

**DANIEL WEBSTER  
Middle and High School**



**Student Handbook  
2022 ~ 2023**

**WE ARE  
HERE  
TO HELP**

**Webster High School**

Shelly Holman	Principal	746-8000	holmash@tulsaschools.org
Amanda Clements	Asst. Principal	746-8659	clemeam@tulsaschools.org
Parker Childers	Dean of Students	746-8004	childpa@tulsaschools.org
Susan Allen	Counselor (L-Z)	746-8014	allensu@tulsaschools.org
Steven Vaughan	Counselor (A-K)	746-8047	vaughst1@tulsaschools.org
Sharrice Banks	Social Services	746-8050	bankssh@tulsaschools.org
Monique Darden	Communities In Schools	746-8092	mdarden@gttulsa.org
Katie Rich	Principal's Sec.	746-8012	richka@tulsaschools.org
Chris Boatright	Office Clerk	746-8001	boatrch@tulsaschools.org
Bonnie Larimer	Attendance Clerk	746-8018	larimbo@tulsaschools.org
Cartha Coker	Student Activity Fund Treasurer	746-8051	cokerca@tulsaschools.org
Sandra Forbes	School Nurse (MS and HS)	746-8010	forbesa@tulsaschools.org
Debbie Little	Parent Facilitator/ Spirit Store	746-8045	littlde@tulsaschools.org

**Webster Middle School**

Shelly Holman	Principal	746-8000	<a href="mailto:holmash@tulsaschools.org">holmash@tulsaschools.org</a>
To be announced	Asst. Principal	746-8031	
Debra Kerr	Counselor	746-6846	kerrde2@tulsaschools.org
Sharrice Banks	Social Services	746-8050	bankssh@tulsaschools.org
Clarinda Earl	Communities In Schools	746-8026	cearl@gttulsa.org
Debbie Packer	Attendance Clerk	746-8640	packede@tulsaschools.org
Cartha Coker	Student Activity Fund Treasurer	746-8051	cokerca@tulsaschools.org
Sandra Forbes	School Nurse (MS and HS)	746-8010	forbesa@tulsaschools.org
Alyssa Johnston	Parent Facilitator/ Spirit Store	746-8046	johnsal1@tulsaschools.org



### ***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 Vision*

*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 “2022-23 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.***

[Students are able to continue work while absent \(if possible\) on the Canvas platform.](#)

### AGENDAS

Each student will be given an Agenda Book (specific to Middle or High School). Students are expected and required to use the Agenda Book to organize projects, list assignments, and use when leaving a classroom. The Agenda Book is required all year long. Replacement Agenda Books will be \$5.00 if they are still available.

### 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 IF a parent/guardian listed on powerschool calls the high school main office before the students leaves, AND the parent/guardian must immediately follow-up with an email to Mrs. Larimer ([larimebo@tulsaschools.org](mailto:larimebo@tulsaschools.org)) explaining the absence with the date and time the student should leave and where they are going (i.e. doctor appt.). **No student may leave the premises during lunch without documentation for an appointment.** A student cannot check themselves out unless a parent or guardian has been in contact with the school and follow procedures. 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.) We do not allow friends/families to dine in the cafeteria with students.

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!

Student should never call a food deliver service (i.e. local pizza restaurants, Uber Eats, Door Dash, etc.). Drivers who arrive to deliver food will be turned away at the student's expense.

### 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. If a yearbook is offered to students, student athletes must complete the year/participation requirements to be included in the athletic pages.

Student Athletes will represent Webster by exhibiting outstanding behavior!

### 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 – @Warrior\_Spirit1 and the Webster official Facebook page, too! We also use Talking Points to communicate with families. The TPS website will lead you to Webster specific information as well. Interpretation will be provided upon request!

### 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.

### 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.

### 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.

Students who forget and/or do not bring their ID to school, must call home to retrieve the ID, purchase a new one, or complete the day and coursework in TRAICE on site.

### 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.

### 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!**

### 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.

### 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. **At no time shall a student order from a delivery service for food! Delivery drivers who show up to school will be asked to leave the campus and the food paid for by students will be returned with the driver.**

Parents MUST complete the school lunch application in order to qualify for free and reduced meals. Go online to the TPS website or call our Parent Facilitators for assistance.

