

**DANIEL WEBSTER  
Middle and High School**



**Student Handbook  
2021 ~ 2022**

**WE ARE  
HERE  
TO HELP**

**Webster High School**

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### ***DANIEL WEBSTER SCHOOL CREED***

As a student of Daniel Webster High School, I will do my best to promote and maintain enthusiastic school spirit and school loyalty; to dispel ignorance with learning and to strive for the highest scholastic attainment of which I am capable; to help create and advance a high standard of citizenship among my fellow students; to have the courage to follow the right even though I stand alone in doing so; to be worthy of the best fellowship of the student body and to conduct myself in such a manner that I shall never bring shame upon my school; to serve God and my country to the best of my ability.

### ***ALMA MATER***

'Mid the hills of Oklahoma  
'Neath the Sooner sky  
Stands our noble Alma Mater  
Daniel Webster High.  
Lift the chorus ever upward  
Loyal white and blue  
Hail to thee, our Alma Mater  
Webster, we love you.



*Webster is an inclusive community of learners and leaders who value student voice and choice as evidenced by offering personalized pacing, on and off-site interest-based learning and genuine staff-student relationships anchored in commonality.*

*We offer relevant, innovative experiential learning opportunities that prepare life-long problem solvers for an ever-changing world.*

*Our school is guided by love, equity, equality and a belief in “progress over perfection”.*





### ATTENDANCE POLICY

The curriculum at Webster is constructed in such a manner that daily attendance will be an integral part of the class grade. A consequence of excessive absences is lower grades and/or loss of credit. Any time a student arrives to school after the beginning bell or leaves school prior to the closing bell, the student must check in or out through the attendance office. Failure to do so will result in disciplinary action. In accordance with state law, the teacher, determines the final course grade. A written or verbal explanation must be provided to the Attendance Clerk for each recorded absence within 48 hours after the student returns to school.

### Policy

- It is the responsibility of each student and his/her parent/guardian to keep track of absences. Refer frequently to PowerSchool.
- A student must be in attendance a minimum of ninety percent (90%) of the time during a semester in order to earn credit for each class.
- **All chargeable absences (excused and unexcused) shall be included in the calculation of the 90% attendance.** Absences for which no doctor or written documentation is received will be unexcused.
- Student participation in school-sponsored events are *sanctioned by the principal and not deemed to be absent for the purposes of this regulation (not included in the absence calculation. School sponsored events may not exceed 10 absences per school year.)*

### Procedures

- **For the purposes of make-up work**, student absences fall into two categories: excused or unexcused.  
**Excused** – Students will receive credit for make-up work.  
**Unexcused** – Students will not receive credit for make-up work.
- Students failing to earn credit due to excessive absences will have “NC” (no credit) recorded on their transcript if they are passing the course at the end of the semester.
- **Appeal of No Credit** – A student has the right to appeal their No Credit Status within 5 days of notification. Attendance Appeal forms can be obtained in the main office.

**Detailed policy is in the “2021-22 Student & Family Guide to Success.” *The state Mandatory School Attendance Law (70 Oklahoma Statutes, Section 10-105) was changed in June, 2006. It reads: It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five and under the age of eighteen to neglect or refuse to make such child to attend and comply with the rules of some public, private, or other school, unless some other means of education are provided for the full term the schools of the district are in session.***

### CHECKING STUDENTS OUT OF SCHOOL

The process for checking students out of school will require a parent or legal guardian to visit the attendance office and sign the student out. The parent or legal guardian **must present a valid picture ID**. Students will remain in class until the parent arrives. Students with their own transportation may be checked out over the telephone, but must leave a phone number for confirmation and an email must be sent to Ms. Larimer (HS) from the parent/guardian. **No student may leave the premises during lunch without documentation for an appointment.** A student cannot check themselves out unless they are emancipated and documentation of such is on file. Parents and guardians who are driving to school to pick up students need a current and valid driver’s license (if driving) to leave with a student in the car.

### CLOSED CAMPUS

Webster has a closed campus during the lunch period. Outside food may not be brought to a student before or during their lunch period. Lunch visitors are prohibited unless pre-approved by an administrator for individual circumstances (mentoring, etc.) Due to spacing issues, we cannot allow friends/families to dine in the cafeteria with students.

