



# PARENT/STUDENT HANDBOOK

Policies and Regulations

2024-2025

**Tulsa MET Middle & High School**

6201 East Virgin Street

Tulsa, Oklahoma 74115

918-746-9300

**SCHOOL HOURS: 8:40 am-3:15 pm**

## **Mission:**

Improving ourselves and the world around us

## **Vision:**

Tulsa MET stands for "Tulsa Metropolitan Middle School and High School". We are called metropolitan because we accept students from all across Tulsa Public Schools in grades 6-12 who want a positive change from their regular schools.

- Students with low grades have a chance to improve
- Students who are anxious at school come to Tulsa MET and feel safe
- Students can come to Tulsa MET and start to love learning again & learn how to make better choices
- Students at Tulsa MET are welcomed into an inclusive environment

# **TULSA MET Student Charter**

**Be Safe  
Be Present  
Be Kind  
Be Engaged**

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***TULSA MET STAFF ARE HERE TO SERVE YOU...***

**Staff**

Interim Principal	Audrey Doctor
Administrative Assistant to the Principal	Charzetta Brown
Office Clerk	Daniesha Lyons
Dean of Students	Carmen Bain
Academic Counselor	Heather Ellis
Internship Director	Landon Wolf
Librarian	Linda Emerson
Special Education Teacher	Erin Ackley
Career/Technology Teacher	Craig Foley
Art	Sarah Brunjes-Hall
PE	Braden Winfield
Middle School English/ELD	Tiffany Campbell
Middle School Math	Jeremy Williams
Middle School Science	Jeremy Williams
Middle School Social Studies	Michael Izquierdo
Middle School Technology	Jennifer Gruse
High School English/ELD	Jennifer Gruse
High School ELA	Angel Pulliam
High School Math	Deborah Clary and Chris Latvala
High School Science	Elijah Phillips
High School Social Studies	Michael Izquierdo
Health Professional	Stephanie White
Custodial Staff	Barbara Cathey Dorothy Carbin Taylor Barbee
Social Worker/Bridge teacher	Craig Foley
Project Bike Tech	
Teacher's Assistant/Credit Recovery	Pam Herod
Teacher's Assistant	Randi Rivers
Nutritional Staff	Danetta Ware and Socorro Saldivar
Student Success Center	Cindy McKinney

## **SCHOOL HOURS**

Students may enter the building beginning at 8:15am. The first hour begins at 8:40am. All tardy students must obtain a pass in the main office before proceeding to class. The end of the school day is at 3:15 pm. All students not involved in a supervised activity with a staff member are required to be out of the building by 3:30p.m. On days of inclement weather, an area will be designated for those students waiting on transportation; students must remain in this area until transportation arrives.

## **STUDENT PARKING**

Students driving personal vehicles to school will park in the north parking lot away from the building. Any vehicle parking near the building may block access for delivery trucks and will be subject to towing. ***All student drivers must obtain a parking tag and have a valid driver's license and car insurance.***

## **STUDENT IDs**

All students will be issued a school ID and must keep it on their person at all times

## **ASSEMBLIES/ACTIVITIES/EVENTS**

Students are expected to act in a courteous and respectful manner during any school assembly or activity. Students creating a disturbance will be removed and may lose the right to attend future events.

## **BREAKFAST/LUNCH PROCEDURES**

Students must remain in the designated lunch/breakfast areas during those periods. All students must give their ID number at the register for any school meals.

Students who bring lunch or snacks, need to label their items and will place them on a designated table for pick up during meal times. Food is not allowed in classrooms.

Students who qualify for free or reduced lunch for the 24-25 AY must fill out a lunch form. [Lunch Form](#)

## **HALL PASSES**

Hall passes must be visible in hand if students are not in their designated area. **Students will not be given passes to leave class to use the vending machines.**

## **STUDENT BEHAVIOR**

At Tulsa MET, we have many far-reaching goals, all designed to assure the academic success of our students. To reach these goals, we feel we must primarily work together with families in a consistent and unified way. As a building, we have decided upon five building wide non-negotiables for student behavior:

### **BE SAFE**

- This is the most important non-negotiable. Everyone has the right to be safe at school.
- Violence will not be tolerated, including “play-violence” and threats. You may NEVER strike or push any person for ANY reason.
- You may never even **touch** another person without their permission.

### **BE KIND**

- Treat others as humans. Racist or hurtful comments will not be tolerated.
- Everyone at MET is a part of the MET community regardless of background.

### **BE PRESENT**

- In order to remain at Tulsa MET and participate in programs, you must come to school daily.