### 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.

### 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.

### OKLAHOMA'S PROMISE and FAFSA (Free Application for Federal Student Aid)

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. Sign up occurs in the 8<sup>th</sup> grade as students work toward earning free college money

FAFSA is the document all Seniors must complete to attend colleges and universities.

Parent and guardian support is needed for both applications.

Our goal is for 100 % of our students to complete the Oklahoma's Promise in 8<sup>th</sup> grade and the FAFSA in the 12<sup>th</sup> grade!

**Counselors will be hosting Oklahoma's Promise and FAFSA nights to support students, parents, and guardians in completing the paperwork for these two very important documents!**

### 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.



### 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. Teachers will place two grades per week into PowerSchool.

### SAFETY

The health and safety of our school community is priority! Webster will meet all of the emergency drills deadlines and will prepare everyone for emergencies. The school has a Safe and Healthy Schools Committee which meets to review safety concerns. Please assist the staff by talking with your student to ensure each drill is taken seriously and practiced with fidelity!

We encourage students to wash their hands and watch their distance at all times. Please provide your student with tissues and hand sanitizer to keep in their backpack at all times.

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

### SCHOOL SUPPLIES

A supply list was distributed at the beginning of the school year, and will be available upon request. The list is also published on the TPS Webster website. Please replenish supplies throughout the year – including tissues! Other items may be requested by individual teachers throughout the year as projects are assigned. Please assist by providing the requested items.

### 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. The Spirit Store is not available for food purchases for students during the school day.

Spirit wear may be purchased at anytime. On Popcorn Fridays, popcorn is sold to students for 50 cents per bag. All proceeds go to the Webster Scholarship fund. All spirit wear items purchased from the Spirit Store are acceptable uniform items on any school day!

### STUDENT LEADERSHIP AND ORGANIZATIONS

Students seeking leadership positions – class officer, Student Council, 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.

There are numerous opportunities for student leadership! Consider joining student clubs, Student Council, FFA, Career Tech clubs, and after school clubs. Student voice is important, and school leadership opportunities are an excellent avenue to get involved.

### 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).

### TULSA TRANSIT TRANSPORTATION FOR HIGH SCHOOL STUDENTS

High School students may ride the Tulsa Transit bus IF a current school ID is presented for ridership. Students utilizing Tulsa Transit MUST utilize the scheduled arrival and departure times to arrive before school begins and after school is dismissed. Scheduling Tulsa Transit times within school hours is not acceptable.

### **COMMENCEMENT and SENIOR ACTIVITIES DRESS CODE POLICY**

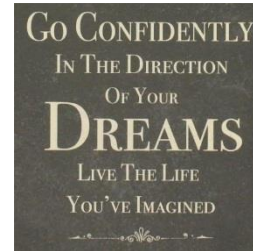
Students must follow these guidelines to participate in the Webster commencement ceremony.

#### **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.

**Seniors who transfer to an alternative site to complete degree requirements will participate in commencement exercises with the alternative school from which they received the credits to graduate. Participation in other Senior activities is at the discretion of the administration team, and permission must be granted.**

### **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, 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.

### **CELL PHONES**

Webster realizes that cell phones are a means of immediate communication for parents/guardians and students. However, cell phones are a huge distraction during the school day if not used properly. Parents and guardians should take caution in texting and calling students during class time. Cell phones should never be used in the classroom unless directed by a teacher. Students should follow the directions of the teachers and administration regarding cell phone usage and policies. Some teachers provide an area for students to check in phones during class time. Cell phones and social media play a large part in student harassment and bullying. Parents and guardians should monitor cell phone usage and will be contacted as soon as possible if students are using cell phones inappropriately which includes harassing, bullying, etc. other students. Students should not engage in making videos of other students or altercations which take place at school. Students should not post videos or engage in online texting using social media outlets to endanger, harass, or bully other students or staff.

## CHROMEBOOKS/DISTRIBUTION/CARE – STUDENT AND PARENT RESPONSIBILITIES

### TULSA PUBLIC SCHOOLS CHROMEBOOK HANDBOOK

The focus of the Chromebook Program in the Tulsa Public School District (District) is to prepare students for their futures in a world of digital technology and information. As we navigate the 21<sup>st</sup> century, excellence in education requires that technology, including access to the internet, be readily available and seamlessly integrated throughout the educational process. The primary learning tool of these 21<sup>st</sup> century students in Tulsa Public Schools is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all the resources and information available online, anywhere, at any time. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, and to prepare them for the real world of college and the work place.

