

THOREAU DEMONSTRATION ACADEMY



STUDENT HANDBOOK 2023 - 2024

MISSION STATEMENT

Thoreau Demonstration Academy of innovative teachers will enrich students by our commitment to provide a sensory rich, culturally inclusive, student-centered community of learning. We will utilize brain-based instructional strategies that include rigorous, relevant, collaborative learning activities and inquiry-based projects. Thoreau students will be adaptive problem-solvers who understand the need to pursue the development of themselves and society intellectually, socially and physically.

GENERAL GUIDELINES AND INFORMATION

(These guidelines are subject to modification and change due to COVID)

I SCHOOL HOURS 7:30 A.M. – 2:35 PM

A. STUDENTS MAY BEGIN TO ARRIVE AT SCHOOL AT THIS TIME - 10 minutes prior to the time for B or C (next items)! On inside days, students are directed to the supervised gyms and cafeteria areas until they are directed to class.

B. Classes begin (and students first reported tardy) at 7:30 AM

C. Extended day begins (and students are reported tardy) at 7:00 AM & 2:35 PM - **Tue., Wed., & Thur. only.**

D. Bus times are set for students to arrive before extended day (except late arrival days), and return after school. Please direct all bus routing, and transportation questions to the TPS Transportation department at 918.833.8100 (that department functions independently and is not based on site).

II BREAKFAST PROGRAM

A. The school participates in an approved breakfast program for all students.

B. Students eating breakfast will do so in the designated area. These students are responsible for cleaning up their own areas.

C. PROCEDURES FOR EARLY MORNING

1. Students are to sit in the cafeteria or in the gymnasium and should NOT move about from place to place.
2. Students are expected to use the Lifeskill of INTEGRITY (to act according to a sense of what's right and wrong) in the cafeteria and gym at all times.
3. The supervising teachers will dismiss students.

III LUNCH PROGRAM

The school participates in an approved lunch program for all children. Students may also choose to bring a sack lunch. Teachers will accompany students to the cafeteria and will escort them back to class afterwards.

PROCEDURES FOR CAFETERIA USE

A. Students enter the cafeteria for lunch through the east doors (by the elevator). Students will return to class after lunch using the west doors (by the gymnasium).

B. Students' behavior will be guided by the Lifeskill of PATIENCE (to wait calmly for someone or something) at all times. Walking to the serving lines and maintaining orderly behavior is expected.

C. Three students may sit at each table.

D. Students are expected to clean the table and the area around it before leaving the cafeteria.

E. The Lifeskill of CARING (to feel and show concern for others) should be used to leave a table clean for others.

F. Students exit the cafeteria from lunch through the west doors by the gymnasiums.

IV EARLY DISMISSALS

If it is necessary for students to leave the building during school hours, parent/guardian should arrive a **minimum of 30 minutes** prior to the time needed to depart from school. Picking up students takes time and there is often a line of parents/guardians doing the same thing. Parents/guardians picking up their child/children, **MUST** sign them out of school through the attendance office in the bookstore (or office), presenting a valid ID. Parents may not go directly to the classroom, and anyone visiting **MUST** check in and wear a visitor badge (at all times). A request by phone is not considered an official release from school/ and students will not be brought to the office to wait for parents/guardians. **STUDENTS MUST BE PICKED UP FROM THE ATTENDANCE CLERK IN THE LOBBY.** Please allow at least 30 minutes for this process (longer time may be needed if several parents are picking up students at the same time and during Micro (the worst time to pick up students). Students will **ONLY** be released to a parent, guardian, or other persons listed on their emergency (PINK) sheet. Sheets for student pick-up, listing other adults who may pick up students must be completed **BEFORE** the child is picked up. Students will be called to the office **AFTER** being signed out. **UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO LEAVE SCHOOL WITHOUT SPECIFIC PERMISSION FROM THE SCHOOL OFFICE.**

V AFTER SCHOOL

The school building should be cleared of all students within 5 minutes from the end of the regular school day.

Parents **MUST** follow the early dismissal procedures to sign out students that are leaving at any time prior to the end of the school day. Students who leave without a parent (presenting a valid ID) signing them out will be considered truant/skipping, and subject to disciplinary action.