### **BE ENGAGED**

- Participate in class and activities.
- As much as possible, we make learning fun at the MET. You must do your part by participating in ALL activities. Tulsa MET is a unique, different kind of school. You asked to be part of our special program here.

*Tulsa MET has high standards for student behavior. Student behavior is governed by the Tulsa Public School Behavior Response Plan (BRP). A copy of this plan is issued to each student at the beginning of the school year.*

## **SUSPENDED STUDENTS**

Suspension is a consequence of student behavior requiring removal from school. Days missed due to suspension are not included in the absence calculation (Board Policy). Students who have been suspended are encouraged to maintain their school responsibilities by completing assignments during their term of suspension. Work successfully completed by suspended students will be accepted for consideration relative to credit/grades. High school students who are suspended from school will not attend their LTI assignments.

**Re-enrollment at Tulsa MET is not guaranteed for students who are withdrawn for disciplinary reasons.**

## **STUDENT ATTENDANCE**

Students are expected to be committed to being in their class during the designated time everyday.

Students who miss more than ten days per semester in any class are at risk for not receiving credit for their classes and will be required to go through an appeal process to receive credit. Missing 10 days will also put students at risk of being dropped from the district and those students will be required to re-enroll. Re-enrollment at Tulsa MET is not guaranteed for students who are withdrawn for attendance reasons.

Student guardians are responsible for calling the office if the student will not be in school.

Student guardians must come into the school, if the student is being picked up early, to sign them out.

Students who miss school for any reason are responsible for communicating with teachers and completing make-up work unless otherwise approved by administration.

### **EXCUSED ABSENCES**

- Approved, pre-arranged events with acceptable documentation
- Family emergencies with acceptable documentation
- Observance of a religious holiday with acceptable documentation
- Death in the immediate family with acceptable documentation
- Illness or injury of the student (verified with medical documentation turned into the office within 48 hours) with acceptable documentation

### **UNEXCUSED ABSENCES**

Unexcused absences include any circumstance not listed as an excused absence, including any absence due to truancy. Students who are truant from class will receive an unexcused absence and face disciplinary action.

## **GRADUATION AND PROMOTION POLICY**

To be promoted to the next grade level at Tulsa MET Middle School, students must complete the following requirements:

A student shall be placed in the next grade providing the student has earned six (6) units; three (3) of which must be in core academic subjects (language arts, mathematics, social studies, or science). If the student has failed to earn credit in as many as three (3) core academic subjects, the student shall be retained in the same grade or be required to attend summer school before being promoted to the next grade. If the student attends summer school and earns credit in one of the core academic subjects previously failed, the student shall be placed in the next grade level providing a combined total of six (6) units has been earned, three (3) of which must be in the core academic subjects listed above.

Students who will be graduating from Tulsa MET High must complete the following academic requirements:

English – 4 units	Physical Education – 1 unit
Mathematics – 3 units	Computer Technology – 1 unit
Science – 3 units	Social Studies – 3 units
Fine Arts – 1 units	Electives – 7 units

Total to Graduate: 23 units, CPR, ICAP, Personal Financial Literacy, complete FAFSA (Financial Aid), Civics Knowledge Exam.

All Oklahoma public school students must take state and district exams in order to graduate.

**In order to participate in the graduation ceremony, students must complete all academic requirements**

## **GRADES**

The grading scale for all class work will be as follows:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 50-59 - 0

## **RECORDS AND TRANSCRIPTS**

Students passing a course but failing to earn credit due to excessive absences will have “NC” (no credit) or an F, recorded on their transcripts. They will be required to repeat the course for credit.

Records and transcripts are not available to third parties, colleges, or employees unless the student or parent has a signed release of student records on file in the office. All requests for transcripts are to go through Tulsa Public Schools Enrollment Center.

## **MEDICATION POLICY**

***All medications must be checked in with the school nurse to be dispensed according to school board policy.*** Failure to do so may result in suspension. Medication is defined as all prescription and non-prescription substances including over-the-counter items.

***NOTE:*** *An exception may be made for inhalers and diabetic supplies, IF the student has a letter on file from his/her doctor stating that he/she has had proper instruction on the use of the medication and the parent/guardian has given the proper documentation to the nurse. The student must also carry a permission card issued and signed by the school nurse.*

## **LIBRARY POLICY**

Students using the library must be respectful of other students’ right to work in a quiet and orderly environment. As such, students should be quiet, orderly, and courteous while in the library. Any student who is discourteous, disruptive, or does not follow instructions will receive one warning. On the second occasion of such behavior the student may be sent back to class. Further infractions may result in loss of library privileges.

