

**TISHOMINGO  
PUBLIC SCHOOLS**



**STUDENT HANDBOOK**

**2017-2018**

**TISHOMINGO PUBLIC SCHOOLS**

**DISTRICT I-20**

1300 East Main

Tishomingo, Oklahoma 73460

2017-2018

**BOARD OF EDUCATION**

President:	Doug Blackburn
Vice President:	Bob Baker
Clerk :	Kenneth Locke
Member:	Amy Gantt
Member:	Edd Clary

**DISTRICT ADMINISTRATION BUILDING**

**Telephone: (580) 371-9190**

Superintendent of Schools:	Kevin Duncan
Director of Special Services:	Linda Holmes
Secretary:	Charmel Winkler

# **SCHOOL BUILDING SITE ADMINISTRATION**

## **TISHOMINGO HIGH SCHOOL**

**Rob Frederick, Principal**

**DeeAnn Hendricks, Secretary**

**(580) 371-2322**

## **TISHOMINGO MIDDLE SCHOOL**

**Charles Hook, Principal**

**Tonya Bryant, Secretary**

**(580) 371-3602**

## **TISHOMINGO ELEMENTARY SCHOOL**

**Melissa Ferguson, Principal**

**Gayla Cellum, Secretary**

**(580) 371-2548**

## **TO THE STUDENTS OF TISHOMINGO PUBLIC SCHOOLS**

The foremost goal in the Tishomingo Public School system is to strive for excellence through constant improvement and maintenance of the curriculum, facilities and student services. This goal requires ultimate cooperation from students, parents and all school personnel.

This handbook has been prepared for your convenience. You will find in it policies and practices which have been carefully developed to ensure you an orderly, productive and pleasant school year.

Respectfully,  
Tishomingo School Board

Welcome to Tishomingo Public Schools! Our children are our most precious resource and our goal as educators is to teach the value of an education as well as provide a foundation of learning that will prepare students to become successful members of our community. We invite parents/guardians to participate in the educational journey of their child/children as they strive to attain their goals. We look forward to a bright and successful school year!

Kevin Duncan  
Superintendent

# TISHOMINGO PUBLIC SCHOOLS

## SCHOOL CALENDAR 2017-2018

August 14-16	Teacher In-Service Development Meetings
August 17	FIRST DAY OF SCHOOL FOR ALL STUDENTS
September 4	Labor Day – NO SCHOOL
October 16	Parent/Teacher Conferences (3:00 – 9:00 pm)
October 18-20	Fall Break
November 20-24	Thanksgiving Break
December 20 – Jan 3	Christmas Break
January 4	First Day of Second Semester
January 15	Martin Luther King Jr. Day – NO SCHOOL
February 19	Presidents’ Day
March 9	Professional Day – NO SCHOOL
March 15	Parent/Teacher Conferences (3:00 – 9:00 pm)
March 16	NO SCHOOL
March 19-23	Spring Break
March 30	Good Friday- No School
April 6	Snow Day
April 13	Snow Day
April 20	Snow Day
April 27	Snow Day
May 4	Snow Day
May 11	Snow Day
May 17	LAST DAY OF SCHOOL

***Remember...visit [www.tishomingo.k12.ok.us](http://www.tishomingo.k12.ok.us) online for the latest news, updates, sports and club information, and announcements.***

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

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

### **EQUAL OPPORTUNITY FOR EDUCATION**

It is policy of Tishomingo Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap in its educational programs and activities. This includes, but is not limited to, admissions and educational services. Inquiries concerning application of this policy may be referred to the Superintendent of Schools, 1300 East Main, Tishomingo, OK 73460, or by telephone at 580-371-9190.

### **MOMENT OF SILENCE**

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

### **SEXUAL HARASSMENT**

Sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented kidding, teasing, double meanings and jokes. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters or hugging or touching a student inappropriately may constitute sexual harassment. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school grounds or be displayed on student automobiles on school property.

The superintendent is directed to cause any graffiti or unauthorized writing to be removed immediately.

Any student found to have engaged in sexual harassment of other students shall be subject to sanctions including but not limited to, warnings, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

## WEAPONS-FREE SCHOOL

It is the policy of the Tishomingo Board of Education to comply with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as

- (A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (B) The frame or receiver of any such weapon;
- (C) Any firearm muffler or firearm silencer; or
- (D) Any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive incendiary charge of more than one-quarter ounce, or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

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

"A weapon may be considered as any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, blackjack loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

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

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

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

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

## **MEANS OF DISCIPLINE**

Means of discipline used in the Tishomingo Public School District are acceptable under the laws of the State of Oklahoma. Those means include but are not limited to detention, suspension, conferences, time out, and removal of the student from the classroom on a temporary basis if necessary. Any questions concerning discipline procedures at the school of your child should be directed to the principal of that facility.

## **DISCIPLINE**

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

Since the teachers and administration of the school are vested with this public authority, refusal on the part of the student to respect this authority shall be considered insubordination, an offense that may result in suspension.

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

## **VISITORS**

Students will not be permitted to bring visitors to class. We are not in business to entertain guests, but to engage our own students in obtaining an education so they might enjoy a fruitful life. We welcome any parents who would like to visit if prior arrangements are made with the principal.

## **POSSESSION AND USE OF WIRELESS COMMUNICATION DEVICES**

### **CELL PHONES**

Students may bring a cell phone to school and may use it during breaks. The cell phone must be turned off and out of sight during class. Any inappropriate material/content discovered will be subject to immediate discipline actions. If a student uses her/his cell phone during class:

1. The first offense results in a warning with the phone being taken by the teacher and turned in at the principal's office. The parent must pick up the phone at the Principals office.



2. The second offense results in the phone being taken by the teacher and turned in at the principal's office. The student will receive one day of detention and the parent must pick up the phone at the Principals office.
3. The third offense results in the phone being taken by the teacher and turned in at the principal's office. The student will receive two days detention and the parent must pick up the phone at the Principals office.
4. If a fourth offense occurs, the student will be required to check the phone in at the principal's office at 8:00 a.m. each day.

## **POSSESSION OF NUISANCE DEVICES**

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

## **LOST OR STOLEN ARTICLES**

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

## **GRADING SCALE FOR TISHOMINGO PUBLIC SCHOOLS**

The Tishomingo Board of Education believes that students and parents should be informed periodically of the student's progress in school work. The parent or guardian may be requested to acknowledge receipt by signature and return the card.

The grading period for elementary, middle school and high school students will be an 18 week period for each semester. Report cards will be sent home to parents at the end of each semester.

Progress reports will be sent home every three weeks of each semester for all students. Additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student.

## **ABSENCE FOR SCHOOL ACTIVITIES**

No student will be absent from any class period more than ten (10) days per school year to participate in school activities. State and National level of school sponsored activities will be allowed in addition to these ten days.

Those activities considered to be state and national level contests are to be determined by the school administration. An Internal Activities Review Committee will consider any request for deviation from this policy before it is presented to the local board.

At the beginning of each school year an Internal Activities Review Committee will be appointed by the Superintendent of Schools. The committee will consist of one school administrator, one school counselor and three teachers.

## **SCHOOL ACTIVITIES**

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

## **ALTERNATIVE PUNISHMENT**

In administering discipline, consideration should be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, the administrator should be mindful of the fact that he/she is dealing with individual personalities. The administrator should consider consultation with parents on disciplinary measures that might prove most effective in particular instances. Specific forms of discipline may or may not fit the infraction committed by a student.

## **NON-DISCRIMINATION POLICY**

The Tishomingo Board of Education is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public employment, admissions, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

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

This policy is applicable to all students, school personnel, parents and any other party involved in any school program or activity.

Violations of this policy by students shall result in disciplinary action as outlined in Section 600 of the Policies of the Board of Education.