VI EXTENDED DAY

Enrollment in Extended Day classes is required if your child will be a bus rider, and also if they are a car rider that arrives prior to the beginning of extended day. Not attending an assigned class without going through proper procedures will result in disciplinary consequences and may eventually result in removal from the Extended Day program, resulting in parents losing the privilege of early drop off.

VII PHONE USAGE

Telephones in the office/classrooms are for school business. The only time a student is allowed to use a phone is when requested by a staff member to address a specific issue. Students will not be called to the telephone during class periods, unless there is an extreme emergency. Messages to students must be called in before 2:00 PM. Students will be called to the office at the end of the day to pick up messages. Cell phones are not allowed to be used during the school day nor on buses. This is strictly enforced. A parent will be required to pick up any confiscated cell phones.

VIII PERSONAL ITEMS

A. SCHOOL SUPPLIES - *All personal items should be marked with the student's name for identification purposes.*

- B. TEXTBOOKS - Textbooks are furnished by the school and are issued at the beginning of the year. **IF THE STUDENT LOSES OR DAMAGES A BOOK WHILE IT IS CHECKED OUT TO HIM OR HER, PAYMENT MUST BE MADE FOR THE LOSS OR DAMAGE.** (Oklahoma School Law, section 342)
- C. BOOKSTORE - A bookstore is provided for student use near the entrance to the main office. The bookstore carries some school supplies, **agendas, and locks**. It is open daily. When the bookstore is open, **all students will be checked in or out** there.
- D. LOST AND FOUND – Students who find lost articles are asked to take them to the table in or by the cafe where the owner may claim them. Students should regularly check and claim what belongs to them. **Lost and found items are easier to return to the owner IF the student's name is located on the article.**
- E. PROHIBITED – Use of **cell phones**, games, iPods, iPads, smart watches, Nooks, Kindles, Mp3's (or CD's) and players, gym equipment, skateboards, toys, **gum**, candy, or unnamed items that do not relate to the classroom needs are **prohibited!** The use of any electronic assistive device must be previously approved through the principal's office.
- F. PHYSICAL EDUCATION – Students are expected to dress out for physical education classes. The physical education teacher will supply students with the details of the required dress. PE students are required to use a second lock for securing personal items in the locker room.

IX LOCKER USAGE

- A. Lockers are provided for all students for convenience and storage of their educational and personal belongings. **Coats, jackets, backpacks, and book bags are to be kept in student lockers during the school day.** These lockers should be locked with a **combination lock** (numbers only) at all times; key locks are not permitted. **THE SCHOOL SHALL NOT BE RESPONSIBLE FOR ITEMS LOST OR TAKEN FROM THESE LOCKERS.** Students who participate in physical education classes will also need a second lock for the locker room. If cell phones are brought to school, they should be kept in a locker, powered off, at all times.
- B. Students are permitted to go to their lockers before or after each class provided that they are on time for their next class. A five-minute period is given between classes for students to accomplish this task.
- C. **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 any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.
- D. DO NOT SHARE LOCKERS OR LOCK COMBINATIONS. Students are to use only the locker that has been assigned to them by their record teacher. Switching lockers is strictly prohibited. Problems with locker assignments should be brought to the direct attention of the record teacher.
- E. Students will need to use their AGENDA PASS BOOK to leave class during instructional time.

X RESTROOM USAGE

Students may use the restrooms before and after school, during the break time, or at lunch. Only "emergency" trips to the restroom are to be allowed, with teacher approval in the Agenda/Pass book, during class time. Parents need to provide a medical statement in unusual instances.

