

TULSA PUBLIC SCHOOLS

Dedicated to a safe, orderly learning environment, with fair and consistent treatment for all students.

CODE OF STUDENT CONDUCT

RIGHTS,
RESPONSIBILITIES,
& CONSEQUENCES

Available on-line @ www.tulsaschools.org/conduct.htm

2003 - 2004

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Code of Student Conduct

Rights, Responsibilities, and Consequences

A primary responsibility of the Tulsa Independent School District Number One is to offer a disciplined environment conducive to learning.

INTRODUCTION

Tulsa Public Schools accepts the challenge of providing a high-quality educational program that prepares students to compete in modern society.

The district's programs provide opportunities for the development of skills, acquisition of knowledge, and formation of desirable attitudes. They also create an environment that is safe, secure, and conducive to learning. Most students choose to participate in these programs. *Regrettably, a few students exhibit behavior that prevents the established programs from being successful for themselves and others. Tulsa Public Schools accepts the obligation to assist these students with fair and consistent discipline that provides opportunities for students to change undesirable behavior while protecting the rights of the majority.*

The purpose of these regulations and guidelines is to secure uniform expectations from students in each Tulsa school. The mobility of our students creates a need for students to have the security of reasonable and uniform expectations from the various schools and to know the possible consequences of disruptive behavior.

The Code of Student Conduct provides the foundation and framework for a fair and sound discipline policy for each building. It also allows sufficient flexibility to meet those special situations encountered at each school.

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community. Oklahoma State Law provides that all parents/guardians of school-age children are responsible for their child attending and complying with the rules of the school.

Students have the right to receive a free public education, and the deprivation of that right may occur only for just cause. They also have the rights of citizenship as delineated in the United States Constitution and its amendments. These rights may not be abridged, obstructed, or in other ways altered except in accordance with due process of law.

Tulsa schools are committed to the concept of nondiscrimination in relation to race, color, religion, gender, age, national origin, veteran status, or disability. This policy will prevail in all matters concerning staff, students, and the public. See **Tulsa Public Schools Board Policy NEPN Codes: AC, AC-R, and ACA.**

The rules stated herein are applicable throughout the school day, during any school field trip, or officially sponsored school activity either on or off school property.

**Adjustments
will be made
for block
schedules on
all
attendance
and
discipline
issues.**

Administrators and teachers also have rights and responsibilities. Teachers are required by law to maintain a suitable environment for learning. Administrators are responsible for supporting, maintaining, and facilitating the educational program.

The principal is authorized by law to suspend students for violation of the regulations of a public school. The teacher has the authority to remove a student from the classroom to a designated authority when the student is interfering with the teaching/learning environment of the class. At the time of removal the teacher may request that the pupil not be returned to that classroom until a conference is held between the teacher and the designated authority. *Occasionally, due to extreme cases of misbehavior or disruptiveness, a teacher may request that a student remain out of a class until a parental conference is held.*

A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. *Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning env - iii - may find it necessary to use options and procedures not covered in these regulations.*

Tulsa Public Schools Board Policy NEPN Code: CHD states that *in the absence of Board policy related to a specific situation, the Superintendent or designee will use his/her best judgment in arriving at a decision. The decision is based on what he/she senses the policy would be if it existed, based on the spirit and tenor of other existing policies.* The School Board Policy Manual provides school personnel assistance for those unique situations beyond the scope of this document.

NOTES:

For elementary or pre-k students, any variation from this written policy must be discussed and approved by the appropriate Area Superintendent.

The Code of Student Conduct is NOT specifically designed for alternative sites. The Director of Alternative Education will set specific written rules, policies, procedures, and consequences for alternative education students in conformance with Tulsa Public Schools Board Policy.

Corporal Punishment is prohibited. No student will be subject to this form of punishment by teachers, administrators, students, or other school personnel. Physical restraint is permitted only if it is reasonable and necessary in order to quell a disturbance.

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INTRODUCTION TO REGULATIONS AND VIOLATIONS

Based on the official policy of the Tulsa School Board, certain types of conduct are prohibited. **The rules, regulations, and procedures, as indicated in this booklet will, for the safety and convenience of everyone, be enforced immediately before, during, and after school hours.**

The rules are applicable at school, on school athletic fields, buses, bus stops, in areas immediately adjacent to the school, and in all other places where school functions occur or where school activities normally take place.