Technology immersion does not diminish the vital role of the teacher. To the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures, and information contained in this document apply to Chromebooks and all other technology devices used by users within Tulsa Public Schools. Administrators and teachers may enact additional requirements for computer use on their campus or in their classroom. **Chromebooks and other district issued devices, email/Google accounts are the property of the Tulsa Public School District, as a result, may be subject to inspection at any time. The user has no explicit or implicit expectation of privacy of materials found on a Chromebook, their Google account, or school network account. Supplied devices are an educational tool and are not intended for gaming, social networking, or high-end computing.**

#### GENERAL INFORMATION/GETTING STARTED

Installed Software – Google Workspace for Education/Google Apps for Education (GAFE)

- All Chromebooks are supplied with the latest version of the Google Chrome Operating System (Chrome OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is restarted. Google provides multiple layers of protection against viruses, malware, and ransomware, including data encryption and verified/secure boot.
- Chromebooks seamlessly integrate with the Google Workspace productivity and collaboration tools. This workspace includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, and Forms. The District will provide GAFE accounts for all teachers, support and administrative staff, and students. Grade level apps are installed remotely onto Chromebooks and managed by Tulsa Public Schools Information Technology (IT) Department.
- Students will create and save their school-related files on Google Drive, which is stored in the cloud. Students can access their Google drive not only from their Chromebook, but from any web-enabled device. Students will understand their GAFE account is monitored and should only contain school appropriate items.
- Secondary students are assigned a district email as part of GAFE. Students will be able to communicate with other students and staff within Tulsa Public Schools using the district issued email address. All email is monitored and subject to filtering for inappropriate content. Students are expected to adhere to the rules and regulations as outlined in the signed Tulsa Public Schools Internet and Other Computer Networks Acceptable Use and Internet Safety Policy (“AUP”) and BRP.

#### Additional Apps and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are

installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the device. Some Web Apps (for example, Google Docs) are available for use when the Chromebook is not connected to the internet.

- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. The district will install additional apps, extensions, and add-ons as they are recommended and approved by teachers and administrators for a particular course.

## CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK

### General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day.
- Vents are not to be obscured.
- Cords, cables, and removable devices must be carefully inserted into the Chromebook.
- Chromebooks should be kept away from food and drinks.
- Do not bump the Chromebook into or against lockers, walls, floors, etc.
- Chromebooks must never be left in an unsupervised area. Unsupervised areas include, but are not limited to school grounds, cafeteria, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should immediately be returned to the school office.

### Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and/or excessive pressure. Protect the Chromebook screen by following these rules.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen only with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid to clean the screen.
- Do not leave or place anything on top of the Chromebook. This includes placing the Chromebook under items in lockers.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, hands).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.

For screen adjustments, do not grasp the screen by wrapping your hand around the screen; your thumbs can crack the screen.

### Carrying Chromebooks

- Students may carry Chromebooks in carrying cases designed for the protection and use of Chromebooks. Backpacks, bags, purses, notebooks, etc. not specifically designed for protection and use with Chromebooks are not allowed.
- Never carry the Chromebook while the screen is open.
- Do not transport a Chromebook with the power cord attached.
- Chromebook sleeve is recommended but not mandatory.

### Storing Your Chromebook

- Chromebooks should never be shoved into a locker, placed on the bottom of a pile, or wedged into a bookbag as this may damage the screen.
- Elementary School sites:
  - Chromebooks should be returned to the appropriate cart during assigned times and at the end of the school day.
  - Students who leave school early are to return their Chromebook before leaving the building.
  - Students are responsible for carefully putting their Chromebook into their assigned position in the appropriate cart and properly inserting the power adapter to allow for overnight charging.
- Secondary School sites:
  - Chromebooks should be stored temporarily (when instructed to not bring one by teacher) in locked locker assigned to student using care not to damage the machine.
  - Students are to not leave Chromebooks in unsecured locations around campus for ease of access.
  - Students are to not leave Chromebooks in vehicles due to extreme temperature variations, which can cause permanent damage to the machine.