XI ABSENCE FROM SCHOOL

- A. If a student is ill and must be absent from school for any part of the day, **the parent must call the school office at 833-9700 (selecting the attendance option), or e-mail adairo@tulaschools.org, and report the absence by 8:00 a.m.**

- B. Teachers email parents/guardians an agenda with assignments each week. Students are encouraged to complete assignments for day(s) missed.
- C. If a student has been absent for more than three days due to an illness:
 - 1. They must first report to the nurse before going to class.
 - 2. **After the 3rd day absent**, assignments may be requested through the counselor and picked up 24 hours after the teacher is notified. Messages left with a counselor after 3:00 will not be processed until the next day, delaying the pick-up time. Rarely will assignments differ from emailed agendas.
- D. If a student must be absent because of a vacation or a trip, parents are asked to notify the attendance clerk in advance about a planned absence. The **students** should use the Lifeskill of INITIATIVE (to do something because it needs to be done) to make arrangements with the teachers to determine if some advance homework or study can be assigned and completed while they are absent from school.
- E. Students attending secondary schools shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for any particular class/course in that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for a passing grade. **All absences (excused and unexcused)** shall be included in the calculation of the 90% attendance minimum except that the excused absences for religious holidays shall not be counted for the purpose of determining a student's eligibility for promotion or credit. All absences must have a written or verbal explanation provided by the parent/guardian within 24 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused. Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for a failing grade based thereon. Parents/guardians shall be notified, in writing, of any recommendation for a failing grade due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Actions leading to failing grades due to excessive absenteeism may be appealed by the parent/guardian. (School Board Policy 2204-R)

XII TARDIES

- A. Students who are late to school miss important classroom instruction, are not well prepared for the school day, and cause a disruption to class. Students arriving after 7:35 AM should report to the bookstore or office to receive an "ADMIT TO CLASS" slip. Parents are asked to send a note with the student to assist with admitting the student into school.
- B. In consideration for those who prepare classes and activities for the students, all students are expected to be prompt to arrive and be prepared for classes and school activities. The Lifeskill of ORGANIZATION (to plan, arrange, and implement in an orderly way; to keep things orderly and ready to use) is expected of all students. Continued tardiness reflects an attitude lacking consideration for oneself and others. **Students who are habitually tardy to class will be referred to the counselor for proactive intervention. Further tardiness after this intervention shall be considered a disciplinary problem.**

XIII COUNSELORS

A counselor is available to help assist students and parents with the Lifeskill of PROBLEM-SOLVING (to create solutions in difficult situations and everyday problems). This may include scheduling and other social and schoolwork problems. You are encouraged to talk with your counselor when you need help. Please refer to the Thoreau website (<https://thoreau.tulsaschools.org/connect-with-us#fs-panel-155606>) to determine which counselor is the correct contact for your student.

XIV DISCIPLINE

- A. **ALL STUDENTS ARE EXPECTED TO BEHAVE APPROPRIATELY AT SCHOOL AND AT SCHOOL SPONSORED ACTIVITIES. THEY ARE TO BEHAVE IN SUCH A MANNER THAT THEY WILL BE A CREDIT TO THEMSELVES, THEIR FAMILY, THE SCHOOL AND THE COMMUNITY.** The Lifeskill of INTEGRITY (to act according to a sense of what's right and wrong) should guide student behavior at all times.
- B. **PHILOSOPHY OF DISCIPLINE**

It is expected that the following guidelines will provide our school with fair and consistent regulations to ensure that every student has the opportunity and the positive atmosphere to affect their maximum learning potential at Thoreau Demonstration Academy:

 - 1. The administration, staff and parents of Thoreau Demonstration Academy commit themselves to provide a safe, clean and orderly environment that will enable all students to learn.
 - 2. Recognizing that every child has a right to an education, we also believe that every student should practice the Lifeskill of RESPONSIBILITY (to respond when appropriate, to be accountable for your actions). They should not do anything that will interfere with the teacher's right to teach or another student's right to learn.
 - 3. Thoreau is a demonstration middle school site that promotes the Tulsa Model Community Guidelines of: Trustworthiness, Truthfulness, Attentive Listening, No Put-Downs and Personal Best, Mutual Respect and Right to Pass.
 - 4. Most students accept their rights and responsibilities in our school environment. However, some students may exhibit behavior that restricts or impedes the learning process. Therefore, guidelines are

written to give these students an opportunity to change inappropriate behavior as well as to protect the rights of the majority of the student body.