Violations of this policy by school personnel shall result in disciplinary actions as outlined in Sections 300 and 400 of the Policies of the Board of Education. Violations of this policy by school personnel may be cause for termination of employment.

It is also the policy of the Tishomingo Board of Education to provide counseling for all employees, students and parents who are either victims or offenders in incidents of discrimination that violate the school's non-discrimination policies.

Inquiries concerning application of this policy may be referred to the Superintendent of Schools, Tishomingo Public Schools, 1300 East Main, Tishomingo, Oklahoma 73460 or by telephone at 580-371-9190.

## **TITLE IX AND SECTION 504 RULES**

It is the policy of Tishomingo Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, education services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Superintendent of Schools.

## **SPECIAL EDUCATION SERVICES**

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

## **NOTICE AND CONSENT/OPT OUT REQUIREMENT**

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

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

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

## **ASBESTOS AWARENESS PLAN**

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

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

## **ATTENDANCE AND ABSENTEE POLICY**

Students are not allowed to miss more than ten days of school per semester. Any absence over this amount will result in no credit given. Any absences covered by a doctor's written statement will not be counted towards the number of overall absences per semester. Absences for school sponsored activities will not count.

Students need to remember that an absence is an absence whether it is excused or unexcused. Therefore, it would be wise to schedule dentist and doctor appointments for after school hours or on "no school" days unless it is an emergency.

In accordance with the Oklahoma Secondary Schools Activity Association (OSSAA) policy, students who participate in any extracurricular activity must be in regular attendance in school 90% of the time.

Students should note that absences are excused as long as the absence is verified by the parent/guardian by a telephone call to the school or a note. The only absence that is not excused is truancy. Truancy is defined as the student being out of school, or out of a class, without the knowledge of the proper school officials or the parent/guardian. There are circumstances when a student might become ill and cannot get in touch with the responsible parent/guardian. At that time, the student should call the school office to notify a school official of their illness and situation. If a parent/guardian or school official is not notified, the absence will be considered truancy.

## **EXEMPTION FROM SEMESTER TESTS**

A student with an "A" average and not more than four absences for the semester, or a "B" average and not more than three absences, or a "C" average and not more than two absences will be exempt from semester tests. For purposes of exemption, all absences, including those covered by a

doctor's statement, will count toward the maximum allowed absences. Absences for school-sponsored activities will not count.

NOTE: Any truancy or suspension during the semester will negate the above exemption policy.

## **HOME SCHOOLING AND PRIVATE SCHOOLS**

The choice to educate your child at home or in a private school is the right of the parents, and Tishomingo Public Schools will respect this right. It is district policy that a student cannot be enrolled in home school or private school and in Tishomingo Public Schools simultaneously. Should a situation which the State of Oklahoma allows part-time students to be included in the school district's average daily attendance, such as fifth year seniors and special education students, whose individual education plan requires part time attendance, then by law that student could enroll. Students who have been enrolled in a non-accredited private school or have been home schooled will be tested for appropriate grade placement.

## **TITLE I**

Memorial Grade School, Tishomingo Middle School and Tishomingo High School are all Title I School Wide Programs.

## **PROHIBITION OF GANGS AND GANG-RELATED BEHAVIOR OR INCIDENTS**

### ***PURPOSE:***

The Tishomingo Board of Education recognizes that the possibility of the presence of emerging gang-related behavior and gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such conditions can be disruptive and potentially dangerous.

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

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

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

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

#### **Violation of Policy:**

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

## **FIGHTING**

Just as in any society when groups of people assemble, there will be disagreements and differences of opinions. Students are expected to cope with these problems with intelligence, reasonableness and consideration for the rights of others, and to conduct themselves peacefully in espousing changes they may consider necessary. As they value rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

Physical abuse among students during school hours and at such times the school is responsible for them will not be overlooked nor tolerated by the teachers or the administrators of Tishomingo Public Schools. Students that resort to this manner in settling their differences face the following penalty:

The student who throws the first blow may be considered as the one who starts the fight. It may be accepted as self-defense on the other student's part. A three day suspension, Saturday detention(s), and/or administrative detention(s) may be levied against students involved in a fight.

A student will return to school in a state of probation and should he or she once again be involved in a fight, consideration will be given to suspension for the remainder of the semester and/or school year. Should two students mutually agree to fight, both will be equally guilty and face the same penalty.

Penalties will depend on the degree of the fight; the attitudes of the parties involved after the fight and if the principal feels this could affect the overall school setting in the classroom and halls. If the administration cannot determine who actually started the fight and/or conflict, the administration will make the final decision on violation(s) and discipline.

## **PUBLIC DISPLAY OF AFFECTION**

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

## **LOCKERS**

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

## **TEXTBOOKS**

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

## **CARE OF SCHOOL AND PERSONAL PROPERTY**

A school building is not a school until students occupy it. When a building becomes a school, it takes on a character and meaning and expresses itself to the student body and visitors in relations to the respect it is given by the students in its appearance and daily care. It is of personal and school pride that all students make a commitment to insure that the appearance of our school and grounds convey a positive message to everyone.

This commitment includes using a common sense approach, such as:

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

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to the school or personal property or equipment will be required to either pay for the damage which is done or to replace the

item(s). In addition, acts of theft and blatant vandalism will result in suspension and referral to legal authorities as appropriate.

## **VEHICLE OR PERSONAL SEARCH**

Any of the district administrators, teachers or counselors having reasonable suspicion that a student has in his or her possession alcoholic beverages, controlled dangerous substances or weapons, may conduct the following search procedures: If the suspected item is in a vehicle while on school property, or on the student's person, permission will be asked of the student to allow an appropriate search. If permission is not granted by the student, a parent/guardian will be contacted. If they are unavailable or refuse the request for the search, then the appropriate legal authorities will be contacted.

## **SUSPENSION**

### ***Reasons for Suspension:***

Any student possessing a firearm while in school or school sponsored transportation, on the school campus, or at any off-campus school sponsored activity will be suspended from school for not less than one full calendar year, subject to possible modification by the superintendent or Tishomingo Board of Education.

Any student guilty of violating school regulations (other than possession of a firearm), or who has been adjudicated as a delinquent for an offense that is not a violent offense may be suspended, which shall not extend beyond the current school semester and the exceeding semester. A student suspended shall have a right to appeal that decision as noted below.

### ***Alternatives:***

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

### ***Education:***

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

The district shall not be required to provide education services in the regular school setting to any pupil who has been removed from a public or private school in this state or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other pupils, until the school in which such pupil is subsequently enrolled determines that the student no



longer poses a threat to self, other pupils or faculty. If any such student enrolls in this district, the district -- until it determines that the pupil no longer poses a threat to self, other pupils or faculty—may provide education services through an alternative school setting, home-based instruction, or other appropriate setting. Education and related services for pupils on an individualized education plan (IEP), pursuant to the Individuals with Disabilities Act, shall be provided the education and related services in accordance with the pupil's IEP.

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

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

***Short-Term Suspensions (10 School Days or Less):***

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

If a short-term suspension is imposed, the principal shall inform the parent/guardian or student, eighteen years of age or older, in writing of the decision, the reason for the suspension, and the right for

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

### ***Long-Term Suspensions:***

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

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

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

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

eighteen, which sets forth the findings of the board and the discipline to be imposed. The decision of the board is final.

## **DRUG AND ALCOHOL POLICY**

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

Violation of this policy will result in the following consequences:

**Possession** – Parent/guardian and law enforcement will be notified and school officials will cooperate completely.

**First Violation** – Short-term suspension will be imposed. There will be a mandatory six hours of drug counseling in order for that student to re-enroll and attend Tishomingo Public Schools.