## USING YOUR CHROMEBOOK

### Student Responsibilities and Legal Propriety

Chromebooks for elementary school sites should be stored in carts in the teachers classroom. Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly must be immediately reported to a classroom teacher or the school office as soon as possible. If a spare Chromebook is necessary, one may be issued to the student until their Chromebook can be repaired (subject to availability). Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damage or misuse.

### Secondary students

- Bring your Chromebook to school fully charged each day.
- Bring your Chromebook to all classes unless specifically instructed not to do so by your teachers.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not modify District settings; remove any District identification tags or barcodes from any District issued devices.
- Follow all internet safety guidelines in accordance with the AUP, Responsible Use Agreement, and any other school or district policy.
- Keep all personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security Number, credit card or bank account numbers, or usernames and passwords of yourself or others.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or other school official.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, and text.
- Use the District's network, services, devices, or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into other networks or online systems. Do not attempt to bypass District network security measures, attempt to gain access, or use/change another person's accounts, files, or data.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to

disciplinary action. Violation of any applicable local, state, or federal law will result in criminal prosecution or disciplinary action by the District.

- Students must not use the school's internet/email accounts for financial or commercial gain, or for any illegal activity including bullying, harassment, credit card fraud, electronic forgery, or other forms of illegal behavior.

#### Take Home Program Responsibilities

- Students attending a TPS secondary (6<sup>TH</sup> – 12<sup>TH</sup> grade) school site are participants in the District's Chromebook 1:1 Take home Initiative. These students are to take home their Chromebook daily and return the following day with their device fully charged.
  - If a student forgets their Chromebook at home the student will have an opportunity to use a "loaner Chromebook" if one is available.
    - Loaner Chromebooks may not be taken home, unless site administrator authorize the device to be taken home.
  - Repeat violations of this policy may result in parental contact and possible alternate assignments when Chromebook usage is required.
- Use of Chromebooks at home is highly encouraged; all internet use will continue to be filtered even when Chromebook is not at school.
- Students are expected to care for their Chromebook at home as they are in school.
- Students are to under no circumstances print to school printers while away from school.

#### Managing Your Files and Saving Your Work

- Students will be logged into the TPS GAFE domain and will save documents to Google Drive via the Chromebook or any device that has internet access.
- Any documents, images, or other files, which are critically important, should be backed up on another location in the event of data irreversible data loss on the GAFE account.
  - Tulsa Public Schools and Google are not responsible for any type of data loss for any reason including, but not limited to Ransomware attacks, accidental or intentional file deletion by users, or loss due to device destruction.
- Storage space will be available on the Chromebook, but since the device has storage, limitations it is vital the storage space be used for educational use only.
- Chromebooks are not and will not be backed up by the District. It is the student's responsibility to ensure their work is backed up and therefore not lost due to mechanical failure, accidental deletion, or deletion by District staff for purposes of reimaging or resetting the device.

If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student created files stored on an external media or Google Drive will remain intact after the Chrome OS is restored. However, ***all other data stored on local internal memory of the Chromebook will not be restored or recovered.*** Chromebook malfunctions are not an acceptable excuse for failure to submit assignments.

#### Photos, Screensavers, and Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang related symbol or pictures will result in disciplinary actions.
- Photos and videos require a large amount of storage space on the device. Only photos that will be used for educational purposes should be saved to the device. All other photos or videos should not be taken or stored.

#### Sound, Music, Games, and Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones or earbuds, which may be used in the classroom at the discretion of teachers.
- Data storage on the Chromebooks is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that are not approved by the District is carefully monitored. Students may be directed by school personnel to remove apps, music, or videos if the storage of instructional materials becomes compromised.