**When Covid Protocols are in effect – NO visitors are allowed onto campus!  
Parents/guardians must call for a phone appointment or zoom meeting.**

Students should never leave campus without checking out with Attendance. In addition, students should not arrive to campus in the mornings and then proceed to leave campus (to the park, to the store, etc.) Once on campus – either by means of walking, driving, riding a bus, or being dropped off by parent/guardian, students should NEVER leave campus. After school, all students should immediately leave campus for their after school destination. Webster advises students not to go the park after school. The park is close to an elementary campus, and no students should be there!

### **COMMUNICATION**

It is imperative to keep up to date and accurate information on file with the school. Please ensure that the school has several working phone numbers, correct home address, and correct email. Webster communicates with families via School Messenger – these come in the form of text messages and emails! In addition, we often mail information to families. Frequently check the TPS website for district and school information, follow us on Twitter and Facebook, too!

### **MEDICATIONS**

All medications must be reported to the nurse for her records. Prescription medications must be clearly labeled with the student's name, date, instructions for administration and the physician name. Non-prescription medications (over-the-counter) must be in the original container with instructions for administration, and labeled with the student's name. All medications will remain in the nurse's office unless approved to carry.

### **SCHEDULE CHANGES**

Student schedules are set up by the counselors to take into account the future plans of the student and in many cases, parental request and teacher recommendations. Because schedules are developed to assist students in meeting all of the graduation requirements, changes of schedules are considered a serious matter. **Under no circumstances may a student simply stop attending a class. This will result in an unexcused absence and disciplinary action for truancy.**

If conditions warrant a schedule change, the student and his or her parents must petition in writing for the change within the first three (3) days of each semester. Until the change is approved and documented in PowerSchool, and the student receives a copy of the new schedule from the counselor, the student must attend classes on the original schedule. A schedule change requires written agreement among the student parent, counselor, and final approval by the designated administrator.

### **REASONS FOR A SCHEDULE CHANGE**

The following are considered justifiable reasons for a schedule change:

1. To correct computer error
2. To correct graduation deficiencies
3. To correct rebalancing of class sizes
4. To make necessary changes due to summer school attendance
5. To enable students to meet requirements for post-secondary school admission and Oklahoma's Promise requirements
6. To resolve scheduling conflicts involving interscholastic sports
7. To implement a student's Individual Education Plan (I.E.P)
8. To enroll in Advanced Placement courses, Concurrent Enrollment, Tulsa Tech, etc.

*The following are not considered justifiable reasons for a schedule change:*

1. Preference of a different teacher
2. Preference of a different hour
3. Preference to be with friends in a class
4. Change of mind about taking the course
5. Failure or fear of failure

### **GIFTED AND TALENTED**

Every student in Tulsa Public Schools who shows evidence of high performance ability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic areas, and who require learning opportunities or experiences not ordinarily provided by the school in order to fully develop such capabilities is eligible for nomination and referral for participation in the Gifted and Talented program. This is an attempt to locate those students in order to assist in providing the services to which they are entitled. If you are aware of a gifted and talented child in need of differentiated instruction, please contact the site principal or school counselor to initiate the identification process.

**OKLAHOMA'S PROMISE ~ Earn Free College Tuition! ~ What are the benefits?**

Once you have completed the program's requirements, Oklahoma's Promise will help pay your tuition at an Oklahoma public two-year college or four-year university.

**Who may apply?**

- Oklahoma resident
- Apply during your 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade year

**What are the requirements?**

- Graduate from an Oklahoma High School
- Take 17 units of high school courses and achieve at least 2.5 cumulative GPA
- Attend school regularly
- Stay away from drugs and alcohol
- Don't commit criminal or delinquent acts
- Apply for other financial aid during your senior year of high school
- Be the child of parents who earn \$50,000 or less per year at the time of application

For further details or a complete listing of requirements see your counselor.

**CHILD FIND NOTICE**

Every child with special needs has a right, by law, (Individuals with Disabilities Education Act), to a free and appropriate education. This includes children and adults (0-21) with physical, mental, emotional or learning handicaps. If you know of any children with suspected disabilities living in our district and in need of services, please contact: Tulsa Public Schools  
Special Services Department/Educational Service Center

3027 South New Haven  
Tulsa, OK 74147-0208 (918) 746-6800

**ID BADGE POLICY & PROCEDURE**

In order to ensure the safety of our students and faculty, Daniel Webster School requires *all* students and faculty to wear *visible ID badges* on a lanyard at all times.