- C. Copies of the **Student and Family Guide to Success (Behavior Response Plan is Included)** with school and district policies and regulations concerning student discipline may be obtained from the principal/assistant principal, as well as the TPS website, under the “Parents” tab, and selecting the “Student and Family Guide to Success” <https://www.tulsaschools.org/fs/pages/318>
- D. **DISCIPLINE PLAN**
1. Students are expected to be on time to class and seated with appropriate supplies when class begins.
 2. Students should remain seated while lessons or directions are being given and the teacher is taking roll. (Pencils should be sharpened before class begins.)
 3. Any behavior that bothers someone else or interrupts the lesson is inappropriate.
 - a. A summons for a detention may be issued for a minor offense.
 - b. **Summons given to the student are to be signed by the parent and returned to the in-house teacher.**
 4. A referral and immediate removal from the classroom may result from a second minor offense in the same period.
 5. Chronic violators of skirt/skort/short length will be required to wear pants instead.
 6. This summons shall serve as adequate notification that a detention for a lunch, before school, after school or extended day detention, Reasons include, but are not limited to, the following:
 - a. gum chewing, eating in the halls/classroom
 - b. tardies (three or more)
 - c. talking at an inappropriate time/place
 - d. disruptive behavior
 - e. homework not completed
 - f. not bringing required materials to class
 - g. failure to follow teacher directions
 - h. uniform violations
 7. Some of, but not limited to, the disruptions that will result in a **Discipline Referral** and appropriate intervention with the principal or the assistant principal: (Parents need to look for a copy of the referral in a sealed envelope.)
 - a. Fighting
 - b. Personal threats
 - c. Destroying property
 - d. Cheating, stealing
 - e. Disrespect to the teacher
 - f. Obscenity
 - g. Leaving class without permission
 - h. Bullying
 - i. Disruption of the educational process
 - j. Failure to follow Tulsa Public School Board Policies administrative regulations or state and federal laws.
 8. The guidelines for the In-School-Intervention Program in the current Tulsa Public Schools Behavior Response Plan will be followed. Parents will be contacted by telephone or by referral when a student is placed in this program or is suspended from school.
- F. Students using Tulsa Public Schools transportation are expected to follow the rules and regulations established by the Transportation Department. Failure to follow these rules may result in a suspension from riding the bus. Copies of these rules may be obtained from the Transportation Department or at the school office.

XV HEALTH SERVICES

- A. Thoreau has a full-time Health Assistant. The following are some of the rules and regulations that students need to know:
1. If a student is absent for three or more days due to illness, that student must report to the clinic between 7:00-7:30 AM before he or she returns to class.
 2. If students are sent home from school with a fever, they must be fever free for 24 hours (without the use of medications) before they can return to school.
 3. If a student needs to be excused from PE, he/she should bring a note from their parents to the clinic **before 7:30 AM**. If a student needs to be excused from PE for more than six weeks, he/she must bring a note from their doctor. The student will also need a written release to return to PE classes.
 4. An Agenda/Pass to the clinic is required after 7:30 AM.
 5. Parents are asked to furnish the clinic with a history of any medical problems that students have, and updated immunization records.

6. If a student is injured or becomes ill in school, their parents will be notified immediately. It is very important that the phone number where parents can be reached when students are in school be kept up to date.
- B. **MEDICATION** - Medication will be given to a student only with the written permission of a parent, the legal guardian or person responsible for the student's care. Designated employees may not administer medications requiring invasive routes. Prescription medication must be in a currently dated prescription vial or properly labeled container that correctly states the student's name, the name of the physician or dentist and direction for administering the medication. Aspirin (acetylsalicylic acid) may only be administered with written permission of the physician or dentist. Non-prescription medication must be in the original labeled container with instructions for administration. A new authorization form must be filled out for each change of medication and renewed each school year. [Link to Forms](#) Medication that is not reclaimed by the last official day of school closing will be destroyed according to policy. The regulations on administering medicines to students are available on-line or upon request. Students are not allowed to carry medication or inhalers at school. Exceptions to this rule are only made with written authorization from a physician, which is kept on file in the clinic. Medications are only checked in through the clinic.
- C. **ELEVATOR USAGE** – Elevator usage is limited to students who have special health needs. Parents are directed to contact the school office to receive permission for student usage. A member of the Thoreau staff or student chaperone will assist the student on the elevator.
- D. **Tdap VACCINATION REQUIREMENT**

All 7th grade students, beginning the 2011-12 school year, will be **required** to have one dose of Tdap vaccine **before attendance is allowed**. Please provide an updated immunization record, signed by the doctor, indicating the student has received the vaccine.