**Second Violation** – Suspension of student for the remainder of the semester and the following semester will occur. Drug rehabilitation will be required for the student to re-enroll and to attend Tishomingo Public Schools.

These consequences will be imposed independently of any court action. However, the consequence may be lessened if information provided by the student leads to the arrest and conviction of the person or persons illegally dealing in drugs.

Any school employee that suspects a student is violating this policy must report the name of the student and details to the principal of that site.

A student may be searched when there is reasonable suspicion that the student may be hiding evidence of wrong doing, or if the drug dog makes a hit on the student.

### **Definitions:**

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

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

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

The counselors and staff of Tishomingo Public Schools may be of some help to students and parents in suggesting possible areas of drug/alcohol counseling and rehabilitation centers in our area,

but Tishomingo Public Schools or our personnel will not be held responsible for a student's well being on the information given.

## **STUDENT ACCOUNTABILITY RELATIVE TO SUBSTANCE ABUSE**

Attending classes alert and ready to learn is a prime responsibility of students in the Tishomingo Public School District. The inability to function in class may occur because of illness, injury, or drug influence, illegal or prescribed. A student may be referred to the principal's office after demonstrating one or more of the following behaviors while attending school or a school sponsored function:

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

A trained employee of Tishomingo Public Schools will apply a simple neurological procedure by examining pupil response to light and the muscle functions of the student's eyes. This procedure, often referred to as the Rapid Eye Test (RET), is used in athletic programs at Tishomingo Public Schools to determine if brain function has been impaired by injury, illness, or disease. The RET will be performed in private, in the presence of two certified employees of Tishomingo Public Schools.

If the student refuses to submit to the RET, the parent/guardian will be contacted. Failure to submit may constitute grounds for suspension. If a student is suspended for failure to submit to such test, a medical clearance may be required before the student may return to school.

If neurological abnormalities are detected, regardless of the cause, the parent/guardian of the student will be immediately contacted. If no contact can be made, the student will remain in the principal, counselor or school nurse's care. Students demonstrating impairment will not be allowed to drive home until the evidence of impairment is absent, or if the parent/guardian checks the student out of school for the day.

The above behaviors as well as the neurological examination may be sufficient probable cause to search for illegal drugs or drug paraphernalia in the student's clothing, locker or automobile.

## **STUDENT DRUG TESTING POLICY**

The Tishomingo Board of Education, in an effort to protect the health and safety of students participating in extra-curricular activities from illegal and/or performance enhancing drug use and abuse has established the following policy for drug testing of students participating in extra-curricular activities.

Statement of Purpose and Intent – It is the desire of the Board of Education, administration and staff that every student in the Tishomingo Public School District refrains from using or possessing illegal drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extra-curricular activities. This policy is intended to supplement and complement all other policies, rules and regulations of the Tishomingo Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored athletic activities at the Tishomingo Public School District is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students who participate in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, the school district is contracted to follow the rules and regulations of the Oklahoma Secondary Schools Activities Association (OSSAA). Rule No. 4, Section 1(a) specifically states: A student whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purpose of this policy is to prevent illegal drugs use, to educate students to the serious physical, mental and emotional harm caused by illegal drug use, alert students with possible substance abuse problems to the potential harms of illegal drug use, prevent injury, illness and harm as a result of illegal drug use, and to strive within the Tishomingo Public School District for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in extra-curricular activities. There will be no academic sanction for violation of this policy.

**Illegal drug use of any kind is incompatible with participation in extra-curricular activities on behalf of the Tishomingo Public School District.** For the safety, health and well being of the activities of the Tishomingo Public School District, this drug testing policy is adopted for use by all participating students in grades 9-12.

### ***I. Definitions***

**Extra-curricular activity** means those activities that the Tishomingo Public School District has paid membership into the OSSAA allowing the students of Tishomingo High School to engage in competition with students from other member's schools. For the purpose of this policy, those activities include: competitive athletics, cheerleading, band, vocal music and academic competition.

**Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance enhancing drug or the metabolites thereof in a person's urine.

**Random selection basis** means a mechanism for selecting students for drug testing that: a) results in equal probability that any student from a group of the students participating in extra-curricular activities

subject to the selection mechanism will be selected, and b) does not give the school district discretion to waive the selection of any student selected under the mechanism.

**Illegal drugs** mean any substance, which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act; all prescription drugs obtained with authorization; and all prescribed and/or over the counter drugs being used for an abusive purpose or without the proper authorization.

**Performance enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals or proteins that can be lawfully purchased in over the counter transactions.

**Positive when referring to a drug use test administered under this policy** means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance enhancing drug or the metabolites thereof, using the standards customarily established by the testing laboratory selected by Tishomingo Public Schools to administer the drug use test. Any compromised urine sample will be considered a positive test.

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

## II. Procedures

Each student participating in extra-curricular activities shall be provided with a copy of this policy and a "Student Drug Testing Consent Form," which must be read, signed and dated by the student, parent/guardian, and coach/sponsor before such student shall be eligible to practice or participate in any such extra-curricular events. The consent shall provide a urine sample when a) the student is chosen by random selection. A random selection of at least 10% of the total number of students participating in extra-curricular activities will be made at least three times during the school year; b) The test may also be conducted at any time requested based upon reasonable suspicion for illegal or performance enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activity unless the student has returned the properly signed "Student Drug Testing Consent Form."

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

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The

test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall.

### **III. Confidentiality**

If the drug use test for any student has a positive result, the laboratory will contact the appropriate school official with the results. Procedures for maintaining confidentiality are practiced. The school official will contact the principal, the student, the coach/sponsor, and the parent/guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information. The Tishomingo Public School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or a performance enhancing drug.

### **IV. Appeal**

A student who has been determined to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extra-curricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole exclusive judgment and discretion of the superintendent. The decision of the superintendent shall be final and cannot be appealed.

### **V. Consequences**

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

#### **A. For the first offense**

**Current Activities:** Suspension from participation for two (2) weeks, and successful completion of four (4) hours of substance abuse education/counseling provided by the school. The student may not participate in any practices, scrimmages or competitions during this period. The student will be tested when other students are randomly tested during the rest of the school year. Refusal to take the random test will result in immediate suspension. This suspension will remain in effect until the student complies with the policy.

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

Positive tests during the pre-season or off-season will result in a two (2) week suspension when that season starts. Students who are involved in two (2) or more activities concurrently must satisfy each activity suspension.

The restrictions and requirements shall begin immediately following the reporting of the results of a positive drug use test as stated in this policy. A student who self-refers to the athletic director, principal or coach/sponsor before being notified to submit to a drug use test will be allowed to remain active in all activities; such student will, however, be considered to have committed his/her first offense under this policy, and be required to retest as would a student who has tested positive. Self-referral may be used only once in a student's lifetime.

B. For the second offense in the same school year

A student will be suspended from all activities including all meetings, practices, performances, and competition for the remainder of the school year.

VI. Refusal to submit to a drug test

If a student refuses to submit within an appropriate amount of time, or is uncooperative during the testing process, such student shall not be eligible to participate in any extra-curricular activities including all meetings, practices, performances, and competitions for the remainder of the school year. Additionally, such student shall not be considered for any honors or awards given by the school.

The Tishomingo Public School District is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. Tishomingo Public Schools believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

### **USE OF TOBACCO**

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

### **CONFIDENTIALITY OF RECORDS**

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



## **DISTRICT DRESS CODE**

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

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

Students whose dress is deemed inappropriate will be asked to change clothes and/or may be sent home. Any student that is sent home because of improper dress will be given an absence and one detention. Students found to be in violation of the dress code will be subject to disciplinary action.