All students will receive 1 complimentary ID badge at the beginning of the school year. Any student who has lost their school ID should immediately purchase a duplicate for \$5.00 before or after school. Students must have a valid ID badge to attend all extra-curricular events, i.e. football, basketball games, school dances, etc. All students attending field trips must have a visible school ID to attend

**ATHLETICS and CHEERLEADING**

All students participating in athletics will agree to the Webster School Student Athletic Contract and both student and parent(s) will sign the contract before participating. Athletic practices are always closed to the families and public unless pre-approval has been made by the coach, the Athletic Director, and/or the Principal Designee. Students who participate in athletics must be in attendance on the school day of the event for a minimum of ½ day.

All students will wear the uniform decided upon by the coaching staff and administration if participating as players, managers, etc.

**LOST and FOUND**

Items will be placed in the Spirit store, room 105. All "Found" items should be returned to the Spirit Store. Losses of property should be reported, and an effort will be made to return them to their owner. Webster MS/HS is not responsible for the loss of cell phones and personal items.

**MESSAGES FOR STUDENTS**

The school will take messages from parents only, and will deliver them to students only in the case of an emergency. It is advisable to have an alternate plan in place with your child in the event of unforeseen circumstances.

**POWERSCHOOL**

All students and parents should review PowerSchool frequently to check grades and attendance. PowerSchool is kept up to date and will reflect student's current grades. Parents must retrieve a password – in person – from the school office. Report cards will not be mailed home. It is the parent/guardian responsibility to monitor student grades utilizing PowerSchool.

### **SPIRIT STORE**

The Spirit Store is located in the High School room 105. It is open at 8:20 a.m. and closes at 4:00 p.m. Students may purchase snacks before and after school if time allows. Spirit wear may be purchased as well. On Popcorn Fridays, popcorn is sold to students for 50 cents per bag. All proceeds go to the Webster Scholarship fund.

### **STUDENT LEADERSHIP AND ORGANIZATIONS**

Students seeking leadership positions – class officer, Student Council, Peer Leader, etc., will uphold the highest standards of both Daniel Webster School and TPS. Students suspended from school totaling 4 or more days cumulative throughout the school year will be removed from the position.

### **STUDENT and VISITOR IDENTIFICATION**

By law all persons must promptly identify themselves upon request to any school personnel in the school, on the grounds, or at any school sponsored activities. Students off school grounds during the school day must identify themselves to school officials upon request. All visitors shall check in with a picture ID (driver's license). Classroom visits are not allowed unless approved by administration 2 days before the visit. Visits to the cafeteria are prohibited unless approved by the administration (mentors, volunteers).

### **FIELD TRIPS/SCHOOL SPONSORED TRIPS POLICY**

All students must wear the required uniform and Webster ID badge in order to attend field trips. Students may not have a failing grade (per PowerSchool) at the time of the school trip.

### **LOCKERS**

Some lockers require the purchase of a Master Lock. A Principal Designee will assign lockers for students. Students may not share lockers; combinations should not be given to anyone other than the first hour teacher who is assigning the locker. Students should not place the lock on any unassigned locker (lock may be cut off). Students should not leave anything in an unlocked locker.

**When Covid Protocols are in effect, we will not issue lockers. Students may carry a backpack!**

### **MEALS**

Breakfast is served to all students from 7:45 a.m. – 8:20 a.m. If TPS busses are late to school, students may still stop by the cafeteria for breakfast. During lunch, students may NEVER leave campus per TPS policy! In addition, students may never order delivery service from a restaurant. This is against school policy. Students may choose to bring their lunch from home on any day. Visitors are not allowed to bring lunches to school, nor are visitors allowed to stay on campus and eat with students.

### **TRANSPORTATION/Z PASSES**

High School students may ride the Tulsa Transit bus IF a current school ID is presented for ridership.

All students who ride a Tulsa Public Schools bus must have a Z Pass. The Z Pass is a student identification card to be worn each day and presented upon entering the bus. The Z Pass allows the driver to scan the QR code to determine who is on the bus at any given time! Z Passes add extra security for our bus riders!