XVI STUDENT RECOGNITION PROGRAMS

- A. HONOR ROLL - Each semester those students, who have an overall grade point average of 3.8 or above with no D or F grades, will be on the honor roll.
- B. TRIBES – Student accomplishments will be recognized during their Tribes program. Students are expected to use the Lifeskill of EFFORT (to do your best) every day.

XVII EXTRA CURRICULAR ACTIVITIES

- A. STUDENT COUNCIL - Representatives are elected by the students of their grade to fill delegate and alternate posts for each class in grades 6-8. The regular process of nominations, campaigns, and voting create a council of student representatives.
- B. NATIONAL JUNIOR HONOR SOCIETY - Thoreau National Junior Honor Society is composed of students who have completed three semesters of middle school with an accumulated semester grade point of 3.5 and who exhibit excellent leadership, citizenship, scholarship, community service, and character. Officers are elected.
- C. ACADEMIC BOWL TEAM - Academic Bowl team is a competitive group that meets regularly and enters contests with other Tulsa Public Schools.
- D. ATHLETICS - A variety of sporting activities are available on a voluntary basis. These activities may take place in the school building or on the school grounds and they are supervised/coached by Tulsa Public School employees. The following athletic sports are conducted by the Tulsa Public School System: football, boys and girls basketball, girls' volleyball and cheerleading. Other sports/activities may be provided by the school on a voluntary basis. They are golf, tennis, soccer, swimming, etc. Students are expected to use the Lifeskill of COOPERATION (to work together toward a common goal or purpose). Practices/games take place outside of the curricular day. Parents shall be responsible for transporting any student to and from these events. **DO NOT DROP OFF YOUR STUDENT UNLESS YOU KNOW THAT THE DESIGNATED ADULT, SUPERVISING THE ACTIVITY IS PRESENT.** In the event a student voluntarily withdraws from a Thoreau sporting team once the season has begun. Said student will **NOT** be allowed to participate on any other Thoreau sporting team for the rest of the school year. Eligibility to play any sport is determined by the student's GPA.
- E. TIMBERWOLF AMBASSADORS – This program provides opportunities for leadership and companionship for new students to Thoreau.
- F. THOREAU YEARBOOK – This is a student publication printed yearly to cover local school news.

XVIII FIRE DRILLS (Chirping sound with strobe lights)

Students are expected to practice the Lifeskill of COMMON SENSE (to use good judgment), during fire and disaster drills. During a fire drill it is necessary for you to follow the directions given by your teacher and to:

1. Form a single line with your classmates as you leave the room.
2. File quickly out of the room when the alarm sounds with the student nearest the door going out first.
3. Walk in an orderly line and avoid crowding or pushing; walk quickly but **DO NOT RUN**. Remain with your class as you leave the building, and continue walking until all students are assembled by TRIBE in the gathering area by number.
4. Walk out quietly and remain silent so that all students may hear directions.
5. **MOVE QUICKLY AND IN AN ORDERLY FASHION TO THE NEXT AVAILABLE EXIT IF YOUR EXIT SHOULD BE BLOCKED.**
6. Roll should be taken by the supervising adult at the gathering area.

7. Walk silently back into the building at the sound of the **ALL CLEAR** signal.

XIX DISASTER DRILLS (Announcement over the PA system)

During a disaster drill it is necessary for you to follow the directions given by your teacher and to:

1. File quickly and quietly to the assigned classroom or hallway when the announcement is given.
2. Form a single straight line along the wall area that has been designated.
3. Remain away from windows, doors, auditoriums, gymnasiums, etc.
4. Remain quiet in order to hear instructions and information given by your teacher.
5. Walk silently back to your classrooms after the **ALL CLEAR** signal is given.

XX PARTIES

Only those parties predetermined by the principal will be allowed.

