other disciplinary action on all tardies thereafter for that semester. If a teacher detains a student, the student will not be counted as tardy if a note is presented from the teacher.

**CURRICULUM INFORMATION FOR TISHOMINGO MIDDLE SCHOOL:** Students at Tishomingo Middle School are required to be enrolled in seven (7) classes. Fifth grade classes will include Reading, English/Language Arts, Math, Science, and Social Studies. Electives will complete the schedule. Sixth through Eighth grade classes will include English/Language Arts, Math Science and Social Studies. Electives will complete the schedule.

**IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE:** Students entering the seventh grade must provide an updated immunization record showing 1 dose of Tdap vaccine prior to enrollment. Parents may complete an exemption form to be filed with the Oklahoma State Department of Health.

**PHYSICAL EDUCATION CLASSES:** All middle school students who enroll in a PE course will be expected to fully participate in the physical activities prescribed by the instructor. Should a student become physically disabled to the point that he/she cannot participate in the activities of the course; he/she will have an opportunity to change to another course at the earliest opportunity.

**PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:** Beginning in the 2021-2022 school year, 7th and 8th grade student participants in extracurricular activities are required to read the “Student Drug Testing Policy” and “Student Drug Testing Consent”. This consent form must be signed and dated by the student, parent or custodial guardian and each coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide permission to obtain urine sample A) at the beginning of each school year when the student enrolls in the extracurricular activity; B) as chosen by the random selection basis; and C) at any time requested based on the reasonable suspicion to be tested for illegal or performance-enhancing drugs.

**ARRIVAL AT SCHOOL:** The middle school classroom building will be open to students at 7:30 am each school day. The supervision of students by faculty and staff will begin at that time. Students may arrive before 7:30 am only if they are going to the cafeteria for breakfast. The cafeteria will be open at 7:00 am.

#### **BELL SCHEDULE FOR THE MIDDLE SCHOOL**

Breakfast	7:00 am - 7:30 am
PRIDE	7:30 am - 7:50 am
First Bell	7:50 am
First Period	7:55 am-8:45 am
Second Period	8:50 am-9:40 am
Third Period	9:45 am-10:35 am
Fourth Period	10:40 am-11:30 am
Lunch Period	11:30 am-11:50 am (5th - 6th) 11:50 am-12:15 pm (7 <sup>th</sup> - 8th )
Fifth Period	12:25 pm-1:15 pm
Sixth Period	1:20 pm-2:10 pm
Seventh Period	2:15 pm-3:05 pm

**STUDENT LOCKERS:** Lockers are the property of the school district. Inspection may be made from time to time to ascertain that proper housekeeping procedures are maintained.

**BACKPACKS AND BAGS AT SCHOOL:** Any backpack or bag brought to school must fit inside the student’s locker. Students will not be allowed to carry bags and backpacks into the classrooms. Further, students will not be allowed to set these items in the halls while they are in class or in the gym. In case of an emergency, backpacks and bags sitting in the aisles of the classrooms and in the halls pose hazards for both teachers and students. Any backpack or bag found in the classroom or in the hall will immediately be taken to the principal’s office.

**MIDDLE SCHOOL HONOR ROLL:** The Middle School Principal's Honor Roll will be based on a grade of "B" or better in all classes and in accordance with the attendance policy. The Superintendent's Honor Roll will require no less than an "A" in all the courses the student is enrolled in and in accordance with the attendance policy.

**PRIDE:** Students who are on probation or ineligible for any class or any students who need extra help may at the discretion of a teacher be required to be in a classroom during PRIDE. Students will be required to bring any books needed for incomplete assignments.

**ZAP: (Zeros Aren't Permitted) Program** to hold students accountable for not turning in work. Serviced like a detention in which students are assigned by a teacher with work needing to be completed during Pride Time. Once work is completed, students may earn their way out of ZAP. The most a student can earn on a ZAP assignment is 80%. Students who are ineligible will also be required to be in attendance with the teacher during Pride time on days that are designated for help. Test and quiz grades will not be retaken in this program. Failure to attend a session will result in In School Suspension.