**“IF ANY STUDENT HAS ANY DOUBT AS TO WHETHER  
SOMETHING IS PERMISSABLE OR NOT, DON'T WEAR IT”**

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance is available to students. A “School time” plan and a “Full time” plan are available. You should notice there are certain “Exclusions” listed on the application form. These should be given careful attention so you will know exactly what coverage you have. The public schools have no interest in this insurance except as a service to be made available to the children and parents. Forms to apply for benefits for children enrolled are available in the principal's office at each school. The application you receive defines

limitations and also exclusions. You will not receive an individual policy. One will be retained at the school. You may request a copy of it from the principal.

### **PROFICIENCY BASED PROMOTION**

A mandate of HB 1017 states that, "The State Board of Education shall prescribe, adopt and approve a promotion system based on the attainment by students of specific levels of competencies in each area of the core curriculum."

Parents, guardians, and educator or student may request that the student in question be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. The dates of the test will be the last week in April and the second week in May. Students must register for the tests in the principal's office five days prior to each of these tests.

The test will be administered and scored by the principal of that school. Student proficiency for advancing to the next level will be demonstrated by a score of at least 90% or comparable performance on an assessment of demonstration (portfolio, thesis, lab techniques, etc.).

The tests will be secured and each test will be destroyed by the principal. Students will not be shown corrections to missed questions. Students not demonstrating proficiency will be allowed to retest during the next assessment period.

### **OSSAA ATHLETES**

In order to participate in athletics you must have a physical examination and a parental consent on file with the school. You must attend class ninety percent of the time for the current school semester. You must have passing grades in a least five subjects the last semester of attendance. You must follow the code of conduct established by your school. Any violation of that conduct may cause you to be ineligible as well as reflecting discredit upon your school.

### **ELIGIBILITY FOR SCHOOL ACTIVITIES**

The rules for all school activities beginning with grade 7 will be based upon the rule book provided each year by the Oklahoma Secondary Schools Activity Association (OSSAA).

These rules will be strictly followed. If there is a question about any activity covered by these rules, contact the Principal. These rules cover academic band, vocal music, sports, livestock shows, and any other group activity that would take a student away from a normal day of school.

## **BUS CONDUCT**

Riding the school bus is a service offered by the school system. Students are not guaranteed the privilege of riding a school bus and may lose the privilege without proper conduct on the bus. Our chief concern is the safety of all the students riding the bus. Behavior that impairs the driver's ability to operate the bus safely will not be tolerated. Bus drivers are afforded the same authority as a classroom teacher.

Students are to follow all instructions as given by the driver. School rules, policies, and consequences for violation will be in effect while riding the bus or while waiting at the bus stop. Additional bus behavior guidelines are as follows:

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

## **SCHOOL TRIPS/ACTIVITIES**

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

## **STUDENT THREATS**

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

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

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

***“Harassment, intimidation and bullying”*** includes, but is not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. It is the responsibility of the student to inform the building principal of any harassment, intimidation or bullying.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

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

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

## **SUPERVISION OF EVENTS AWAY FROM HOME**

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

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

## **DISPENSING MEDICATION**

The term “medicine” as used in the policy means “non-prescription medicine.” “Filled prescription medicine” is prescription medication contained in a prescription vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient,

name of person prescribing the medication, prescription number and directions for the administration of the medication.

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

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

### **FIRE AND TORNADO DRILLS**

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

### **TITLE I PARENTS’ RIGHT TO KNOW TISHOMINGO PUBLIC SCHOOLS**

The Elementary and Secondary Education Act is this country’s most important federal education law. In 2001, this law was reauthorized and is now called the No Child Left Behind Act (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child’s teachers. Tishomingo Schools receive Title I funding and will share this information with you at your request.

It is very important to your child’s education to have a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific legal definition of “highly qualified” in order to teach in schools that receive Title I funding. The legal definition of a “highly qualified teacher” has three parts. It states that the teacher must have the following:

1. A four-year degree;
2. A regular teaching certificate/license; and
3. Proof of their knowledge in the subject area they teach

Oklahoma has some of the most qualified teachers in the county, and the Tishomingo Public School District is no exception. The quality of the teaching staff is very high. All of the regular teachers have college degrees, and many have advanced degrees. The State of

Oklahoma has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of a highly qualified teacher. All teachers hired after the beginning of the 2002-2003 school years were required to meet this definition. According to NCLB, veteran teachers, hired before the 2002-2003 school year, who do not yet meet the legal definition of a highly qualified teacher, had until the end of the 2005-2006 school years to do so.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child.

For more information on NCLB, and the role of Title I parents, please visit the United States Department of Education website at [www.ed.gov/nclb](http://www.ed.gov/nclb). By partnering, families and educators can provide your child with the best education possible.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

1. Parents and students have the right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Parents and students have the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the building principal, clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents and students have the right to consent or not, to disclose of personally identifiable information contained in the legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving

on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Parents and students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding the schools' conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Give counsel BEFORE** students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

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

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

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

**Inspect upon request and before the administration or use of:**

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

These rights transfer to a student who is 18 years old from the parents or to an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

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



# Tishomingo Elementary

Dear Parents and Students,

It is with great pleasure my staff and I welcome you to Tishomingo Elementary School. Our goal is to build a strong foundation in education, inspiring students to become the best person they can be, academically, socially, psychologically, and physically. We will challenge the status quo, continually striving for excellence, and never settling for anything less than our best.

Tishomingo Elementary School has a great vision where we empower students and teachers to reach their unlimited potential. Our inspiring vision is shared by our great team, enabling us all to reach and grow substantially. We truly believe our vision determines our destination.

Finally, we have an open-door policy at Tishomingo Elementary School. If you ever need to visit with any of us, feel free to call, email or come in for a face-to-face visit. We believe great communication between home and school is a positive and essential ingredient in success for our students.

Thank you for trusting us to provide an educational arena that will meet all aspects of your child's development. We are truly excited as we begin this journey together!

**Respectfully,**

*Melissa Ferguson, Principal*

Tishomingo Elementary School  
605 North Broadway  
Tishomingo, Oklahoma 73460  
Office: 580.371.2548  
Fax: 580.371.3332

## Faculty and Administration

<b>Name</b>	<b>Degree</b>	<b>University</b>	<b>Student Area</b>
Miss Kimberly Berg	B.A. History	Univ. N. Florida	Second Grade
Mrs. Carissa Campbell	B.S.	Southern Nazarene	Fourth Grade
Mrs. Tori Cellum	B.S. Ed.	Cameron Univ.	First Grade
Mrs. Dana Chaney	B.S. Ed.	S.O.S.U.	Third Grade
Mrs. Anna Beth Combes	M. Ed.	S.O.S.U.	Physical Ed
Mr. Ryan Crowe	M. Ed.	E.C.U.	Fourth Grade
Mrs. Whitney Daniels	B.S. Ed.	S.O.S.U.	Second Grade
Mrs. Melissa Ferguson	M. Ed.	SOSU	Principal
Mr. Franklin Hays III	B.S. Ed.	E.C.U.	Music and GT
Mrs. Marcee Holliday	B.S.	S.O.S.U.	Second Grade
Mrs. Tomi-Lynn Hook	M. Ed.	E.C.U.	Kindergarten
Ms. Kristi Bradley	B.S. Ed.	E.C.U.	Preschool
Mrs. Melanie Huston	M. Ed.	E.C.U.	First Grade
Mrs. Lisa McCollom	B.S. Ed.	Bloomsburg State	Kindergarten
Ms. Charlene Moore	M. Ed.	Univ. of Oklahoma	Third Grade
Mrs. Lisa Northcutt	B.S.	SOSU	First Grade
Ms. Candice Oliver	M. Ed.	E.C.U.	Second Grade
Mrs. Lori Pigg	M.Ed.	Northeastern State	Speech Lang.
Mrs. Lana Pruitt	B.S. Ed.	S.O.S.U.	Fourth Grade
Mrs. Nicole Rowe	M. Ed.	E.C.S.U.	Kindergarten
Mrs. Dawna Sandmann	B.S. Ed.	S.O.S.U	Special Ed.
Mrs. Whitney Slover	M.S.	O.S.U.	Speech Lang.
Mrs. Kerry Tinsley	B.S. Ed.	U.C.O.	Third Grade
Mrs. Michelle Vann	B.S. Ed.	Southern Nazarene	Computer Tech
Mrs. Karen Woolly	M. Ed	SOSU	Special Ed.