XXI LIBRARY - Hours: 7:30 AM -2:35 PM

Book Checkout: All library materials removed from the library must be checked out. All books should be returned to the library on or before the due date. Books may be checked out for two weeks and renewed once if no one has requested the book. Students may access their library account by going to the TPS website www.tulsaschools.org - Find it Fast- Library- School Library Catalogs- Thoreau Demonstration Academy To login to a personal account - click on login and login using Username- ID# password-ID#. Student accounts allow students to place holds on books and check due dates for checked out materials. Failure to return items: Students will be charged a replacement fee for items that are not returned.

Overdue Books: Students will not be allowed to check out additional materials until the overdue item is returned or the replacement fee is paid.

Magazines: Magazines may be checked out for 3 days. The magazine will be placed in a protective folder before being checked out. If the magazine or magazine folder is not returned, the student will be charged \$5.00. Computers: Resources include Microsoft Office Suite, G Suite and numerous on-line databases. A complete listing of databases may be obtained by accessing the Online Databases on the TPS website. (tulaschools.org- Find it Fast- Library- Online Databases Passkey: start)

Google: Each student has a Google for Education account that can be accessed anywhere with an internet connection. Student usernames are as follows: first name first letter of last name birth month (2 digits) birth day (2 digits) @student.k12.tulaschools.org (no capitals, no spaces) Password: student ID #

Network Computers: The use of the networked computers at Thoreau is a privilege. Students must abide by the rules outlined in the District's appropriate use form. Students may not 1) download programs, games, or images to the hard drive; 2) order items or subscribe to services over the internet; 3) change internet or other computer system configurations; 4) load personal games or programs that have not been purchased by Thoreau.

Appropriate Use Forms: Students and parents must sign a TPS Appropriate Use Form before the student will be allowed to use the computers or the Internet. The form will be valid for all three years of middle school and will be kept on file..

Talent Release Forms: Parents and students are requested to sign a Talent Release Form in order for the student's work or picture to appear on the Thoreau webpage, in brochures, newspapers, or in KECT and school video productions.

Sequoyah Books: The Thoreau library encourages students to read the Sequoyah list selections. The Intermediate Master List is for Middle School Students. These books are popular and are in great demand. Copies: Photocopies or computer printouts may be printed at 10 cents per page for black and white (these fees are non-refundable and will be charged on student mistakes as well). Color printing is not available to students. Students are not allowed to eat anything or drink anything other than water in the library. Students will treat everything and everyone in the library with respect.

XXII HOMEWORK

Assignments are given to help the student use the skills that they have learned. The purpose of homework is to enrich and extend the learning experience. It is the responsibility of the student to:

1. Have a special place in your Agenda/Pass book for writing assignments and due dates.
2. Students are expected to use the Lifeskill of CURIOSITY (a desire to investigate and seek understanding of one's world) by asking questions of the teacher for more information.
3. Check with your teacher immediately if you find that you are unable to complete the assignment.
4. Have a definite time and place for doing homework.
5. Complete all assignments in a neat and careful manner and turn them in on schedule.
6. Enroll in an extended day study hall for assistance.
7. Access Thoreau math textbook, worksheet and online help at classzone.com

XXIII REPORT CARDS/PROGRESS REPORTS

Student grades are always accessible to parents through PowerSchool, and parents are to get their student's grade report from PowerSchool. Parents may access student grades at any time through the "Parent Portal" by using the pass code that may be acquired through the school office. Please see your counselor in person for Power School "Parent Portal" access code.

XXIV STUDENT LED CONFERENCES

Student led conferences will be held so that students may exhibit the Lifeskill of RESPONSIBILITY (satisfaction from doing your personal best). Individual parent conferences will be held during planning times. Appointments may be made through the counselor's office.

XXV STUDENT INSURANCE

Inexpensive student insurance is available for students of Tulsa Public Schools. Each student will receive an application to be taken home during the first week of school. Completed applications should be brought to the school office. Questions concerning this program should be directed to the phone number on the brochure.

XXVI DUE PROCESS

The Tulsa Public School District has a due process procedure. If the student or parents/guardians feel the student has been unfairly treated, they have the opportunity to use due process policies or any other school regulations or procedures. In addition, the student, in the case of such an incident:

- Has sufficient opportunity to give his or her version of the alleged violation.
- Has the right to a conference with the principal or assistant principal.
- Has the right to appeal a suspension to the Suspension Review Committee. For suspensions of more than ten school days the appeal may then be brought to the Area Administrator and the Board of Education.