#### Network Security

- Tulsa Public Schools will be responsible for providing network access and content filtering at school.
- Tulsa Public Schools makes no guarantee their network will be available 100% of the time. In the rare instances the network is unavailable; Tulsa Public Schools will not be responsible for any lost or missing data.
- The District utilizes a cloud based internet content filter that is hard coded into the Chromebook configuration. Additionally, it is required for the school and district's participation in the E-Rate program and is federally mandated by the Children's Internet Protection Act (CIPA). All Chromebooks will have all internet activity logged, filtered, and monitored by the District. If any educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

#### Privacy

- All files stored on a Tulsa Public Schools GAFE account or the TPS network are property of the District and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of District Administration. ***Users have no expectation of confidentiality or privacy, neither implicit nor explicit, with respect to the usage of a District issued Chromebook or computer, regardless of whether that use be for district related or personal purposes, other than explicitly specified by law.***

#### **IMPORTANT REMINDER:**

All students should recognize and guard their personal and private information. While on the internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students. (Internet & Other Computer Network Acceptable Use & Internet Safety Policy)

#### DAMAGE, REPAIRS, AND FEES

##### Chromebook Repairs

- Any Chromebook that is damaged or fails to work properly must be taken immediately to a classroom teacher or the school office. This includes, but is not limited to Chrome OS, battery issues, loss of internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if one is available.
- The technology department will document the issue and collect the device for repair.
- If a repair is required as a result of abuse or neglect, there may be a required fee for any necessary repairs, not to exceed the cost of the Chromebook per incident. The school may also refuse to provide a loaner or issue a Chromebook in certain circumstances.

##### Fees/Fines

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the original manufacturer warranty.

- Fines may be imposed as the circumstances may warrant at the discretion of the District.
- Incidents of accidental or intentional damage will result to a fine to the student after the 2<sup>nd</sup> reported incident.
- Chromebook inspections will be performed randomly during the school year in various forms as deemed necessary by the Technology Department.
- The repair cost for malicious and willful damage are as follows:
  - Water damage - \$125.00
  - Keyboard damage - \$55
  - Cracked housing - \$100
  - Cracked screen - \$125

#### APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has a fine access after the 2<sup>nd</sup> disciplinary action, such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions, and Out-of-School Suspensions in addition to monetary fines and possible loss or suspension of Chromebook privileges.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended or an unsupervised area
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tags
- Downloading inappropriate apps and media
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Failure to properly plug in Chromebook for charging; lack of preparation for classes
- Bringing Chromebook to Physical Education (P.E.) class, unless directed to by P.E. teacher
- Loaning of student device to other students
- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass TPS Network Security, including, but not limited to web and content filtering
- Attempting to gain access to other student's accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Non-compliance to Tulsa Public School's Authorized or Responsible Use policies and/or any other applicable Tulsa Public Schools or school policy.

Lost power supply \$34  
 Full system replacement - \$400

Failure to comply with the guidelines listed in this handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in the further disciplinary action, fees, and the loss of use privileges.



**TULSA PUBLIC SCHOOLS  
CHROMEBOOK HANDBOOK AGREEMENT FORM**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

At Tulsa Public Schools, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and Internet. We believe that all students, staff, and parents must be good digital citizens by following standards of acceptable use when using school-owned technology (software, hardware, school network, internet) for school purposes while enrolled in the Tulsa Public School District. The Tulsa Public Schools' Chromebook Handbook outlines these standards for acceptable use of Chromebooks as a part of Tulsa Public Schools' Chromebook program. Once signed, it will act as an agreement between Tulsa Public Schools and

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Parent/Guardian's Name (please print)

This declaration must be reviewed and signed by both the student and their parent/guardian in order for any student to use a school Chromebook, software, network, or Internet. By signing this declaration, you agree that you have read and understand the policies contained within this handbook. Students will not be issued a Chromebook until this form has been signed and returned.

**Student Declaration:**

I have read and understand the policies contained within this handbook including Acceptable Use, Responsible Use, Chromebook, and Electronic Mail policies. I understand that failing to adhere to all of the policies and procedures in this handbook, school student/handbook, Tulsa Board of Education policy book, and state and/or federal laws will result in a loss of privileges, possible disciplinary action, and/or replacement of equipment. After the 2<sup>nd</sup> offense of damages to the device will result in a fine. I understand that I am to use only the Chromebook issued to me and will not use another student's Chromebook or login credentials under any circumstance.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent/Guardian Declaration:**

I have read and understand the policies contained within this handbook including Acceptable Use, Responsible Use, Chromebook, and Electronic Mail policies. I understand that if my student fails to adhere to all of the policies and procedures in this handbook, the school student/handbook, Tulsa Board of Education policy book, and state and/or federal laws they are subject to a loss of privileges, possible disciplinary action, and/or replacement of equipment.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PLEASE REMOVE THIS PAGE FROM THE CHROMEBOOK HANDBOOK AND RETURN IT TO  
SCHOOL OFFICE.**