The rules are also applicable throughout the course of any school field trip or other officially sponsored school activity.

Appropriate disciplinary actions will be imposed on students violating these rules. Violations are divided into discipline violations and law violations. (Law violations may also result in court action.)

STUDENT DRESS CODE

The Board of Education has approved a district-wide student dress code for Tulsa Public Schools. Please take time to familiarize yourself with the policy, discuss it with your family, and if you have any questions, please feel free to contact the principal of the school.

Purpose:

To define student dress/grooming requirements.

Background:

Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe, and healthy environment within the school.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students.

Student/Parent/Guardian Responsibility: Although the Board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

General Rules:

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

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

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

- Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.
- Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.
- Permitted clothing shall be worn as designed/manufactured to include the following:
 - Suspender straps must be attached as designed and worn on shoulders.
 - Shirts/blouses must be buttoned.
 - Zippers must be zipped.
 - Belts must be fastened.
- School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.
- All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Outerwear:

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

Head Coverings/Sunglasses:

- Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.
- Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

Upper Garments:

- The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
- Strapless garments are prohibited.

- Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.
- Bare midriffs, immodestly low-cut necklines, off-the-shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

Lower Garments:

- Undergarments shall not be visible.
- Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.
- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted.

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

Footwear:

Students shall wear footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. Flip-flops, thongs, house slippers, and shower shoes are not acceptable footwear.

Accessories:

- Jewelry and other accessories shall not convey prohibited messages as defined above.
- Visible pierced jewelry shall be limited to the ear.
- Dog collars, tongue rings and studs, wallet chains, large or metal hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Religious and Health Accommodation:

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

Clothing Assistance:

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

School Policies:

Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. *However, all schools must meet the standards set forth in*

this policy as the minimum requirement. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

Penalties/Sanctions:

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district’s Code of Student Conduct.

Unusual Circumstances:

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

GENERAL REGULATIONS

This section covers a broad range of issues for which administrators are responsible.

➤ **ALTERNATIVE SCHOOL PLACEMENT**

Students who are serving an out-of-school suspension **are not permitted** to attend any school-sponsored extracurricular activity. Students who have been placed or elected to attend an alternative setting for non-discipline reasons **may attend** school-sponsored extracurricular activities.

Suspended high school students who are placed at an alternative site or in home-based instruction will be provided with basic courses only. This **will not include** honors courses, advanced placement courses, or international baccalaureate courses.

➤ **ASSAULT/BATTERY**

Oklahoma State Law provides that felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

➤ **ATTENDANCE**

A good education requires regular continuity of instruction, classroom participation, learning experiences and study. This educational principle is the foundation of the compulsory school attendance law in this state.

Under the compulsory education law, it is the duty of the parent or guardian to notify the school regarding the reason for absence of a school-age child. The law also states that it is the duty of the school to notify the parent or guardian of a child's absence.

Non-Attendance:

Attendance problems requiring action shall include the following:

- The student is officially enrolled but fails to report to school, to attend every class (cuts class), or to remain on campus until dismissed.

- A student is habitually tardy without a valid excuse.
- A student has been absent without a valid excuse for four (4) or more days or parts of days within a four (4) week period, and the school has not been notified by parent/guardian.

Procedures are as follows:

- ✓ The school will attempt to notify the parent/guardian that they are in violation of state law.
- ✓ The case will be turned over to an attendance officer if necessary.
- ✓ The case will be filed with the District Attorney for prosecution. If found guilty, the parent/guardian will be responsible for fines and court costs.

➤ ATTENDANCE FOR INTERSCHOLASTIC ACTIVITIES

NOTE: Adjustments need to be made for block schedules.

All students who participate in interscholastic activities must adhere to the attendance rules established by the Oklahoma Secondary School Activities Association as well as all rules and regulations of the district related to participation in such activities. See current O.S.S.A.A. Administrators Handbook for details.