### PARAPROFESSIONALS AND CLASSROOM ASSISTANTS

Destiny Allen	Christie Martin	Leslie Smith
Kelli Huls	Jeri Moore	Nikki Sneed
Rachel Cooper	Sharon Nance	Kelly Strouse
Linda Kreger	Mindy Northcutt	Judy Wooley
Courtney Lafevers	Gili Pryor	Amy Moore

### Secretary and Elementary Administrative Assistant

Gayla Cellum

## TEACHER'S CREED

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

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

## TISHOMINGO ELEMENTARY LEARNER'S CREED

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

## CLASSROOM EXPECTATIONS

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

## Morning Arrivals

Your child should arrive to school by 7:50 am each morning. Preschool and Kindergarten students may be dropped off in front of the new office building at 605 North Broadway. A teacher or assistant will be out front to help assist them into the building. First, second, third, and fourth grade students should be dropped in front of the office building at 508 North Neshoba. Teachers will be outside on duty at 7:40 each morning to assist students out of cars and help them across the street. If your child wants to eat breakfast in the school cafeteria, he/she should arrive to school by 7:35 to provide ample opportunity to eat. Students arriving after 7:45am will not be able to eat as classes start at 7:55. **NO STUDENTS SHOULD ARRIVE TO SCHOOL BEFORE 7:30 am, as there will not be any supervision available.** 1<sup>st</sup> thru 4<sup>th</sup> grade students should report directly to the elementary gym after breakfast.

### **Lunch Schedule**

10:00 am – 10:25 am	Preschool
10:00 am – 10:25 am	1 <sup>st</sup> Grade
10:10 am – 10:30 am	4 <sup>th</sup> Grade
10:30 am – 10:55 am	Kindergarten
10:35 am – 11:00 am	2 <sup>nd</sup> Grade
10:40 am – 11:05 am	3 <sup>rd</sup> Grade

### **TISHOMINGO ELEMENTARY DAILY SCHEDULE**

7:30am – 7:50am	Breakfast is served in the cafeteria
7:45am	Students may enter the playground
7:55am	First Bell Rings
8:00am	Tardy Bell Rings
2:55pm	PK-1 <sup>st</sup> dismissal
3:05pm	2 <sup>nd</sup> thru 4 <sup>th</sup> dismissal

### **Essentials for Safety and Success**

As you have prepared your child for school, you have thought of many things. Certainly the following should be among the skills and attitudes your child has developed.

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

## **TARDY and LEAVE EARLIES**

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

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

## **ELEMENTARY AWARDS**

"A" HONOR ROLL ( A's all year in all subjects)

"B" HONOR ROLL ( B's all year in all subjects)

ATTENDANCE (no absentees all year)

PRESIDENTIAL ACADEMIC FITNESS AWARD (All A's all year in all subjects; Advanced on any subject on OCCT Test)

CITIZENSHIP AWARD

## **DETENTION**

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

## **DRUG POLICY FOR ELEMENTARY STUDENTS**

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

## **ELEMENTARY PLAYGROUND CONDUCT**

Students should follow these regulations while on the school playground:

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

## **PRESCHOOL & KINDERGARTEN**

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

Kindergarten is an integral part of our program. These students must be five years old before September 1. Kindergarten sessions will meet all day. Sessions being at 7:55am and end at 2:55pm.

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

## **IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE**

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

All students entering Pre-K or kindergarten must provide documentation of having received 3 doses of hepatitis B vaccine. Please note that the hepatitis B vaccine is now routinely recommended for all children beginning in infancy. Also added to the State Department of Health requirements for school admission are the following immunizations: Students entering Pre-K or kindergarten must have one dose of varicella (chicken pox) vaccine on or after the first birthday, or a parent’s statement of history of the disease will be accepted.

All students entering the seventh grade must provide documentation of having received 3 doses of hepatitis B vaccine. Since completion of the series of 3 doses requires four to six months, parents should be notified of this requirement while the students are in the sixth grade.

Students entering kindergarten or seventh grade will also be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later.

One dose of measles, mumps, and rubella vaccine must have been received on or after the child’s 1<sup>st</sup> birthday, and a second dose must be received at least thirty days after the first.

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

## TELEPHONES

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

## BUS STUDENTS

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

## RETENTION

Tishomingo School Policy reads: In the Elementary School, a placement committee consisting of Principal, Counselor, and Teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a Teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the District's School Board Policy and Procedures. The appeal will be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the Board.

## COMMUNICATION

There are several ways to communicate with Tishomingo Elementary School Staff. First of all, check your child's Thursday folder. If there is news from the office, it will come home on Thursdays. Each of us also have an email. Our address is the first initial of our first name and then our last name, with the school web address at the end. (EX: [mferguson@tishomingo.k12.ok.us](mailto:mferguson@tishomingo.k12.ok.us)). Feel free to email any of us with a specific question or concern. We also supply student planners for every student. Please use that to jot down concerns or questions for the teacher, or to let them know of a change in transportation for your child after school. Finally, we also have a couple of social media accounts. Our school Facebook page is updated frequently with announcements and upcoming events. Please "like" our "**Tishomingo Elementary**" page to stay in the loop! Some teachers have also created a class page. Check with your child's teacher to see if your student's class has one. We also have a Twitter account.... You can find us **@TishElementary**.

# **TISHOMINGO MIDDLE SCHOOL POLICIES AND PROCEDURES**

Welcome to Tishomingo Middle School! As principal, I hold high expectations of our students and faculty. In order to achieve those expectations, we as parents, students, and teachers must all work together for the success of every student. If at any time during the school year, you have a question or concern about your child's education or well being, please feel free to contact us. I look forward to an exciting and successful school year!

Thanks,  
Charles Hook, Principal

Tishomingo Middle School  
306 East Neil Armstrong  
Tishomingo, Oklahoma 73460  
(580) 371-3602