SPECIAL NOTE

A disabled student and his/her parent/guardian are entitled to the procedural protection of Section 504 and IDEA-B before the student's placement is changed for disciplinary reasons. If additional information is needed, consult the handbook entitled "Discipline of Handicapped Students in Elementary and Secondary Schools," supplied by the U.S. Department of Education, Office of Civil Rights, Washington, D.C.

XXVII ASBESTOS NOTICE

ALL TULSA PUBLIC SCHOOL BUILDINGS have been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors. Results of inspections, samples and subsequent analysis are available for your review in the ASBESTOS MANAGEMENT PLAN on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77th East Avenue, Tulsa, Oklahoma. All buildings are scheduled for periodic surveillance every six (6) months. Contact: Maintenance Center, 1555 N. 77th East Avenue, Tulsa, Oklahoma 74115. Phone:918.833.8019.

XXVIII EMERGENCY INFORMATION

In case of emergency, each student is **REQUIRED** to have the following information on file at the school office (**If this information changes, please inform Ms. Murphree, the Attendance Clerk**):

1. Parent/guardian name(s)
2. Complete and verified up-to-date address
3. Home, work, and cell phone numbers
4. Emergency phone number of friend or relative
5. Physician's name and phone number
6. Medical alert information
7. Authorized person(s) allowed to pick a student up from school

XXIX SPECIAL NEEDS ANNOUNCEMENT

Every child with special needs has a right, by law (PL 94-142), to a free and appropriate education. This includes children and adults (0-21 years), with any type of physical, mental, emotional, or learning handicap. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you are aware of a handicapped child in need of service, please contact our office or the Tulsa Public Schools Department of Special Education, Education Service Center, 3027 South New Haven, Tulsa, Oklahoma 74147-0208. The phone number is 746-6867.

XXX GIFTED AND TALENTED NOTIFICATION

Every child 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 requires 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 children in order to assist in providing the services to which they are entitled.

XXXI DRESS CODE

BOYS UNIFORM

PANTS - Khaki or Black pants. Must be hemmed and appropriately fitted. Sagging or baggy pants are prohibited. **NO** cargo, capris, jean or jean-like (including pants with exterior pockets) and skinny pants, they are prohibited.. A brown or black belt must be worn.

SHORTS - Khaki or Black, walking shorts. **Shorts must be no shorter than the width of a dollar bill above the knee-cap. NO** cargo, capris, jean or jean-like (including shorts with exterior pockets) and bike shorts, they are prohibited. A brown or black belt must be worn.

SHIRTS - White, Hunter Green, yellow or Black solid color, no logo, pique knit shirt (polo style with collar, two or three buttons, short or long sleeve, no pockets), as well as a white or yellow Oxford button down collar shirt, solid color, no logo (short or long sleeve). **ALL SHIRTS MUST BE WORN TUCKED IN.** Only plain white T-shirts may be worn under a uniform shirt and the outer garment must be the longest.

SWEATER - Hunter green sweater vest, cardigan, or V-neck with Thoreau logo.

SWEATSHIRTS – Hunter green or black sweatshirts may be worn but they **must** have the THOREAU ACADEMY embroidery on the left side of the chest. **A collared shirt must be worn underneath.**

TURTLENECKS - Hunter green, black or white turtlenecks may be worn under a uniform shirt. Turtlenecks may NOT be worn alone.

SHOES – Footwear with a solid backing or strap over the heel may be worn. **NO FLIP FLOPS, FURRY SHOES, HOUSE SHOES, OR BOOTS.**

SOCKS - **Solid black, brown, or white socks.**

VEST – Approved gray polar fleece vest or jacket with Thoreau logo.

TIE - The approved plaid tie may be worn with a button down shirt.

GIRLS UNIFORM

PANTS - Khaki or Black pants. Must be hemmed and appropriately fitted. Sagging or baggy pants are prohibited. **NO** cargo, capris, jean or jean-like (including pants with exterior pockets) and skinny pants, they are prohibited. A brown or black belt must be worn.