➤ BUS BEHAVIOR

All students are under the supervision of the bus driver while on the bus. Upon request a student must surrender his/her bus pass to the driver. Riding the bus is a privilege, not a right, and a student may be removed from riding the bus or suspended out-of-school by the principal/designee under applicable guidelines for behavioral reasons including, but not limited to, the following:

Talking to bus driver while bus is in motion	Leaving seat while bus is in motion
Disrespect to bus driver	Reserving seats for other students
Putting any part of the body out of the bus windows	Indecent behavior
Loud or distracting behavior	Drinking, eating, or using tobacco
Throwing objects in or off the bus	Excessive littering
Destruction of school property	Fighting
Offensive/vulgar language	Spitting in the bus
Unlocking emergency door except at direction of bus driver	

A principal's decision to limit or revoke bus riding privileges may not be appealed.

➤ CLUBS (NON-CURRICULAR)

Student clubs, whether religious or non-religious in nature, are permitted to meet and to have equal access to campus media to announce their meetings if the school permits any student non-curricular club to meet. All such student clubs shall have equal access to campus facilities, including meeting times. A non-curricular club is any club not related directly to a subject taught or soon to be taught in the school.

➤ **COLLECTION OF FUNDS**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal or the superintendent of schools.

➤ **CONCERNS AND COMPLAINTS:**

An individual or group with a complaint needs to follow the procedures listed below:

- Contact the individual teacher/staff member involved and make every effort to resolve the issue.
- Contact the principal/administrator of the program.
- If the issue remains unresolved, contact the appropriate Area Superintendent, then the Superintendent.
- The Board of Education will investigate or act on complaints previously considered at the appropriate administrative levels. Complaints to the Board must be in writing.

➤ **DEMONSTRATIONS OR MEETINGS ON SCHOOL PREMISES**

(Non-school-sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the principal at least five (5) working days prior to the requested activity. The five (5) day period does not include the day of the request or the day of the activity. Before approving the request, the principal will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

➤ **DIRECTORY INFORMATION**

Tulsa Public Schools in accordance with state and federal laws will provide directory information when there is no objection by the parent/guardian. Directory information is generally used in school publications and at the request of post-secondary education agencies that provide scholarship information to students, and the armed services for recruitment.

Directory Information includes: ▪Student's name ▪names of student's parents ▪student's address ▪student's telephone listing ▪student's date of birth ▪student's class designation ▪student's extracurricular participation ▪student's achievement awards or honors ▪student's weight and height (if member of an athletic team) ▪student's photograph ▪the previous district attended before he or she enrolled in the district.

If the parent/guardian does not want this information released they must make a request in writing to Pupil Accounting at the Education Service Center.

➤ **DISCRIMINATION COMPLAINTS (including TITLE IX):**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student with a grievance alleging discrimination based upon sex or any other protected category should present the grievance to the principal. If the allegation involves the principal, the student may present the grievance to the District's Compliance Officer. Parents may also file grievances alleging discrimination based upon a protected category. All grievances will be promptly investigated by appropriate representatives of the District in compliance with the District's Nondiscrimination/Equal Opportunity (Staff/Student/Citizen Complaints and Grievance Procedure). Contact the Compliance Officer at 746-6800, for assistance.

➤ **DISRUPTIVE ACTS AT THE END OF SCHOOL TERM**

Any student who engages in disruptive behavior on or near the last day of the school year with the obvious intent of avoiding disciplinary action may be suspended for the remainder, if any, of the current school year and into the first semester of the following school year.

➤ **FERPA (NOTIFICATION OF RIGHTS)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1) ***The right to inspect and review the student's education records within 45 days of the day Tulsa Public Schools receives a request for access.***

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.***

Parents or eligible students may ask Tulsa Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If Tulsa Public Schools decides not to amend the record as requested by the parent or eligible student, Tulsa Public Schools 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) ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Tulsa Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company

with whom Tulsa Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request Tulsa Public Schools forwards, without consent, education records to officials of another school district in which a student seeks or intends to enroll.

4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

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

➤ **GANG CULTURE:**

To maintain the safety of students and staff and to ensure the appropriate learning environment, Tulsa Public Schools will not tolerate behavior which is indicative of the “criminal street gang culture”. This will include but not be limited to gangster-style clothing, gangster rap music, and gang-style language, graffiti, or gestures.

Tulsa Public Schools recognizes that this “criminal street gang culture” is dynamic and ever-changing, and has trained personnel to recognize behavioral indications of this culture. Students participating in such behavior will be counseled and dealt with under discipline codes of Gang Symbols or Gang Behavior.