**TISHOMINGO HIGH SCHOOL**  
**Chase Todd, Principal**

**High School Faculty and Administration**

<b>Name</b>	<b>Degree</b>	<b>University</b>	<b>Student Area</b>
Mrs. Amber Atteberry	M.Ed.	OSU	Vocational Agriculture
Mr. Chad Atteberry	M.Ed.	SOSU	Vocational Agriculture
Ms. Lela Barnes	B.S. Ed.	Tarleton State	English
Mrs. Julie Bristow	M.Ed.	ECU	Spanish/Counselor
Mrs. Erica Daniels	B.S. Ed	SOSU	Special Education
Mrs. Jessa Davidson	B.A. Ed	SOSU	Art
Mrs. Crystal Gilbert	M. Ed.	ECU	Math
Mr. Jared Griffin	B.S. Ed	ECU	History/Athletics
Mrs. DeeDee Henson	B.S.Ed.	SOSU	Special Education
Mrs. Delaina Higgins	B.S. Ed.	ECU	Consumer Science
Mr. Kyle Lafevers	B.S. Ed.	SOSU	History/Athletics
Mrs. Lindsay McCarter	B.S. Ed.	SOSU	Computers/Business
Mrs. Tomi-Lynn Hook	M. Ed.	ECU	Librarian
Mr. Scott O'Hara	M. Ed.	SWOSU	Athletic Director/Government
Mrs. Tara O'Hara	M. Ed.	SOSU	Counselor
Mr. Hank Patterson	B.M. Ed.	SOSU	Instrumental Music
Mrs. Melany Patterson	B.S. Ed.	SOSU	Math
Mrs. Cleta Phillips	M.Ed.	SOSU	College/Career Coordinator
Mr. Allen Plummer	B.S.	ECU	Criminal Justice
Mrs. Nikki Pryor	B.S. Ed.	SOSU	Science
Mr. Wayne Sampson	B.S. Ed.	SOSU	Science
Mr. James Scribner	B.S. Ed.	SOSU	Technology Director
Mr. Chase Todd	M. Ed.	ECU	Administration
Mrs. Gena Waitman	M. Ed.	Cam.Univ	English
Ms. Laura Wood	M.S.	ECU	Health

## GENERAL INFORMATION

The Tishomingo school system is an institution fully accredited with the Oklahoma State Department of Education. All credits issued by this school are acceptable in colleges and universities in the United States. Any student who graduates from this school is entitled to attend any institution of higher learning of this state, providing they meet the necessary mandates of that college or university. Students are subject to federal and state laws, as well as school laws and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed generally by other citizens.

## CLASS PERIODS

1 <sup>st</sup> Bell	7:50
1 <sup>st</sup> Hour	7:55-8:43
Break	8:43-8:53
2nd Hour	8:53-9:41
3 <sup>rd</sup> Hour	9:46-10:34
4 <sup>th</sup> Hour	10:39-11:27
Pride	11:31-11:52
Lunch	11:52-12:26
5 <sup>th</sup> Hour	12:31-1:19
6 <sup>th</sup> Hour	1:24-2:12
7 <sup>th</sup> Hour	2:17-3:05

**SCHOLASTIC ELIGIBILITY RULES:** Students at Tishomingo High School must attain scholastic eligibility standards set forth by the Oklahoma Secondary School Activities Association in order to participate in competition with other schools. If a student is ineligible, he/she will not be excused from classes or allowed to travel with their team on that particular week. Incomplete grades will be considered as failing grades. Falsifying grade checks will result in an immediate two week period of ineligibility. An ineligible student may not suit up, travel, or participate in any activity. The grading period each week ends at 3:25pm on Thursday.