SHORTS - Khaki or Black, walking shorts. **Shorts must be no shorter than the width of a dollar bill above the knee-cap.** **NO** cargo, capris, jean or jean-like (including shorts with exterior pockets) and bike shorts, they are prohibited. A brown or black belt must be worn.

SKIRTS – Khaki, Black, or “Thoreau Plaid” box-pleated skirts. **Skirts must be no shorter than the width of a dollar bill above the knee-cap.** Chronic violators of skirt length will be required to wear pants or shorts instead.

SKORT - Khaki or Black skort. **Skorts must be no shorter than the width of a dollar bill above the knee-cap.** Chronic violators of skort length will be required to wear pants or shorts instead.

SHIRT - White, Hunter Green, yellow or Black solid color, no logo, pique knit shirt (polo style with collar, two or three buttons, short or long sleeve, no pockets, no cap sleeves), as well as a white or yellow Oxford button down collar shirt, solid color, no logo (short or long sleeve). **ALL SHIRTS MUST BE WORN TUCKED IN.** Only plain white T-shirts may be worn under a uniform shirt and the outer garment must be the longest.

SWEATER - Hunter green sweater vest, cardigan, or V-neck with Thoreau logo.

SWEATSHIRTS – Hunter green or black sweatshirts may be worn but they **must** have the THOREAU ACADEMY embroidery on the left side of the chest. **A collared shirt must be worn underneath.**

TURTLENECKS - Hunter green, black or white turtlenecks may be worn under a uniform shirt. Turtlenecks may NOT be worn alone.

SHOES – Footwear with a solid backing or strap over the heel may be worn. **NO FLIP FLOPS, FURRY SHOES, HOUSE SHOES, OR BOOTS.** SOCKS - **Solid black, brown, or white socks.** Black or opaque hose/tights (must cover the foot, no leggings) may be worn.

VEST – Approved gray polar fleece vest or jacket with Thoreau logo.

TIE - The approved plaid tie may be worn with a button down shirt.

Both Girls & Boys

Jewelry, accessories, make-up, footwear and hair must follow general safety, modesty, and decency guidelines and **not** be a distraction in class. **Visible pierced jewelry will be limited to the ear** (per TPS Dress Code 2601-R Page 2). **The only colors the hair may be dyed** are colors consistent with the **natural color of the student’s hair**. Two different color combinations on uniforms are required (no black on black). Only approved Thoreau T-shirts, sweaters, vests, and sweatshirts will be permitted. C & J School Uniforms carries a full line of Thoreau uniforms.

I understand that accepting my enrollment at Thoreau means I will support the uniform guidelines. These guidelines are meant to establish a unified, focused learning environment and a community of excellence.

Thoreau starts “College & Career Readiness” with the uniform



XXXII RESPONSIBILITY

Students should practice the “Lifeskill” of responsibility and be sure to ask questions whenever they have concerns or issues with things that seem unclear.

XXXIII AGENDAS

Students are learning how to plan and organize their educational needs through the use of “Student Agendas”. This skill will help students prepare for college, and these are classroom requirements.

Approved:

Bobbie Allen Booker, Executive Director of Middle Schools 6/1998; Thoreau PTSA Executive Board 6/1998; Thoreau PTSA Uniform Committee 6/1998; Thoreau Faculty 6/1998; Dr. Carol Caldwell, Deputy Superintendent for School Improvement 6/2001; Mr. James Furch, Area IV Superintendent 7/2002; Thoreau PTSA Uniform Committee 7/2004; Thoreau PTSA Executive Board 8/2004; Bobbie Allen Booker, Principal Leader 2005; Dr. Brad Schoeppey, Area Superintendent 2006; Dr. Julie Ford, Area Superintendent, 2007; Mrs. Jean Swanson, Area Superintendent, 2008; Dr. Brad Schoeppey, Area Superintendent, 2009; Kevin Burr, Area Superintendent, 2010, 2011, 2012, Oliver Wallace, Area Superintendent, 2013, 2014, Robert Schornick, ILD, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021. Tarsha Guillory, ILD, 2022, 2023.