**STUDENTS WILL NOT BE ISSUED A CHROMEBOOK UNTIL THIS AGREEMENT HAS BEEN  
SIGNED AND RETURNED.**

### **DISCIPLINE and STUDENT CONDUCT**

***All students will receive a postcard with the link to the Family and Student Guide to Success.***

***When students are suspended from Webster, the student will surrender their school ID upon suspension. The ID will be returned once the suspension is complete and the parent/guardian has met with an administrator for the return to school conference. Suspended students are NOT allowed on any TPS campus for any reason (athletics, school programs, etc.) while serving out of school suspension.***

### **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 "2022-23 Behavior Response Plan". The "2022-2023 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 "2022-23 Student and Family Guide to Success" Handbook. A student signature will be required upon issuance of the Tulsa Public Schools "2022-23 Student and Family Guide to Success" and/or postcard with the information.

**TPS BEHAVIOR RESPONSE PLAN (BRP) and FAMILY AND STUDENT GUIDE TO SUCCESS**

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.

**TALENT RELEASE**

A talent release form should be signed during the back to school events and registration. A form can be completed at any time upon request. If you do NOT want your student photographed and/or used in a video for school and district publicity, please make sure to contact the school and complete a form!

**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

**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 16, 2022

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.

## 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 and/or forget a student ID will remain in TRAICE until the correct uniform attire is received and worn, and the ID is visible on a lanyard. At no time should students bring and/or wear blankets!

### **Daniel Webster Middle and High School Uniform Policy and Safety Guidelines 2022-2023**

**REVISED August 1, 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.**

**The following dress guidelines are designed for safety and respect of all Webster students and community and to promote school spirit!**

#### **Upper Garment Options**

- Royal blue, grey, black, or white SOLID plain t-shirts (NO writing/logos/graphic tees), royal blue grey, black, or white polo style shirts (long & short sleeved) (NO writing/logos/graphics)
- Webster shirts given to students and/or purchased from school sponsored clubs - Athletics, Band, FFA, JROTC, etc. are always allowed on any school day.
- Spirit Store spirit wear (purchased from the Webster Spirit Store) may be worn any day! We encourage school spirit!
- Students attending field trips off campus MUST wear a spirit shirt or a royal blue polo shirt or royal blue t-shirt identifying them as a Webster student along with a student ID!
- Shirts must not expose midriff and/or be excessively low cut.
- Student ID must be worn and visible on a lanyard of your choice at all times
- Midriff and torso must be covered at all times. NO half shirts!

#### **Lower Garment Options**

- Lower garment must cover undergarments.
- Jeans are allowed *without* holes
- Black or khaki pants
- Black, khaki, or denim shorts must be appropriate length for school (must come to knee)
- Black, khaki, or denim skirts (must come to the knee)
-

## Accessories

**The following items are not allowed at school in order to promote safety at Webster!**

- No bandanas.
- No hats, ball caps, or hoods should be worn in the building.
- No blankets. Blankets are never allowed inside the school building.
- No bonnets
- No house shoes.

**Uniform violations will be corrected upon entrance to school and during the 1<sup>st</sup> class period of the school day.**

**Students must come into compliance at the beginning of the day/1<sup>st</sup> class period of the school day in order to attend classes. Students will receive classwork in TRAICE until compliance is achieved. Spirit Days and Theme Days will be planned for various activities throughout the school year!**

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

Below is the Tulsa Public School Dress Code. Please abide by this policy when we allow Free Dress Days at Webster Middle and High School.

**Please refer to the Tulsa Public Schools Board Policy 2601-R**

**TULSA PUBLIC SCHOOLS**

Regulation 2601-R

## **STUDENT DRESS CODE**

### General Rules

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent\*) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

\*Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

### **Outerwear**

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

### **Head Coverings/Sunglasses**

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

### **Upper Garments**

The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.

Bare midriiffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

### **Lower Garments**

Undergarments shall not be visible. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.

Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted.

Shorts and skirts must be of modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.