Tulsa Public Schools realizes that many of these characteristics are “fashionable” with students, and the district is not accusing persons exhibiting these behaviors of having gang affiliations. However, these behaviors are known to endanger students and disrupt the learning environment, and will not be tolerated.

➤ **HARASSMENT, INTIMIDATION, OR BULLYING (Including Sexual and Disability Harassment):**

All students, employees and non-employee volunteers are strictly prohibited from engaging in any form of harassment. Harassment, intimidation, and bullying includes, but is not limited to, verbal and physical conduct, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, gender, age, national origin, marital status, veteran status, sexual orientation, or disability (mental or physical). What may seem harmless, trivial or “all in good fun” to one person, may be extremely offensive to the person to whom the comments or actions are directed.

Any student who is or has been subjected to harassment, intimidation, or bullying by another student, or knows of any student who is, or has been, subjected to harassment, intimidation, or bullying should

report all such incidents to his/her building administrator, counselor or teacher. All harassment, intimidation, or bullying complaints will be investigated. For further information refer to the procedure posted at every school site.

➤ **HOMEWORK POLICY FOR SUSPENSION**

It is the parents' responsibility to get assignments for their child if suspended.

Ten days or less

- 1–3 days suspension: Student will do the work when he/she returns to school.
- 4–10 days suspension: By the end of the third day of the suspension, teachers will leave regular homework assignments (lectures, labs, films, etc. excluded), totaling no less than five days work, to be picked up by the parent/guardian from the Main Office. When this homework is returned, homework for the remaining days will be provided.
- Homework is due within three (3) days after returning to school. It will be graded and appropriate credit will be given.

More than 10 days

- Alternative education options are available.

➤ **MOTOR VEHICLES ON SCHOOL GROUNDS**

Each school principal has the responsibility of establishing motor vehicle regulations in accordance with the needs of the school. Students in violation may have their school parking privileges revoked and may be subject to suspension. **A principal's decision to limit or revoke parking privileges may not be appealed.**

➤ **PEACEFUL CONDUCT**

Oklahoma State Law provides that any person(s) who interferes with the peaceful conduct of activities at any institution of learning, including but not limited to actions that interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities may be directed to leave the institution and not return, *without specific written permission*, for a period of six (6) months.

➤ **RETENTION/NOT PASSING A COURSE:**

A school committee will review and make decisions regarding retention and promotion. A parent may request reconsideration of a retention decision or a decision to not pass a student in a course by complying with the Tulsa Public Schools' appeal process. Contact the school principal for further information.

➤ **SALES**

Advertising may be permitted if it is for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored

events, or on school transportation unless he/she has the written permission of the school principal or the superintendent of schools.

➤ **SEARCHES**

1. Search of School Property

All school property such as lockers, desks, etc., assigned to students is the property of Tulsa Public Schools. The student is given a temporary right to use the property, and this right may be revoked at any time.

School property will not be used to store materials, objects, etc., that are in violation of school rules. The school principal or designee may authorize the search of school property (without any reason) temporarily assigned to a specific student without the permission of the student or the presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

2. Search of Student's Person

No person attending a school-sponsored event may conceal on his/her person, or in a purse, handbag, etc., any weapon, narcotic, dangerous drug, alcohol, or any other substance or object that is in violation of local or state ordinances or school rules. Any individual entering a Tulsa Public School facility may be subject to scans by either walk-through or hand-held metal detectors. The school principal or designee may authorize the search of a student's person or personal property and seize illegal or harmful items in his/her possession as follows:

Other than a metal detector search, there must be a reasonable suspicion by school authorities to believe the student is in possession of an item, the possession of which constitutes a crime or a school rule violation.

The student must be told, prior to the search, what item or substance is being sought.

The search must be done in a manner that avoids undue humiliation to the student. *The search must be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex, if practicable.* Under no circumstances should a strip search be conducted.

School authorities may seize illegal items or other substances reasonably determined to be a threat to the safety or security of others.

Items that are used to disrupt or interfere with the educational process may be temporarily removed from student's possession.