**CONCURRENT ENROLLMENT:** To be eligible for concurrent enrollment, a student must:

1. Meet all concurrent and enrollment guidelines of the higher institution.
2. Be in compliance with Tishomingo Public School's Concurrent policy.
3. Maintain a grade of C or higher in all concurrent classes. If a student receives a grade lower than a "C" in any concurrent class they will be placed on probation and not allowed to take any concurrent courses the following semester.

Students who wish to concurrently enroll must obtain prior approval from the High School Principal or his/her designee as appropriate. Students must also provide the high school office with a copy of any schedule of enrolled classes and of their subsequent transcript for concurrent classes in order for this information to be reflected on a student schedule and credit for classes to be reflected on their high school transcript. The High School Principal or his/her designee maintains the right to not approve concurrent classes for a student that has not demonstrated the ability to maintain or succeed with such a schedule. Concurrent courses will be inputted with the following grades: A-99, B-89, C-79, D-69, F-59

**COLLEGE HONORS COURSES:** Tishomingo High School has selected and determined the following courses as College Honors Courses due to their difficulty, extra outside study, and the preparation for college they give a student: honors anatomy & physiology, honors chemistry, honors English III, honors trigonometry and concurrent enrollment in core subjects.

**COLLEGE VISITATION:** Two days will be allowed for college visitation. Seniors will be excused to visit colleges, which they might be interested in attending after high school graduation. This also includes schools that allow a student further training in a field leading to employment and not just colleges.

The date of the visitation must be cleared with the High School Office at least one day in advance of the visit. You may not be allowed to skip a test that has been scheduled by the teacher unless you have prior permission to make up the test. The Office will furnish a visitation form signed by the Principal and you in turn must get the form signed by the registrar or instructor visited at the college, university or school as proof of your visit. You must return that form to the high school Office. Visitation without proper permission may result in an unexcused absence.

**SELECTION OF VALEDICTORIAN, SALUTATORIAN AND TOP TEN OF SENIOR CLASS:** The selection of these honors is based upon seven semesters of high school credits. Valedictorian and Salutatorian honors will be based upon the 100 point numeric system. Should there be a tie at the end of the seventh semester, the first nine weeks grades of the eighth semester will be used. A student must have attended Tishomingo High School for three preceding semesters and have taken a minimum of four honors/concurrent courses to be eligible for these honors. The top ten percent distinction will be based on a 4.0 grading scale. All students with a 4.0 GPA will share the #1 ranking for college entrance purposes.

**GRADUATION EXERCISES:** Any student that has not fulfilled all the requirements of the State Board of Education and the Tishomingo Board of Education prior to graduation ceremonies will not be permitted to participate.

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has successfully completed the minimum number of credits established by the district for graduation, demonstrates mastery of the state academic content standards as required by state law, and completes graduation exercises in accordance with this policy.
2. Students are considered as students of this district until graduation ceremonies have been completed.
3. Students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:
  - A. Engaging in any disruptive activity that substantially interferes with the graduation process or the rights of other individuals.

- B. Regalia. Students who can verify their enrollment in a tribe (CDIB card) will be allowed to wear an eagle feather and have beading around the edge of the mortar board. Students who do not qualify for a CDIB card, but do qualify under federal law will not be allowed to wear a feather, but will be allowed to have beading on the mortar board. The beading shall be attached to the mortar board and shall not exceed ½ inch over or ½ inch under the edge of the mortar board. There will be no alterations to the robe and only tribe issued and school approved cords and sashes may be utilized in the graduation ceremony.

4. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises. If a student violates (3) above prior to the ceremony, the student may not be allowed to participate in the graduation ceremony and will be asked to leave the premises.

**CALCULATION OF GRADE POINT AVERAGES:** The selection process of valedictorian and salutatorian, top ten of the senior class and the Oklahoma Honor Society will be determined by grade point average that will be calculated by figuring the grades in all classes except the following: band, competitive athletics, vocal music and yearbook with computers.

**OKLAHOMA HIGH SCHOOL HONOR SOCIETY:** The top ten percent of the high school enrollment will be eligible for membership. The membership will be based on work done during the first semester of the current year and the second semester of the preceding year.