**Tishomingo Middle School**

**Charles Hook, Principal  
Donna Owens, Counselor  
Tonya Bryant, Secretary**



### Middle School Faculty and Administration

<b>Name</b>	<b>Degree</b>	<b>University</b>	<b>Student Area</b>
Mr. Brandon Allen	B.S.	E.C.U.	Social Studies/PE
Mrs. Amber Atteberry	M. Ed.	S.O.S.U.	Vocational Ag.
Mr. Colin Atteberry	B.S.	O.S.U.	Science/PE
Ms. Lela Barnes	B.S.	Tarleton St. Univ.	English/Language Arts
Mrs. Julie Bristow	M. Ed.	E.C.S.U.	Spanish
Mrs. Debbie Caskey	M. Ed.	E.C.S.U.	Alt. Ed
Mr. Nic Claborn	M.Ed.	E.C.U.	PE
Mrs. Karen Coffman	B.S. Ed.	Phillips Univ.	Math
Mrs. Toni Corbin	B.S. Ed.	S.O.S.U.	ELA
Mrs. Rita Dunn	M. Ed.	E.C.U.	Librarian
Mr. Nathan Edgeman	B.S.	S.O.S.U.	Social Studies/PE
Mrs. Natasha Gray	M. Ed	O. S.U.	Math
Mr. Chad Hilburn	B.S.	E.C.U.	PE
Mrs. Michelle Hill	M. Ed.	E.C.U.	Special Education
Mr. Charles Hook	M. Ed.	E.C.S.U.	Administration
Mr. Kirk LaFevers	B.S. Ed.	N.S.U.	Science/PE
Mrs. Susann McDaniel	M. Ed.	E.C.S.U.	Vocal Music
Ms. Cathy Mitchell	M. Ed	Golden Gate	Eng/Lang.Arts
Mr. Brandon Moreland	M.Ed.	E.C.U.	PE
Mrs. Syrena Moreland	M. Ed.	E.C.U.	Social Studies/Math
Ms. Kim Morse	M.Ed.	E.C.U.	Special Education
Mrs. Donna Owens	M. Ed.	S.O.S.U.	Counselor
Mr. Hank Patterson	B.S. Ed.	S.O.S.U.	MS Band/Humanities
Mrs. Angela Patton	B.S.	S.O.S.U.	Eng/Lang. Arts
Mr. James Scribner	B.S. Ed.	S.O.S.U.	Technology Director
Mr. Kevin Wilkins	B.S.Ed.	E.C.U.	MS Band/Humanities
Mr. Larry Wood	M. Ed.	S.O.S.U.	PE

## **CLOSED CAMPUS**

Middle school students are restricted to the cafeteria for lunch. The following exemptions will be made to this rule:

1. A student who lives in the area may go home for lunch. The parent must submit a note to the principal giving permission for the student to check him/herself out to go home for lunch.
2. A parent/guardian may take his/her student to lunch. The parent/guardian must appear in the office to check his/her student out. A telephone call is not sufficient to check a student out for lunch. The parent/guardian must take the student to lunch. The student or parent/guardian signing out the student must sign back in upon return. A student CANNOT sign her/himself out to meet a parent at the vehicle.
3. An approved adult, one whose name is listed on a student's pick up list may take a student or students to lunch. The approved adult must appear in the office to check the student or students out for lunch. Each student going to lunch with an adult besides his/her parent/guardian must submit a special permission form signed by his/her parent/guardian. The student or person signing out the student must sign back in upon return.

These rules are to provide better supervision and protection of the students.

## **Pick Up Policy**

For a student to be released during school hours, the person picking up the student **MUST BE** listed in our Student Information System as having Pick-Up Rights. A form with the names of those people who usually pick your child up during school hours for appointments, when the child becomes ill, or for any other reason the child would leave school early must be completed at enrollment. **PLEASE DO NOT CALL AND REQUEST THAT YOUR CHILD BE RELEASED TO SOMEONE WHO HAS NOT BEEN LISTED AS HAVING PICK UP RIGHTS.** Emergency situations will be handled on an individual basis.

You may review this form and make changes any time. Please see Mrs. Patton in the Principal's Office to make changes to this list. **PLEASE DO NOT CALL OR USE OTHER ELECTRONIC MEANS TO MAKE CHANGES.** Anyone picking a child up must come in the office and sign the child out.

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

## **MEANS OF DISCIPLINE**

Means of discipline used at the middle school will be acceptable under the laws of the State of Oklahoma. They include, but are not limited to, detention, suspension, conferences, time out, and removal of the student from the classroom on a temporary or permanent basis, if necessary. Any question concerning discipline should be directed to the building principal.

Saturday detention is a method of discipline for those students for whom other methods have not been effective, or the student has committed an offense for which suspension would be in order. Rather than suspension, the student may be assigned Saturday detention.

## **DISCIPLINE**

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

Since the teachers and administration of the school are vested with this public authority, refusal on the part of the student to respect this authority shall be considered insubordination, an offense that may result in suspension.

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

## **ALTERNATIVE PUNISHMENT**

In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, the administrator should be mindful of the fact that he is dealing with individual personalities. The administrator should consider consultation with parents on disciplinary measures that might prove most effective in particular instances. Other forms of punishment that may be used are conferences, detention, Saturday detention, keeping a student in the classroom during free time, or removal from class on a temporary or permanent basis, if needed.

## **DETENTION**

It is the intention of the faculty of Tishomingo Middle School to maintain a good environment in which students can excel in academic pursuits. Students who violate school rules or in any way disrupt the smooth functions of the academic community must be dealt with accordingly. Suspension is a last resort; therefore, "detention" has been provided for those students who do not abide by the rules.

Students who receive four (4) detentions in one semester may be given Saturday detention or all day In-School Detention. For each group of four detentions received thereafter, during the same semester, a student will serve Saturday detention.

## **DETENTION POLICY**

1. Students may be sent to In School Detention (ISD) or After School Detention.
2. In School Detention (ISD) will be set from 11:00am to 12:10pm daily. Lunches will be provided in detention for the students.
3. After School Detention will be set from 3:15pm till 4:00pm daily.
4. Failure to report to detention or failure to be on time without good reason results in a doubling of the time.
5. Failure to attend or failure to be on time after the time has been doubled may result in suspension or other punishment.
6. Continuous failure to report to detention will result in automatic suspension from school.
7. For every three unexcused tardies, one day of detention will be assigned.

8. Students may be sent to detention for disciplinary reasons.
9. Students must serve their detention obligation on the day following the assignment unless other arrangements are made by the principal.
10. Repeated assignment to detention will result in Saturday detention or suspension.

### **SATURDAY DETENTION**

1. Saturday detention will be mandatory as a form of discipline for those students who cannot follow the rules and policies set by the State and Tishomingo School Board.
2. Saturday detention will begin at 8am and end at 12 pm, in room #6 at the middle school.
3. Students will have two breaks, one at 9:25am and the other at 11:00am. All times other than those breaks, students will remain in their seats and talking will not be allowed.
4. Students are expected to bring enough study and reading material to complete the 4-hour session. A writing assignment will be assigned if the student is not prepared.
5. If for some reason a student cannot attend Saturday detention on the day assigned, the time will be doubled to two Saturday detentions. If a student misses again after time has been doubled, he/she will be suspended for two days and will still be required to make up the two Saturday detentions.
6. Students who are less than fifteen minutes late may go ahead and serve Saturday detention, however, they will be required to make up the number of minutes they are late to detention on the following Monday. Students who are more than fifteen minutes late will be required to complete an additional Saturday detention.

### **ADMITS AND MAKE-UP WORK**

Students who miss class will be required to pick up an admit from the office before 8:05am regardless of what periods were missed the day before. The school administration will make the final determination as to absences to be excused. Students with excused absences will be allowed the same number of days that they missed to make up any work or tests missed as a result of absence or school activity. Example: If you are absent on Monday and come back to school on Tuesday, you will make up work or tests on Wednesday.

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

### **TARDY**

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

Students will serve detention on their third unexcused tardy and additional detentions or other disciplinary action on all tardies thereafter for that semester. If a teacher detains a student, the student will not be counted as tardy if a note is presented from the teacher.

## **CURRICULUM INFORMATION FOR TISHOMINGO MIDDLE SCHOOL**

Students at the Tishomingo Middle School are required to be enrolled in eight classes which will include English/Language Arts, Math, Science, and Social Studies. Electives and remediation classes will complete the schedule.

### **PHYSICAL EDUCATION CLASSES**

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

### **ARRIVAL AT SCHOOL**

The middle school classroom building will be open to students at 7:40am each school day. The supervision of students by faculty and staff will begin at that time.

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

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

Beginning with the 2017-2018 school year, Tishomingo Middle School students will be provided with a third meal every day. The third meal will be served during the 8<sup>th</sup> period.

### **STUDENT LOCKERS**

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

### **BACKPACKS AND BAGS AT SCHOOL**

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

### **MIDDLE SCHOOL HONOR ROLL**

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

### **HELP!**

Beginning with the 2017-2018 school year, students who are on probation or ineligible for any class or any students who need extra help may at the discretion of a teacher be required to be in a classroom during HELP. Students will be required to bring any books needed for incomplete assignments.