➤ **STUDENT PUBLICATIONS**

Student publications are regarded as an integral part of the school curriculum and are under the control of school personnel. A copy of each publication or any other printed materials must be given to the principal for review three (3) school days prior to the requested distribution. The three (3) day period does not include the day of the request or the day of distribution. The principal will determine if the publication contains libelous/obscene language/depictions, art that advocates illegal action/disobedience, or material that encourages disruptive behavior. The principal will notify the individuals or sponsors whether or not the publication can be distributed on the school premises.

The principal also approves the place and time for distribution of printed materials. In the event the principal prohibits the distribution, the student's parents/guardians are called, and they may have the principal's decision reviewed by the appropriate Area Superintendent.

Distribution on school premises of literature or commercial advertising advocating the nomination or election of any person for public office is expressly prohibited. Advertising materials that promote the use of alcohol/low-point beer, or tobacco are strictly prohibited.

➤ **STUDENT SUBSTANCE USE/ABUSE (REPORTING)**

The Board of Education recognizes the complexity of problems associated with student alcohol/drug use/abuse. The concern is for the well-being and best interest of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence of a mood/behavior-altering substance including, but not limited to, low-point beer, alcoholic beverages, controlled dangerous substances, over the counter medications, inhalants, etc.

Whenever it appears to a teacher that a student may be under the influence of a mood/behavior-altering substance in the teacher's classroom, the teacher will report the matter in writing to the school principal or his/her designee. Whenever possible the teacher should attempt to obtain a corroborative observation from another teacher.

The teacher's report will state the date, time and place and will describe the actions of the student or other circumstances from which the teacher concludes the student appears to be under the influence of a mood/behavior-altering substance.

The principal or his/her designee will immediately notify the Area/Deputy Superintendent or his/her designee of the report. The principal or his/her designee will also immediately notify the student's parent or legal guardian of the report. The notification of the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

As provided by Oklahoma law:

No employee of the School District or member of the School District's Board of Education shall be subject to civil liability for any statement, report or action taken in assisting, or referring for assistance to any medical treatment, social service agency, facility or any substance abuse prevention and treatment program, any student reasonably believed to be abusing or incapacitated by the use of low-point beer, alcoholic beverages or a controlled dangerous substance, unless such assistance or referral was made in bad faith or with malicious purpose. No School District employee or School District Board of Education member shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

Any School District administrator, teacher or counselor having reasonable cause to suspect a student is under the influence of low-point beer, alcoholic beverages or controlled dangerous substances, or has any of the foregoing in the student's possession, and who reports such information to the appropriate school official, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency, pursuant to this policy shall have immunity from any civil liability otherwise incurred or imposed as a result of the making of such a report.

➤ **TOBACCO**

All Tulsa Public School facilities are tobacco free. Tobacco use by students or staff is strictly prohibited. Furthermore, it is against state law for persons under the age of 18 to possess tobacco or tobacco products. Students caught in possession of tobacco will be subject to discipline procedures by the school and fines by the State of Oklahoma's ABLE Commission.

➤ **VIOLENCE/DANGEROUS WEAPONS**

Tulsa Public Schools is committed to providing a safe, orderly learning environment for all students and will not tolerate behavior which is dangerous or disruptive to the learning process. Any student exhibiting violent behavior or having a dangerous/deadly weapon on school property or at a school function may be suspended pending an investigation of the incident. Additionally, the student will be subject to prosecution by law enforcement authorities.

➤ **VISITORS - IDENTIFICATION**

All visitors must register in the school office and state the purpose of the visit. The principal/designee has the prerogative to approve or disapprove the visit. The visitor will be required to wear an identification button or nametag while he/she is a guest in the school. All persons on school premises must identify themselves upon request of school personnel. This includes school-sponsored events and school buses. If the person is not a student but appears to have legitimate business, assistance and directions should be offered. If the person refuses to identify himself/herself or his/her purpose, the person is trespassing. Proper action should be taken (see legal section).

➤ **WIRELESS TELECOMMUNICATION DEVICES**

The use of cell phones, pagers, or any other wireless telecommunication device during the academic day interferes with the educational process. Devices must be turned off during school hours. Students in violation of this policy will be subject to discipline procedures and confiscation of the device. Parents may come to school and pick up confiscated items. These devices will not be returned to the student. Note: Schools are not responsible for the theft or loss of wireless telecommunication items.