### **PARKING REGULATIONS**

The administration and faculty of Webster High School realize some students drive to and from school. All students will park in the north parking lot by the football field. We require that all automobiles be registered by the school. Students should provide insurance and a driver's license to receive a parking permit. Students should come to the office for Vehicle Registration forms. Vehicles not registered are subject to towing at the student's expense. All vehicles on school property are subject to search by school officials. Webster High School will not assume the responsibility of any loss or damage to any motor vehicle. This includes the loss of radios, CD players, iPods, cell phones or any electronic devices left in car. Students must never park in the adjacent church parking lot, the parking lot by the band and cafeteria, the circle drive, or the designated teachers' lot.

### **UNIFORMS**

All uniform violations should be corrected before entering the building and/or by the 1<sup>st</sup> class period. Students who do not wear a uniform will remain in TRAIICE until correct uniform attire is received and worn. At no time should students bring and/or wear blankets!



**Daniel Webster Middle and High School**  
**Uniform Policy**  
**2021-2022**

**A Webster student ID badge must be worn and visible on a lanyard around the neck at all times as part of the uniform policy.**

- Replacement IDs can be purchased throughout the school year if lost or misplaced.
- Replacement fee for student ID is \$5.00 and available in the Spirit Store.

**It is critical for all students to display their student ID on a lanyard and wear the ID around the neck. It is important to adhere to all of the guidelines below as safety is the number one priority for students.**

**Upper Garment Options**

- Navy, Gray, White, Royal Blue, Black, Polo shirt – solid long or short sleeved.
- Solid polo shirts must be plain (no writing or logos).
- Webster shirts given to students and/or purchased from school sponsored clubs - Athletics, Band, FFA, JROTC, etc. and have been approved by administration are allowed on any school day.
- Sweatshirts, hoodies, t-shirts, and other apparel sold by the school and/or Spirit Store are acceptable on any school day.
- Hoodies that are purchased from the school Spirit Store OR royal blue hoodies or royal blue zip up sweat jackets (no logos or writing) are acceptable at any time during the school day.
- Coats & jackets may be worn outside while traveling to class or cafeteria but should not be worn in classrooms.

**Lower Garment Options**

- Khaki, navy blue, black, slacks/pants, skirts and denim jean (no holes in jeans) are acceptable.
- No sweat pants, workout pants, or yoga pants.
- No sagging. Pants and jeans should be fitted at the waist.

**Accessories**

- No bonnets or bandanas.
- Jewelry/accessories that pose a safety concern and are a distraction in class for the students and others are prohibited.
- No hats, ball caps, or hoods should be worn in the building.
- No blankets. Blankets are never allowed inside the school building.
- No house shoes or shower shoes.
- Shoes with backs are best for safety!

**Uniform violations will be corrected upon entrance to school and during the 1<sup>st</sup> class period of the school. Students must come into compliance at the beginning of the day!**

- Free Dress Days will be offered for various activities and rewards throughout the school year!  
**Please refer to the Tulsa Public Schools Board Policy 2601-R**

**Spirit Wear is available for purchase every day in the Spirit Store (room 105)**

## **GRADUATION AND SENIOR ACTIVITIES DRESS CODE**

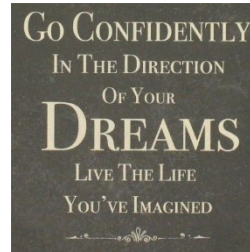
Students must follow these guidelines or participation will not be allowed.

### **Ladies**

- White dress (no longer than graduation gown)
- White shoes (must have a back strap)
- No denim jeans

### **Gentlemen**

- White button-down dress shirt
- Dark Tie
- Dark Slacks
- Dress shoes (black or dark brown)
- No denim jeans



*Students who need assistance obtaining graduation clothing should see  
Ms. Holman, Principal*

(Seniors who have purchased a cap and gown but fail to meet the graduation requirements in order to participate in the graduation ceremony, may pick up their cap and gown the following school day after graduation. Caps and gowns will not be distributed before the ceremony if students are not graduating.) TPS Commencement dates, times, and locations will be determined by the district and published as soon as possible.

## **WEBSTER HIGH SCHOOL PROM**

No students classified (per PowerSchool) as a Freshmen or below will be allowed to attend the Prom (Webster student and guests). The Junior/Senior prom is an off-campus activity, but sponsored by the school. Students choosing to take a guest from another school must have the Prom Registration Form completed in detail and signed. It must have a copy of the guest's student ID (from another school) or a driver's license attached. The same ID copied and submitted must be presented the evening of the prom to gain entrance. There is a dress code for Prom which will be presented in a timely manner to students. Absolutely no one 21 years of age or older is permitted as a prom participant.