### **Footwear**

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, and shower shoes are examples of unacceptable footwear.

### **Accessories**

Jewelry and other accessories shall not convey prohibited messages as defined above.

Visible pierced jewelry shall be limited to the ear.

Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.



### **Religious and Health Accommodation**

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

### **Clothing Assistance**

It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider community resources such as clothing donations from school personnel, merchants, parent organizations, and charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.

### **School Policies**

Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirement. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

### **Penalties/Sanctions**

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Behavior Response Plan

### **Unusual Circumstances**

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire.

Adopted: July 2001

Revised: November 2013

Legal Reference: 770 O.S. Section 6-144

2601-R Page 3 of 3

**Webster High School**  
**Supply Lists**



- ✓ Keep supplies replenished throughout the year.
- ✓ At the beginning of each semester (August/January), please provide your 1<sup>st</sup> hour teacher with 2 boxes of tissue and 1 package of disinfectant wipes or hand sanitizer.
- ✓ ALL students will receive an agenda book which must be carried from class to class. Teachers will use the agenda to provide assignments and critical information for students to record in the agenda book.

**All students should purchase a backpack to carry supplies and books.**  
**Please bring a personal refillable water bottle and hand sanitizer.**

**Career Tech**

One 32 gig flashdrive  
Spiral notebooks, notebook paper, pencils

**English and ELD**

3-prong folders with pockets, 1 package notebook paper, #2 pencils, pens (blue, black), 1 package sticky notes (any size), 2 highlighters

**Agriculture**

Three spiral notebooks and pencils

**Art**

1 pack of markers, 1 pack of colored pencils, 1 large eraser, 1 hand held pencil sharpener, #2 pencils, 1 box of crayons, 1 set of watercolors, 1 large eraser, 1 package of index cards (any size), 1 notebook, 1 ruler, 1 pair of scissors, 1 bottle of glue, 1 glue stick

**History**

#2 pencils, black and blue pens, wide-ruled spirals, wide-ruled notebook paper, large eraser, 2 pocket folders, highlighters, colored pencils

**Science**

Composition books, highlighters (any color), pens and pencils

**Math**

1 spiral notebook or composition book, pencils with erasers, large eraser, colored pencils, highlighters

**Geometry:** scientific calculator

**Algebra I, Algebra II, Pre-Calc, Algebra III:** graphing calculator (TI-84 preferred)

**Electives**

Spirals, notebook paper, pencils, blue or black ink pens, erasers



## Webster Middle School Supply Lists

- ✓ Keep supplies replenished throughout the year.
- ✓ At the beginning of each semester (August/January), please provide your 1<sup>st</sup> hour teacher with 2 boxes of tissue and 1 package of disinfectant wipes or hand sanitizer.
- ✓ ALL students will receive an agenda book which must be carried from class to class. Teachers will use the agenda to provide assignments and critical information for students to record in the agenda book.

**All students should purchase a backpack to carry supplies and books.  
Please bring a personal refillable water bottle and hand sanitizer.**

### English/ELD/GT

#2 pencils, blue, black, red pens, wide-ruled spirals, wide-ruled notebook paper, white eraser, 2 pocket folders, highlighters, small and medium sized sticky notes, flash drive

### Math

#2 pencils, wide-ruled spirals, wide-ruled notebook paper, white eraser, 2 pocket folders, colored pencils, red pens, graph paper, plastic protractor

### Social Studies

#2 pencils, wide-ruled spirals, wide-ruled notebook paper, white eraser, 2 pocket folders, highlighters, colored pencils

### Science/STEM

#2 pencils, wide-ruled spirals, wide-ruled notebook paper, white eraser, 2 pocket folders, highlighters, colored pencils, 1 box re-sealable bags (large or small)

### Art

1 pack of markers, 1 pack of colored pencils, 1 large eraser, 1 hand held pencil sharpener, #2 pencils, 1 box of crayons, 1 set of watercolors, 1 large eraser, 1 package of index cards (any size), 1 notebook, 1 ruler, 1 pair of scissors, 1 bottle of glue, 1 glue stick

### Electives

#2 pencils, wide-ruled spirals, wide-ruled notebook paper, white eraser, 2 pocket folders, 1 package of colored construction paper, colored pencils, colored markers, flash drive, watercolor paint