**HONOR ROLL:** The High School Principal's Honor Roll will be based upon a grade of "B" or better in all classes and not more than 9 days of absence per semester. The Superintendent's Honor Roll will require no less than an "A" in all courses the student is enrolled in and not more than 9 days of absence per semester.

**MAKE-UP WORK:** The school administration will make the final determination as to the absences being excused or unexcused. Students with excused absences will be allowed the same number of days that they missed to make up any work or tests missed as a result of absence or school activity. Example: If you are absent on Monday and come back to school on Tuesday, you will make up work or tests on Wednesday. Students who are absent all day or a partial day due to school related events/absences will be allowed to make up work or tests that are assigned the day of the absence and will not be required to turn in assignments prior to the activity absence.

**ATTENDANCE:** Tishomingo High School will continue to stress good attendance. Students should be in class every day to ensure a better opportunity to get the quality education necessary to be a viable part of today's society. Also, we will emphasize using instructional time productively. Our interest is to clearly establish teaching and learning tasks as the priority at Tishomingo High School. This emphasis will mean that class interruptions must be limited only to emergencies. Any outside interference with the continuous process of teaching and learning shall be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next class change.

In order for students to benefit from the emphasis placed on instruction, they must attend class regularly and be on time for each class. Students should note that absences are excused as long as the absence is verified by

the parent/guardian with required documentation (see policy FDC-R1). Truancy is not excused. Truancy means the student is out of school or out of class without the knowledge of proper school officials, parents or guardians. There are circumstances when a student might get ill and cannot get in touch with a parent or guardian. At that time, the student should call the office to notify a school official of their illness/situation. If a parent or guardian or school official is not notified, it will be considered truancy. Truancy results in two detentions for the first offense, Saturday detention or in school suspension for the second offense, and short term suspension for any further offense.

**EXEMPTION FROM SEMESTER TESTS:** A student with an "A" average and not more than three absences for the semester, or a "B" average and not more than two absences, or a "C" average and not more than one absence will be exempt from semester tests. For purposes of exemption, ALL absences will count toward the maximum allowed absences. Absences for school-sponsored activities will not count. NOTE: Any truancy, suspension or in school suspension during the semester will negate the above exemption policy. A student receiving three or more tardies in a class period per nine weeks resulting in an office referral shall not be exempt from semester tests.

**STUDENT CHECK OUT PROCEDURES:** When it becomes necessary for a student to leave school early, he or she must follow the following procedure for checking out of school: (1) Parent/Guardian must contact the high school office by telephone, note or in person prior to check out. (2) Students leaving school early must sign out in the office or it will be treated as a truancy. This includes lunch if the student is not going to be returning to school after lunch.

**TARDY POLICY:** Tardiness results in a loss of instruction and the interruption interferes with the instruction of students who are on time. Students who arrive at school or class after the tardy bell must report to the office for an admit. If a student arrives more than fifteen minutes late to class it will be recorded as an absence not a tardy. Every three unexcused tardies to the same class per semester will count as one day of absences. Students will serve administrative detention on their third unexcused tardy and additional detention or other disciplinary action on all tardies thereafter for that semester. If a teacher detains a student, the student will not be counted tardy if a note is presented from that teacher.

**DISCIPLINE:** State law says that the teacher of a child attending a public school in Oklahoma will have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to and from the school or any other function authorized by the school district.

Discipline is the responsibility of the teacher. Students who do not conform to the rules and regulations of the school and continue to be a distracting element must be corrected. Parental cooperation will be solicited in the process of securing a change of behavioral traits. Behavior problems which cannot be handled by the teacher will be referred to the Principal.

The administration of Tishomingo High School is appreciative of the cooperative attitude of the students. Any conduct which causes or which creates a reasonable likelihood that it will interfere with the health, safety, well being, or the rights of other students or school personnel is prohibited. The preceding statement is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in a list, but the following is an itemized list of some of the major areas of conduct, which may lead to disciplinary action.