## **PROHIBITED ELECTRONIC DEVICES**

Possession of pagers, music players, cell phones and other electronic devices are not permitted at school. A violation of this policy will mean the immediate confiscation of such item and will only be returned to the parent or legal guardian, once processed by the Education Service Center.

## **DISCIPLINE and STUDENT CONDUCT**

### **Student Suspension Policy**

The principal of Daniel Webster High School in Independent School District No. 1, Tulsa County, Oklahoma, is authorized under the School Law of the State of Oklahoma to suspend any student who is guilty of violating the regulations of a Tulsa Public School, or in possession of dangerous substances. While under suspension, students may not attend classes, are not allowed to be on school property, and may not attend school-sponsored activities at any TPS campus. Students will be required to turn in make-up work missed due to suspension.

Homework request may be made to the counselor if the suspension is longer than three days. Students are responsible for retrieving homework upon return if suspended three days or less. The same number of suspension days will be given to complete the homework.

Any behavior, which interferes with the maintenance of a good learning environment or which substantially infringes on the rights of others, is unacceptable. Specific acts of behavior are listed in the "2016-17 Behavior Response Plan". The "2016-2017 Student and Family Guide to Success" Handbook will be distributed within the first two weeks of school.

### **Re-Admittance from Suspension**

The parent/guardian must appear personally to enroll students and will meet with the designated Assistant Principal/Dean. All documents are required for re-enrollment (same documents used to enroll at the beginning of the year). *There may be requirements to meet with district officials before re-entry to the school site after suspension.*

## **STUDENT BULLYING PREVENTION AND INTERVENTION**

### **TULSA PUBLIC SCHOOLS Policy 2119**

To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere. The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or

school personnel and concerns bullying at school. The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education. **Student and Staff Education and Training:** The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying.

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

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts. All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting 2119 Page 1 of 4 methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component. Student Reporting Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's TIPS (Threat Assessment, Incident Management and Prevention Services) online reporting system found on the District's website or by telephone at 918-746-6868. Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report. Staff Reporting Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report. Bullying Investigators at each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator. Investigating Bullying Reports for any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee. 2119 Page 2 of 4 At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior.

These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have

posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed. **Parental Notification:** The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

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

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

### **Monitoring and Compliance**

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 *et seq.*, the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator. A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report. The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual

because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior. Legal reference: "School Safety and Bullying Prevention Act, 70 O.S. § 24-100.2, et seq." ; Cross reference: 4902, Harassment, Intimidation, and Bullying Adopted: May 2011

### **HARASSMENT**

Harassment, as defined by school board policy, will not be tolerated at any level. All students are strictly prohibited from engaging in any form of harassment of any employee, student or visitor. Any student who engages in harassment is subject to disciplinary action, including but not limited to out-of-school suspension.

Harassment includes verbal and physical conduct, epithets, slurs, gestures, or graffiti, even in jest that are targeted toward an individual because of race, color, religion, gender, age, national origin, marital status, veteran status, sexual orientation, or disability (mental or physical). Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial or "all in good fun" to one person may be extremely offensive to the person whom the comments are directed.

**Any student to whom harassment is directed should immediately report the incident to the school principal or his or her designee.**

### **SEARCHES**

All school property such as lockers, desks, etc., assigned to students is the property of Tulsa Public Schools. The student is given a temporary right to use the property, and this right may be revoked at any time if it is abused. School property will not be used to store materials, objects, etc. that are in violation of school rules. The school principal or designee may authorize the search of school property temporarily assigned to a specific student, without the permission or presence of the student. Students have no expectation of privacy as to lockers, desks or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles, which are prohibited at school or could be used to interfere with or disrupt the educational process.

**DISCIPLINARY ACTION**

Students who violate the outlined expectations are subject to disciplinary action, which may be taken by teachers, counselors, administrators, or other school personnel. Disciplinary Action Levels are set by federal, state, and city laws, as well as Administrative and School Board Policies. Refer to Tulsa Public Schools “2021-22 Student and Family Guide to Success” Handbook. A student signature will be required upon issuance of the Tulsa Public Schools “2021-22 Student and Family Guide to Success” and/or postcard with the information.