Students coming to the library must have a pass with a legible signature. Students should show a pass upon arrival and sign the “Library Sign-in Sheet” at the circulation desk. Before leaving, students need to sign out and have librarians sign their pass back to class. Students can check out three books at a time. Student Plus can check out up to seven books at a time and is available after one semester with a clean circulation history at MET. Students with obligations to other schools may check out one book at a time until those obligations are resolved. Options for resolving obligations will be discussed during orientation and by student request.

***No food, drinks, gum or candy is allowed in the library or computer labs.***

## **COMPUTER USE**

The use of computers, software and other related equipment is a privilege, not a right. Students will not be allowed to use a Chromebook or the internet unless they have signed a Chromebook contract and the Internet Terms and Condition form during enrollment.



- Any student found using the internet inappropriately will lose their internet privileges and may face other disciplinary action.
- Any student who vandalizes or intentionally damages a computer or computer equipment will be held responsible for the cost of repair or replacement of damaged equipment.

## Tulsa MET Middle & High School

### **Earbuds/Headphones for classroom use**

In order to ensure that students are always able to hear school announcements, alarms, and staff communication, all earbuds/headphones are not permitted. Tulsa Met will provide them for educational purposes.



### **Policy for Cell Phone Usage**

#### Jr High Rules:

- All 6th, 7th, and 8th graders are required to **turn in their phones as they enter school.** The devices are then placed in a secure place and returned to students as they exit the building.

#### High School Rules:

- All 9th-12th grade students may retain possession of their cell devices during the school day, but students **must put their phone in a designated place, assigned by the teacher,** as they enter the classroom.
- EXCEPTION– 11th and 12th grade students in the internships will have access to their phones for **business purposes as assigned by the internship director.** Failure to comply with appropriate cell phone policies will result in disciplinary action.

#### Consequences:

- **First Offense:** Cell phones that are out during inappropriate times will be confiscated from the student. They will be placed in a secure location in the main office. Students may pick up their items at the end of the day. The next day, the student will report to the **Success Center Room for lunch.**
- **Second Offense:** Student's will be asked to give the adult their phone. It will be placed in a secure **location in** the main office. A parent or guardian must pick up the cell phone at the end of the day. The next 2 days, the student will report to the **Success Center Room for lunch**
- **Third Offense:** Cell phones will be confiscated until a parent conference takes place. Only parents or legal guardians will be permitted to pick up the cell phone at the conclusion of the conference and **a phone/device ban will be implemented.** The day after the phone is confiscated the student will report to the **Success Center Room for the entire day.**



# Tulsa MET Technology Acceptable Use Policy

It is very important to our school that our students be able to use the internet for both research and learning purposes, while keeping them safe from inappropriate websites. As such, we utilize a filter for the internet which allows us to block identified, inappropriate sites. We update this database weekly. Additionally, students are monitored when using the internet for research. Administrators and faculty may also review files and messages on student computers to maintain system integrity and ensure that users are behaving responsibly while using the internet.

## All students must follow these standards:

- School computers/equipment will be used only for appropriate educational purposes.
- Users should not expect any work product or internet history to be private. The district/school/faculty may review any and all files and communications at their discretion in order to maintain system integrity and insure that users are using the system responsibly.
- Students are not allowed to modify, download, or install computer programs, files, or information belonging to others. This standard safeguards against computer viruses and the violation of copyright laws.
- Students are not allowed to alter networks, printers, computers, or other equipment in any way, except as directed by their teacher or other staff member.
- Students are not allowed to release personal information via the internet or electronic communications. This is to ensure student safety.
- If a student accidentally accesses an inappropriate website or image, he or she must immediately minimize the program and contact their teacher.
- Students are not allowed to design, publish or display any inappropriate, disrespectful, profane, or threatening communication or materials and should report any instances of other students doing so.
- Students will adhere to all laws and statutes that relate to issues of copyright or plagiarism. There is zero tolerance for the non-adherence of any of these standards and any infraction may result in suspension of computer use, Internet privileges and/or other disciplinary action. Our school/district makes no guarantee that the services provided by or through the school/district system will be error-free and/or without defect. The district is not responsible for any damages the user may suffer, including but not limited to, a loss of their data or interruptions of service. The school/district is also not responsible for the quality or accuracy of information obtained through or stored on the system. The school/district is not responsible for financial obligations which arise from the unauthorized use of the system.
- Computer network privileges, including the Internet, will only be granted after this document has been signed and returned to the school. By signing this document, you agree to comply with the acceptable use policies presented here.