Disciplinary action may be taken by the school regardless of whether criminal charges result if misconduct occurs in the school building, on school property, on school buses, or at school sponsored activities for any of the following reasons:



1. Violation of state, local, and/or school regulations.
2. Disrespect, disobedience and/or insubordination.
3. Possession, use, sale, distribution and/or being under the influence of beer, alcoholic beverages, controlled drug substances, drug paraphernalia, or other habit-forming narcotics.
4. Appearance in violation of health or safety standards, including unsafe body piercings.
5. Threat, interference, intimidation, or harassment of students or employees.
6. Inappropriate dress.
7. Violation of compulsory school laws.
8. Assault upon another student, employee or other person.
9. Immoral and/or gross misbehavior or conduct.
10. Profanity, vulgarity and/or obscenities.
11. Indecency.
12. Gambling
13. Forgery.
14. Trespassing.
15. Extortion.
16. Vandalism and/or defacing school property or materials.
17. False alarms.
18. Truancy and/or unexcused absences.
19. Excessive tardies.
20. Theft and/or possession of stolen property.
21. Possession, threat, and/or use of a dangerous weapon as defined by State Statute.
22. Individual and/or group violence.
23. Possession and/or use of fireworks/explosives.
24. Use and/or possession of any tobacco product.
25. Littering.
26. Unauthorized distribution of non-school matter and/or literature.
27. Violation of activity trip rules.
28. Violation of bus riding rules and regulations.
29. Careless and/or reckless driving on school premises or streets adjacent to the school.
30. Parking violations.
31. Disruptive acts at the end of the school term.
32. Sexual harassment.
33. Cheating.
34. Unauthorized use and/or possession of nuisance devices, examples of which include cell phones, pagers, cd players, headphones, laser lights, and similar devices.
35. Hazing.
36. Conduct which disrupts the operation of the school.
37. Violation of written school rules, regulations and/or policies.
38. Failure to attend an assigned detention or suspension session without prior approval.
39. Fighting.
40. Unauthorized departure from class and/or school campus.
41. Failure to attend an assigned class, while on campus, without prior office approval and/or unaccounted for time.
42. Unauthorized entry to campus, buildings, and/or class.
43. Activities which occur off school property but which have an impact on the school.
44. Failure to sign out at the office when leaving school prior to dismissal.
45. Violations of school rules and regulations with respect to the use of computers and the internet.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all responses should be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense and its potential effect on other students.)

The constitutional rights of individuals assure the protection of the due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline of Tishomingo Public Schools. All students are entitled to due process. This means that no action will be taken against a student until everyone has presented the facts involved, and the student is allowed to respond to the school violations. There are certain procedures which school officials must follow prior to taking appropriate disciplinary actions. There are also procedures which students must follow if they do not agree with the school's action.

The hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by the administration and faculty members to resolve problems through effective utilization of school district responses in cooperation with the student and his/her parent or guardian.

An important part of the student's education is the right to make decisions and the responsibility to accept the results of these choices. Students are subject to discipline for conduct while traveling to and from school sponsored events and off campus during regular school hours whenever such conduct has a direct effect on the discipline or general welfare of the school.

When a student violates state law, school officials may need to notify the appropriate authorities. Disciplinary actions which may occur because of problem behavior include, but are not limited to administrative detention, Saturday detention, in school suspension, and/or suspension.

**DRUG TESTING POLICY:** The Tishomingo Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Tishomingo Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

#### Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Tishomingo Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Tishomingo Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Tishomingo Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations

of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

### Definitions

1. **Student athlete or athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
4. **Random tests** are given quarterly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
  - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
  - B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term

“performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

### Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete’s health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a quarterly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a quarterly number of students’ names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. A swab test may also be required if the urine sample appears to have been tampered with, or for other reasons determined by the professional drug testing provider. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

#### Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

## Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such an appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and unappealable.

## Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Tishomingo Public Schools counselor and two sessions with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.