### **ALTERNATIVE TO RETENTION**

A student who fails two or more core curriculum classes may be required to attend summer school or repeat the class or classes that they failed.

# **TISHOMINGO HIGH SCHOOL SPECIFIC POLICIES**

Our ultimate goal at Tishomingo High School is to provide a balanced educational experience through a combination of high quality classroom instruction and demanding yet rewarding extra-curricular activities. We are thankful that you as parents, guardians, and community members have entrusted Tishomingo High School to prepare your child/children for the future. Our goal is to produce a high quality, well rounded individual who can exceed and excel in life and become a productive member of society. I am excited and looking forward to a wonderful school year and want to extend an invitation to you to come by my office and visit at any time. Please feel free throughout the year to call, email or drop by and see me if you have a question or concern.

Thanks,

Rob Frederick, Principal

Tishomingo High School  
1302 East Main Street  
Tishomingo, Oklahoma 73460  
(580) 371-2322

**Tishomingo High School**

**Rob Frederick, Principal**  
**Angela Cabaniss, Counselor**  
**DeeAnn Hendricks, Secretary**

## High School Faculty and Administration

Mrs. Amber Atteberry	M.Ed.	O.S.U.	Vocational Agriculture
Mr. Chad Atteberry	M.Ed.	S.O.S.U.	Vocational Agriculture
Mrs. Julile Bristow	M.Ed.	E.C.U.	Spanish
Mr. Ronnie Burton	B.S.	O.S.U.	History/Athletics
Mrs. Angela Cabaniss	M.Ed.	U.S.A.O.	Special Education/Counseling
Mr. Nic Claborn	M.Ed.	E.C.U.	History/Athletics
Mrs. Jessa Davidson	B.A. Ed	S.O.S.U.	Art
Mr. Rob Frederick	M. Ed.	S.O.S.U.	Principal
Mrs. Crystal Gilbert	M. Ed.	E.C.U.	Math
Mrs. DeeAnn Hendricks	B.A.	O.D.U.	Office/Administration
Mrs. Delaina Higgins	B.S.	E.C.U.	Consumer Science
Mr. Chad Hilburn	B.S.	E.C.U.	History/Athletics
Mr. Boyd Houser	M.Ed.	S.O.S.U.	Athletic Director/Athletics
Mr. John Kurtz	M.Ed.	Pitts State Unv	US History/Athletics
Mr. Kyle Lafevers	B.S.	S.O.S.U.	History/Athletics
Mr. Tyler Lewis	B.S.	Randall Unv	English
Mrs. Lindsay McCarter	B.S. Ed.	S.O.S.U.	Business
Mrs. Susann McDaniel	M.Ed.	E.C.U.	Vocal Music
Ms. Jill Merchant	B.S.	S.O.S.U	Math
Mr. Brandon Moreland	M.Ed.	E.C.U.	Business/Technical Support
Mrs. Nikki Northcutt	B.S.Ed.	E.C.U.	English
Mr. Hank Patterson	B.M. Ed.	S.O.S.U.	Instrumental Music
Mrs. Cleta Phillips	M.Ed.	S.O.S.U.	Special Education
Mrs. Nikki Pryor	B.S. Ed.	S.O.S.U.	Science
Mr. James Scribner	B.S. Ed.	S.O.S.U.	Technology Director
Mrs. Carol Taylor	B.A. Ed.	S.O.S.U.	English
Mrs. Shelena Thomas	M. Ed.	S.O.S.U.	Science
Mr. Kevin Wilkins	B.S. Ed.	E.C.U.	Band/Humanities



## **GENERAL INFORMATION**

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

## **CLASS PERIODS**

1 <sup>ST</sup> Hour:	8:00am - 8:45am
2 <sup>nd</sup> Hour:	8:50am - 9:35am
3 <sup>rd</sup> Hour:	9:40am - 10:30am
4 <sup>th</sup> Hour:	10:35am - 11:20am
5 <sup>th</sup> Hour:	11:25am – 12:10pm
Lunch :	12:10pm – 12:45pm
6 <sup>th</sup> Hour:	12:50pm - 1:35pm
7 <sup>th</sup> Hour:	1:40pm - 2:25pm
8 <sup>th</sup> Hour:	2:30pm - 3:15pm

## **SCHOLASTIC ELIGIBILITY RULES**

Students at Tishomingo High School must attain scholastic eligibility standards set forth by the Oklahoma Secondary School Activities Association in order to participate in competition with other schools. If a student is ineligible, he/she will not be excused from classes or allowed to travel with their team on that particular week. Incomplete grades will be considered as failing grades. Falsifying grade checks will result in an immediate two week period of ineligibility. An ineligible student may not suit up, travel, or participate in any activity. The grading period each week ends at 3:10 pm on Thursday.

## **CONCURRENT ENROLLMENT**

To be eligible for concurrent enrollment, a student must:

1. Meet all concurrent and enrollment guidelines of the higher institution.
2. Be in compliance with Tishomingo Public School's attendance policy.
3. Maintain a grade of C or higher in all concurrent classes.

Students who wish to concurrently enroll must obtain prior approval from the High School Principal or his/her designee as appropriate. Students must also provide the high school office with a copy of any schedule of enrolled classes and of their subsequent transcript for concurrent classes in order for this information to be reflected on a student schedule and credit for classes to be reflected on their high school transcript. The High School Principal or his/her designee maintains the right to not approve concurrent classes for a student that has not demonstrated the ability to maintain or succeed with such a schedule.

## **COLLEGE HONORS COURSES**

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

## **COLLEGE VISTATION**

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

The date of the visitation must be cleared with the High School Office at least one day in advance of the visit. You may not be allowed to skip a test that has been scheduled by the teacher unless you have prior permission to make up the test.

The Office will furnish a visitation form signed by the Principal and you in turn must get the form signed by the registrar or instructor visited at the college, university or school as proof as your visit. You must return that form to the high school Office. Visitation without proper permission may result in an unexcused absence.

## **SELECTION OF VALEDICTORIAN, SALUTATORIAN AND TOP TEN OF SENIOR CLASS**

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

## **GRADUATION EXERCISES**

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

## **CALCULATION OF GRADE POINT AVERAGES**

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

## **OKLAHOMA HIGH SCHOOL HONOR SOCIETY**

The top ten percent of the high school enrollment will be eligible for membership. The membership will be based on work done during the first semester of the current year and the second semester of the preceding year.

## **HONOR ROLL**

The High School Principal's Honor Roll will be based upon a grade of "B" or better in all classes and not more than 12 days of absence per semester. The Superintendent's Honor Roll will require no less than an "A" in all courses the student is enrolled in and not more than 12 days absence per semester.

## **ADMITS TO CLASS AND MAKE-UP WORK**

Students who miss class will be required to pick up an admit from the Office before 8:15 am regardless of what periods were missed the day before. The school administration will make the final determination as to the absences being excused or unexcused. Students with excused absences will be allowed the same number of days that they missed to make up any work or tests missed as a result of absence or school activity. Example: If you are absent on Monday and come back to school on Tuesday, you will make up work or tests on Wednesday. Students who are absent all day or a partial day due to school related events/absences will be allowed to make up work or tests that are assigned the day of the absence and will not be required to turn in assignments prior to the activity absence.

## **ATTENDANCE**

Tishomingo High School will continue to stress good attendance. Students should be in class every day possible to ensure a better opportunity to get the quality education necessary to be a viable part of today's society

Also, we will emphasize using instructional time productively. Our interest is to clearly establish teaching and learning tasks as the priority at Tishomingo High School. This emphasis will mean that class interruptions must be limited only to emergencies. Any outside interference with the continuous process of teaching and learning shall be considered an interruption. Emergencies exist when conditions arise that make it impossible or impractical to delay class interruptions until the next class change.