**TPS BEHAVIOR RESPONSE PLAN (BRP)**

All students are provided with a postcard with information to locate the BRP. The BRP is located on the TPS website. Parents and students should carefully review the BRP. Administrators will take the appropriate actions when discipline infractions occur.

**LAST THREE DAYS OF SCHOOL**

No backpacks or large purses will be allowed in the buildings the last three days of school. The school will provide the needed supplies to complete the year successfully.

**ANNUAL ASBESTOS NOTICE**

TO ALL EMPLOYEES, PARENTS, VISITORS, AND ANY INTERESTED PERSONS:

Regarding ASBESTOS-CONTAINING MATERIALS in ALL buildings OWNED, LEASED/RENTED or USED by TULSA PUBLIC SCHOOLS.

Date of this notice: August 23, 2021

ALL TULSA PUBLIC SCHOOL BUILDINGS have been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors. Results of inspections, samples and subsequent analysis are available for your review in the ASBESTOS MANAGEMENT PLAN on file in this building and Tulsa Public Schools’ Maintenance Center, 1555 N. 77 E. Avenue, Tulsa, Oklahoma.

All buildings are scheduled for periodic surveillance every six (6) months.

**NON DISCRIMINATION STATEMENT**

“Tulsa Public Schools does not discriminate on the basis, color, national origin, sex, age, disability or veteran status.”  
Nondiscrimination Staff/Student/Citizen Complaints and Grievance Procedure – NEPN Code: AC-R

*The*  
**Future**  
*is*  
**Yours**

## How to calculate a high school Grade Point Average (GPA)

- Make a list of all classes you have taken and earned a letter grade
- Next to each class, list the letter grade
- Next to each letter grade, list the numerical value assigned to the grade

For an unweighted GPA (no advanced placement classes taken):

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 points
- F = 0 points

For a weighted GPS (Advanced Placement classes taken):

Students who have taken and completed Advanced Placement (AP) classes, add one additional point for each score. Example, earning a B in AP Human Geography earns 4 points instead of 3 points.

### EXAMPLE

Course Taken & Completed	Letter Grade Earned	Points for Letter Grade
Algebra 1	B	3
Biology	C	2
English 1	A	4
AP Human Geography	B	4 (1 additional point for AP)
Physical Education	F	0
US History	A	4
Band	A	4
Fundamentals of Technology	D	1

- Add points
- Divide by the number of classes taken

**22 points divided by 8 classes = 2.75 GPA**



# Graduation Requirements

## College Preparatory/Work-Ready Curriculum

**GRADUATION REQUIREMENTS** - TPS Regulation 3315-R-Updated July 2018

All Tulsa Public School students must meet the District's graduation requirements which may be higher than the state's graduation plans.

	<b>Graduates Beginning with the Class of 2020</b>	<b>Graduates Beginning with the Class of 2023</b>
<b>English -</b>  4 units	English I: Grammar & Comp. English II: World Literature English III: American Literature English IV: British Literature	English I: Grammar & Comp. English II: World Literature English III: American Literature English IV: British Literature
<b>Social Studies -</b>  3 units	U.S. Government ½ unit, Oklahoma History, ½ unit U.S. History, 1 unit 1 additional social studies unit	U.S. Government ½ unit, Oklahoma History, ½ unit U.S. History, 1 unit 1 additional social studies unit
<b>Science -</b>  3 units	Three units of laboratory science including:  · A physical science (such as Physical Science, Chemistry, or Physics)  · Biology I  · One additional unit above Biology	Three units of laboratory science including:  · A physical science (such as Physical Science, Chemistry, or Physics)  · Biology I  · One additional unit above Biology
<b>Mathematics –</b>  3 units <u>earned in High School</u>	Algebra I  Geometry  One additional approved Mathematics unit above Algebra I	Algebra I  Geometry  One additional approved Mathematics unit above Algebra I