Off season activities: The student will be required to successfully complete four (4) hours of substance abuse education/counseling provided by the school, and the student will be tested when other groups of students are tested randomly for the rest of the school year. The time and date will be unknown by the student.

2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester. The student must complete the required counseling noted on step one plus two additional counseling sessions.

3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days. The student must complete the required counseling sessions noted on step one plus three additional counseling sessions.

4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.

5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

**CROSS-REFERENCE: Policy FM, Student Activities, Eligibility  
Policy FNCF, Drug-free Schools**

**DETENTION RULES:** The administration reserves the right to conduct an after-school detention period for students. Students may be assigned to this detention period for disciplinary actions or attendance problems.

The student must provide his/her own ride home after detention. Detention times will be worked out among the administrator and the student. Teachers requiring students to stay after school will also follow this policy. Students who fail to attend an assigned detention can be subject to suspension and/or more detention. A type of disciplinary action used for minor infraction of school rules and procedures is detention. The following guidelines are used for students assigned detention:

1. Class meets from 3:10pm till 3:55pm on assigned dates.
2. Students must be on time; bring ample work for 45 minutes.
3. There is to be no sleeping, talking, note writing, reading magazines, or other disruptions without the supervisor's permission. Students are not allowed to eat candy, chew gum, or drink pop in the detention room.
4. Tardies may result in you being assigned another detention.
5. Should the student not be able to attend on the assigned date, the assigned administrator must approve the change before the detention class begins.
6. Failure to attend on the assigned date, if you attend school that day, may result in further disciplinary action.
7. Any disorder, which causes the student to be sent out of detention, may result in further disciplinary action.
8. Any combination of three misses, including absences and reschedules, may result in Saturday's detention or suspension. (The number of allowed misses may be reduced at the Principal's discretion.)
9. Excessive assignments to detention may result in Saturday detention, in-school suspension or short term suspension.

**STUDENT RESPECT OF SCHOOL PERSONNEL:** On any given day our teachers deal with many different personalities; therefore, it stands to reason that in a public school setting our teachers must be in charge of the students. Any teacher, substitute teacher, student teacher or teacher aide designated and authorized as school personnel deserves to have the students comply and show respect. A student shall not use violence, force, intimidations, fear, coercion, or any other conduct that disrupts the process of education in the school. Any student who does not comply with these statements is subject to penalty, which could include suspension or expulsion.

**MOTOR VEHICLE REGULATIONS:** Motor vehicles, although a convenience and a form of transportation, are also deadly weapons if not used in a safe and conscientious manner. It is the school's intention to help prevent accidents on and around campus, and to provide a safe environment for all concerned. The following traffic and parking regulations have been enacted for safety and control of traffic:

1. All vehicles will park in the parking lot south of the gym.
2. All vehicles will park directly north and south with enough space between so that opened doors will not damage other vehicles. No angle parking will be permitted.
3. Cars should only be parked two deep, which will allow moving if necessary.
4. Speed limit is 15 MPH on campus and all roads surrounding the school campus.
5. Pedestrians always have the right away.
6. Only the road west of the campus will be used to enter the campus in the mornings and at noon.
7. Only the road west of the campus will be used to exit at noon and after school unless you are going east to Milburn, then you may use the road east of the campus.
8. Students who park in other areas than assigned for students will be subject to the vehicle being towed off, with the student being responsible for towing charges.
9. The administration has the authority to restrict the use of or ban motor vehicles from campus if deemed necessary.

10. Cars are only to park in the spaces provided for student parking. Do not park in handicapped areas or in areas marked for the marching band.
11. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, tobacco, stolen property, weapons, or other contraband might be present in the vehicle(s).
12. No student without a valid driver's license will be allowed to drive on the campus of Tishomingo High School. This means your vehicle or any other vehicle. Local authorities will be notified should you break this regulation.