In order for students to benefit from the emphasis placed on instruction, they must attend class regularly and be on time for each class. Student should note that absences are excused as long as the absence is verified by the parent/guardian by a telephone call (available 24 hours a day/7 days a week via voice mail) or a note. Truancy is not excused. Truancy means the student is out of school or out of class without the knowledge of proper school officials, parents or guardians. There are circumstances when a student might get ill and cannot get in touch with a parent or guardian. At that time, the student should call the office to notify a school official of their illness/situation. If a parent or guardian or school official is not notified, it will be considered truancy. Truancy results in two detentions for the first offense, Saturday detention or in school suspension for the second offense, and short term suspension for any further offense.

## **STUDENT CHECK OUT PROCEDURES**

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

## **TARDY POLICY**

Tardiness results in a loss of instruction and the interruption interferes with the instruction of students who are on time. Students who arrive at school or class after the tardy bell must report to the office for an admit. If a student arrives more than fifteen minutes late to class it will be recorded as an absence not a tardy.

Every three unexcused tardies to the same class per semester will count as one day of absences. Students will serve administrative detention on their third unexcused tardy and additional detention or other disciplinary action on all tardies thereafter for that semester. If a teacher detains a student, the student will not be counted tardy if a note is presented from that teacher.

## DISCIPLINE

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

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

The administration of Tishomingo High School is appreciative of the cooperative attitude of the students. Any conduct which causes or which creates a reasonable likelihood that it will interfere with the health, safety, well being, or the rights of other students or school personnel is prohibited.

The preceding statement is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in a list, but the following is an itemized list of some of the major areas of conduct, which may lead to disciplinary action.

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

1. Violation of state, local, and/or school regulations.
2. Disrespect, disobedience and/or insubordination.
3. Possession, use, sale, distribution and/or being under the influence of beer, alcoholic beverages, controlled drug substances, drug paraphernalia, or other habit-forming narcotics.
4. Appearance in violation of health or safety standards, including unsafe body piercings.
5. Threat, interference, intimidation, or harassment of students or employees.
6. Inappropriate dress.
7. Violation of compulsory school laws.
8. Assault upon another student, employee or other person.
9. Immoral and/or gross misbehavior or conduct.
10. Profanity, vulgarity and/or obscenities.
11. Indecency.
12. Gambling
13. Forgery.
14. Trespassing.
15. Extortion.
16. Vandalism and/or defacing school property or materials.
17. False alarms.
18. Truancy and/or unexcused absences.
19. Excessive tardies.
20. Theft and/or possession of stolen property.
21. Possession, threat, and/or use of a dangerous weapon as defined by State Statute.
22. Individual and/or group violence.
23. Possession and/or use of fireworks/explosives.
24. Use and/or possession of any tobacco product.
25. Littering.
26. Unauthorized distribution of non-school matter and/or literature.
27. Violation of activity trip rules.

28. Violation of bus riding rules and regulations.
29. Careless and/or reckless driving on school premises or streets adjacent to the school.
30. Parking violations.
31. Disruptive acts at the end of the school term.
32. Sexual harassment.
33. Cheating.
34. Unauthorized use and/or possession of nuisance devices, examples of which include cell phones, pagers, cd players, headphones, laser lights, and similar devices.
35. Hazing.
36. Conduct which disrupts the operation of the school.
37. Violation of written school rules, regulations and/or policies.
38. Failure to attend an assigned detention or suspension session without prior approval.
39. Fighting.
40. Unauthorized departure from class and/or school campus.
41. Failure to attend an assigned class, while on campus, without prior office approval and/or unaccounted for time.
42. Unauthorized entry to campus, buildings, and/or class.
43. Activities which occur off school property but which have an impact on the school.
44. Failure to sign out at the office when leaving school prior to dismissal.
45. Violations of school rules and regulations with respect to the use of computers and the internet.

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

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

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

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

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

## **DETENTION RULES**

The administration reserves the right to conduct an after-school detention period for students. Students may be assigned to this detention period for disciplinary actions or attendance problems. The student must provide his/her own ride home after detention. Detention times will be worked out among the administrator and the student. Teachers requiring students to stay after school will also follow this policy. Students who fail to attend an assigned detention can be subject to suspension and/or more detention.

A type of disciplinary action used for minor infraction of school rules and procedures is detention. The following guidelines are used for students assigned detention:

1. Class meets from 3:15pm till 4:00pm on assigned dates.
2. Student must be on time; bring ample work for 45 minutes.
3. There is to be no sleeping, talking, note writing, reading magazines, or other disruptions without the supervisor's permission. Students are not allowed to eat candy, chew gum, or drink pop in the detention room.
4. Tardies may result in you being assigned another detention.
5. Should the student not be able to attend on the assigned date, the assigned administrator must approve the change before the detention class begins.
6. Failure to attend on the assigned date, if you attend school that day, may result in further disciplinary action.
7. Any disorder, which causes the student to be sent out of detention, may result in further disciplinary action.
8. Any combination of three misses, including absences and reschedules, may result in Saturday's detention or suspension. (The number of allowed misses may be reduced at the Principal's discretion.)
9. Excessive assignments to detention may result in Saturday detention, in-school suspension or short term suspension.

## **SATURDAY DETENTION RULES**

1. Saturday detention will be mandatory as a form of discipline for those students who cannot follow the rules and policies set by the State of Oklahoma and the Tishomingo Board of Education.
2. Saturday detention will begin at 8:00 am and end at 12:00 noon at the high school.
3. Students will have two breaks, one at 9:25 am and one at 11:00 am. All times other than the assigned two breaks, students will remain in their seats and no talking or sleeping is allowed.
4. Students are expected to bring enough studies/assignment material to complete the four-hour session. If that is not done then a writing assignment will be made and/or Saturday detention will be doubled.

5. If a student misses a Saturday detention without prior approval, the time may be doubled to two Saturday detentions. If a student misses again after their time has been doubled, that student may be given short-term suspensions and may still make up the Saturday detentions that were missed. The total number of Saturday detentions may be limited at the Principal's discretion.
6. If a student is more than fifteen minutes late, he or she will not be allowed to stay and will be required to complete an additional Saturday detention.
7. Failure to follow the rules may result in additional Saturday detention and/or suspensions.

## **STUDENT RESPECT OF SCHOOL PERSONNEL**

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

## **MOTOR VEHICLE REGULATIONS**

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

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



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

### **CROSS WALK**

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

### **WITHDRAWAL FROM SCHOOL**

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

### **CLASS CHANGES**

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

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

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

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

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

## **OKLAHOMA REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

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

The attached Tishomingo High School Career Plan of Study and the ACE Graduation Checklist may be useful worksheets to map out what classes you will complete to graduate.

**Note:** Tishomingo High School requires 24 units/credits for graduation.

**TISHOMINGO HIGH SCHOOL  
EXTRA CURRICULAR STUDENT ORGANIZATIONS  
2017-2018**

Organization: FFA

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

Sponsor: Chad Atteberry / Amber Atteberry

Organization: FCCLA

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

Sponsor: Delaina Higgins

Organization: Spanish Club

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

Sponsor: Julie Bristow

Organization: Student Council

Mission/Purpose: To promote involvement in student government.

Sponsor: Angela Cabaniss

Organization: Art Club

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

Sponsor: Jessa Davidson

Organization: Academic Team

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

Sponsor: Nikki Pryor

Organization: Native American Club

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

Organization: Cheerleading

Mission/Purpose: To promote and increase school spirit.

Sponsor: Melanie Huston