## Inappropriate Use of Technology

Students are forbidden to send or post electronic messages (emails, instant messaging, etc.) that are sexually oriented, threatening, abusive, obscene, harassing, damaging to another's reputation, or illegal. Any person disseminating, transferring, taking, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined and may, in certain circumstances, be reported to law enforcement.

Parent/Guardian (signed) \_\_\_\_\_

Date \_\_\_\_\_

Student (signed) \_\_\_\_\_

Date \_\_\_\_\_

## **2023-2024 Tulsa MET MS & HS Uniform Policy**

### **[TPS Board Policy 2601-R "Student Dress Code"](#)**

#### **Clothing: ALL designs must be appropriate for the educational setting**

- **Tops:** School appropriate non-collared or collared shirts, (blouses, polos, button ups, t-shirts) and dresses. School appropriate designs are allowed.
  - Hoodies (for school safety must not cover students' faces), pullovers or light jackets.
  - Attire that reveals cleavage or midriff area is not permitted, regardless of gender.
  - Undergarments must not show under clothing.
  - Students are highly encouraged to wear MET or TPS spirit wear!
  - All tops must have straps, or sleeves.
  
- **Bottoms:**
  - Pants, jeans, joggers, shorts, skirts, dresses.
  - Tights as outerwear, sleepwear, pajamas, or swimwear are not permitted.
  - Skirts, dresses and holes in jeans must be below fingertip length OR have tights or leggings underneath.
  - Undergarments must not show (**sagging is not acceptable**).

#### **Footwear:**

- Slippers, swim shoes, slides, flip flops or house shoes are not permitted
- Closed toe, flat shoes must be worn for PE/physical activities

#### **Items of Special Notice:**

- [See Policy 2601-R](#): Permitted garments shall be clean, in good repair, and shall have no holes, worn through, slashes or rips.
- Head coverings are not permitted to cover the face, unless previously authorized by administration - for safety we must be able to identify students on camera at all times
- Student IDs should be worn at all times - students will be given an initial ID, replacement IDs will cost \$2
- NOT PERMITTED: Any designs, accessories or items with references to marijuana/drugs/alcohol, sexuality, gang insignia, weapons/violence etc. This includes bullet casings as décor, and tattoos with references to prohibited items must be covered. Weapons of any kind, including mace/pepper spray are not to be on campus or part of dress. Bandanas of any color are not permitted at Tulsa MET.
- Pajamas are not permitted unless it is a PJ day.

At Tulsa MET we expect students to dress for real world community experiences, this means casual, yet well groomed, with appropriate clothing. Safety is our utmost priority, and we have high expectations for all students to do their part in carrying their student ID. If students need assistance with clothing or hygiene, please do not hesitate to let a staff member know.

*The fact that something is not specifically listed is not a valid excuse for dressing in a manner contrary to, or is not complementary to, or respectful of the intent outlined by this uniform code. Students who elect not to conform to the dress and grooming rules set forth by [TPS Policy 2601-R](#) will be subject to disciplinary actions and/or sanctions as defined by the TPS Behavior Response Plan.*

**ADMINISTRATION RESERVES THE AUTHORITY TO DETERMINE ANY SPECIFIC INDIVIDUAL GARMENT OR ITEM NON-COMPLIANT WITH THE DRESS CODE.**

**If in doubt, ask before wearing!**

## **2024-2025 No BAG safety policy**

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To maintain the highest safety standard, no bags of any kind are allowed on campus. The dean and the health assistant will assist students as they enter the building. Any purses or backpacks brought to school will be locked up in a designated area for the day. We will provide students with anything that he/she may need during the school day for their academic success. Chromebooks will be available in each classroom for students.

Students who bring lunch or snacks need to label the items in a clear ziplock bag, or a clear lunch bag and leave them at a designated table for pickup during their meal/break times. Students may put food items in a provided MET tote bag if items need to be a certain temperature.

Students who bring specific feminine products should turn them into the health assistant as they enter the building. The items will be secured in the nurse's office. We will work with any student who may have a unique need (medical or otherwise) requiring an exception.

*Nothing matters more than keeping our school community safe and secure. At Tulsa MET, we have a number of safety protocols in place including wandering, random bag searches, use of the Tulsa Police Department's drug-detecting dog unit, as well as this no-bag policy in place, to make sure that nothing enters our building except our students.*

*We know that many students have carried backpacks since pre-K and this transition of "no backpacks or purses" on campus will be one that they may need support in understanding. This is not a punishment. Your child's safety and wellbeing is our top priority and we believe that eliminating the use of bags is in everyone's best interest. As always, please feel free to call or email Mrs. Doctor if you have any questions or concerns.*