<p><b>Computer Technology</b></p> <p>2 units</p> <p><b>OR</b></p> <p><b>World Language</b></p> <p>2 units of the same language</p>	<p>Two units approved Computer Technology</p> <p><b>OR</b></p> <p>Two units of the same World Language</p>	<p>Two units approved Computer Technology</p> <p><b>OR</b></p> <p>Two units of the same World Language</p>
<p><b>Fine Arts</b></p> <p>1 unit</p>	<p>One unit of approved Fine Arts</p>	<p>One unit of approved Fine Arts</p>
<p><b>Physical Education</b></p> <p>1 unit</p>	<p>Physical Education or Athletics or JROTC or Marching Band or Health</p>	<p>Physical Education or Athletics or JROTC or Marching Band or Health</p>
<p><b>Electives</b></p> <p>6 units</p>	<p>One additional unit is required in one of the following areas: English, Social Studies, Science, Math, Computer Technology, or World Language. This course must be approved to meet college admission requirements.</p>	<p>One additional unit is required in one of the following areas: English, Social Studies, Science, Math, Computer Technology, or World Language. This course must be approved to meet college admission requirements.</p>
<p><b>TOTAL UNITS REQUIRED FOR GRADUATION</b></p>	<p><b>23 UNITS</b></p>	<p>23 UNITS</p>
<p><b>ADDITIONAL REQUIREMENTS FOR GRADUATION</b></p>	<p>In order to graduate from an Oklahoma high school, all students:</p> <ul style="list-style-type: none"> <li>· must earn 23 units and take state or federal assessments as specified by district policy</li> <li>· <b>and</b> demonstrate proficiency on all fourteen (14) modules included in the state mandated <b>Personal Financial Literacy</b> curriculum <b>during grades 9-12</b></li> <li>· <b>and</b> receive training in CPR.</li> </ul>	<p>In order to graduate from an Oklahoma high school, all students:</p> <ul style="list-style-type: none"> <li>· must earn 23 units and take state or federal assessments as specified by district policy</li> <li>· <b>and</b> demonstrate proficiency on all fourteen (14) modules included in the state mandated <b>Personal Financial Literacy</b> curriculum <b>during grades 9-12</b></li> <li>· <b>and</b> receive training in CPR.</li> <li>· <b>and</b> complete all components of the 4-year ICAP plan.</li> </ul>

All students must take all state assessments required by the State Board of Education in order to graduate. Alternatively, these students must take any nationally recognized high school test the District elects to use instead of the state assessments as authorized by federal law. The requirement to take the assessments in order to graduate is subject to all exemptions, conditions, and accommodations authorized by state or federal law. *Some high schools may have additional requirements to graduate.*



# Graduation Requirements

## Core Curriculum

**GRADUATION REQUIREMENTS** - TPS Regulation 3315-R-Updated August 2016

All Tulsa Public School students must meet the District's graduation requirements which may be higher than the state's graduation plans. Students graduating on the core curriculum plan must have a signed opt-out letter on file at the school.

	<b>Graduates Beginning with the Class of 2019</b>	<b>Graduates Beginning with the Class of 2022</b>
<b>English -</b> 4 units	English I: Grammar & Comp. English II: World Literature English III: American Literature English IV: British Literature	English I: Grammar & Comp. English II: World Literature English III: American Literature English IV: British Literature
<b>Social Studies -</b> 3 units	U.S. Government ½ unit Oklahoma History, ½ unit U.S. History, 1 unit 1 additional unit of social studies	U.S. Government ½ unit Oklahoma History, ½ unit U.S. History, 1 unit 1 additional unit of social studies
<b>Science -</b> 3 units	1 unit Biology Two additional approved Science units	1 unit Biology Two additional approved Science units
<b>Mathematics –</b> 3 units earned in High School	Algebra I Two additional approved Mathematics units above Algebra I	Algebra I Two additional approved Mathematics units above Algebra I
<b>Computer Technology</b> 0/1 unit	One unit of computer technology or One unit of World Language	One unit of computer technology or One unit of World Language
<b>Fine Arts</b>	One unit of approved Fine Arts	One unit of approved Fine Arts

2/1 units		
<b>Physical Education –</b> 1 unit	Physical Education or Athletics or JROTC or Marching Band or Health	Physical Education or Athletics or JROTC or Marching Band or Health
<b>Electives</b>	Seven units	Seven units
<b>TOTAL UNITS REQUIRED FOR GRADUATION</b>	<b>23 UNITS</b>	<b>23 UNITS</b>

All students must take all state assessments required by the State Board of Education in order to graduate. Alternatively, these students must take any nationally recognized high school test the District elects to use instead of the state assessments as authorized by federal law. The requirement to take the assessments in order to graduate is subject to all exemptions, conditions, and accommodations authorized by state or federal law.

*Some high schools may have additional requirements to graduate.*