**CROSSWALK:** Students are to use the crosswalk at the corner of Main and Chisholm Streets when crossing Main Street.

**WITHDRAWAL FROM SCHOOL:** Students leaving school or moving to another school district must check out through the High School Office if they want withdrawal grades and credits forwarded to the next school. The departing student will be given a form of clearance from Tishomingo High School which will be signed by all the student's teachers, the librarian, and the counselor or Principal.

**CLASS CHANGES:** Three days will be given at the beginning of each semester term for the purpose of class changes, only if the following criteria are met:

1. The course is needed for graduation requirements.
2. The student is adding or dropping competitive athletics/band/vocal music/school to work or concurrent enrollment.
3. The student wants a more challenging class.
4. The student does not meet the course prerequisites and is academically misplaced.
5. The student has previously taken the course.

Final determination concerning class changes will be made by the Principal and may be made at any time.

**NOTE:** (1) Due to limited class changes, students are encouraged to make any necessary changes during the summer, before school begins. (2) If a student changes schedule after the first three weeks of the semester, the student is ineligible for three weeks. (3) Seniors must be enrolled in at least four subjects for academics/athletic eligibility.

#### **RULES PERTAINING TO THE CARE OF THE GYMNASIUM**

1. No one will be allowed on the gym floor unless they have shoes that are only worn for the specific purpose of wearing on gym floors. This means no street shoes or tennis shoes are allowed if worn for any other purpose than in the gym.
2. The gym will not be used as a shortcut to the parking lot or other places, including dressing rooms. Only students that have a regular scheduled class should be in the gym.
3. The gym is for athletes only. During the school day or a specific practice time, outsiders will not be allowed on the playing floor.
4. Any group wanting to use the school's gym facility may do so only if a member of the coaching staff from Tishomingo Public Schools is willing to be there to oversee the use of the gym. There will be a fee of \$10 per hour paid to the coaching staff member who is overseeing the facility. This fee is to be paid by the group using the gym.

**OKLAHOMA REQUIREMENTS FOR HIGH SCHOOL GRADUATION:** In order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students must complete the college preparatory/work-ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of college preparatory/work-ready curriculum for high school graduation, upon written approval of the parent or legal guardian of the student, core curriculum standards must be met. Local school district



requirements may exceed state graduation requirements. The attached Tishomingo High School Career Plan of Study and the ACE Graduation Checklist may be useful worksheets to map out what classes you will complete to graduate. **Note:** Tishomingo High School requires 23 units/credits for graduation.

### **PRIDE:**

ZAP: (Zeros Aren't Permitted) Program to hold students accountable for not turning in work. Serviced like a detention in which students are assigned by a teacher with work needing to be completed during Pride Time. Once work is completed, students may earn their way out of ZAP. The most a student can earn on a ZAP assignment is 80%. Students who are ineligible will also be required to be in attendance with the teacher during Pride time on days that are designated for help. Test and quiz grades will not be retaken in this program. Failure to attend a session will result in In School Suspension.

## **TISHOMINGO HIGH SCHOOL EXTRA CURRICULAR STUDENT ORGANIZATIONS**

Organization: FFA

Mission/Purpose: To develop premier leadership, personal growth, and career success through agricultural education.

Sponsor: Chad Atteberry / Amber Atteberry

Organization: FCCLA

Mission/Purpose: To promote home/health living skills and concepts.

Sponsor: Delaina Higgins

Organization: Spanish Club

Mission/Purpose: To promote a better understanding of Spanish culture.

Sponsor: Julie Bristow

Organization: Student Council

Mission/Purpose: To promote involvement in student government.

Sponsor: Gena Waitman

Organization: Art Club

Mission/Purpose: To promote a better understanding of and appreciation of art.

Sponsor: Jessa Davidson

Organization: Academic Team

Mission/Purpose: To promote academic competition and to increase the quality thereof.

Sponsor: Nikki Pryor

Organization: Native American Club

Mission/Purpose: To promote a better understanding of Native American culture and language.

Sponsor: Lela Barnes

Organization: Cheerleading

Mission/Purpose: To promote and increase school spirit.

Sponsor: Melanie Huston