VIOLATIONS

ACTION LEVELS

Students who break rules are subject to disciplinary action that may be taken by teachers, counselors, administrators or other school personnel. The action is set by federal, state/city laws, and administrative and School Board policies. There are eight levels of disciplinary actions.

- Level 1 - Conference*
- Level 2 - Intervention*
- Level 3 - Suspension (1-5 days)*
- Level 4 - Suspension (5-10 days)*
- Level 5 - Suspension of 10 days with required assessment*
- Level 6 - Long-term suspension*
- Level 7 - Mandatory current semester plus succeeding semester*
- Level 8 - Mandated 12 month suspension from the date of the offense*

LEVEL 1 - CONFERENCE

CONFERENCE	Staff members may conduct a conference among any combination of the following as a result of a discipline referral as long as the parents are notified using <i>Parent/Guardian Notification of Discipline Referral</i> form: Teacher, Student, Counselor, Administrator, Parent
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LEVEL 2 - INTERVENTION

Intervention in Level 2 may include:

(Note: These alternative actions are not in priority order.)

REFERRAL	To counselor, guidance dean, administrative personnel, counseling services, or police
STAFFING	A meeting of school personnel and perhaps other individuals to consider the behavior of students and make recommendations
TIME-OUT ROOM	The temporary denial of a student's right to attend class; students will be assigned for a period of one (1) to six (6) hours
PRE-DISCIPLINE REFERRAL CONFERENCE	Conference with school counselor to address issues that, if not changed, may lead to more severe consequences
DETENTION	Detaining a student for disciplinary reasons before or after school hours
IN-SCHOOL INTERVENTION	The temporary denial of a student's right to attend classes (if in-school intervention is available at the school)
SATURDAY SCHOOL	Requiring a student to attend Saturday detention where available
CONTRACT WITH STUDENT	A statement is written listing steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent/guardian as well as the date when the contract will be reviewed
PROBATION	The denial of participation in school activities and extra-curricular events or the use of common areas or other parts of the school

NOTE: Assessments may be used at the discretion of school personnel at any level of intervention.

LEVEL 3 - SUSPENSION 1-5 DAYS *

SUSPENSION 1-5)	The denial by the school administration of a student's right to attend school or school- sponsored activities for 1-5 days
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LEVEL 4 - SUSPENSION 5-10 DAYS *

SUSPENSION (5-10)	The denial by the school administration of a student's right to attend school or school- sponsored activities for 5-10 days
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LEVEL 5 - SUSPENSION 10 DAYS *

SUSPENSION (10)	Student is suspended for ten (10) days. <i>This suspension requires that the student complete an assessment with an approved rehabilitation provider prior to reinstatement.</i>
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LEVEL 6 - LONG-TERM SUSPENSION *

SUSPENSION	The student can be suspended for a period not less than 11 days, but not to exceed the current semester and the succeeding semester.
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LEVEL 7 - MANDATORY SEMESTER PLUS NEXT SEMESTER *

SUSPENSION	Mandatory suspension of a student for a period of the current semester plus the succeeding semester
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LEVEL 8 - MANDATED ONE-YEAR SUSPENSION *

SUSPENSION	Mandatory suspension of a student for a period of 12 calendar months from the date of the offense which can only be amended by the superintendent/designee or the Board of Education
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NOTE: Assessments may be used at the discretion of school personnel at any level of suspension.

** When suspending students with disabilities refer to the Office of Special Education, Education Service Center.*

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending the appeal hearing before the school’s suspension review committee or appropriate Area Superintendent or the Board, the student will have the right to attend school under such In-School-Intervention restrictions as the principal deems proper.

The exception, at the discretion of the principal, is the student may be prohibited from attending school pending the appeal hearing if, in the judgment of the principal, the conduct for which the student was suspended reasonably indicates continued attendance by the student would (1) be dangerous to other students, staff, or school property, and/or (2) interfere with the educational process at school.

SUSPENSION FOR OFF-CAMPUS CONDUCT

The school principal or the principal’s designee may suspend a student based on the student’s off-campus conduct when the principal/designee concludes that the off-campus conduct indicates that the student’s continued attendance would have an adverse impact on order, discipline or the educational process at the school.

READMITTANCE FROM SUSPENSION

In accordance with the State Department of Education, students returning from any suspension must re-enroll and provide current proof of address (gas bill, electric bill, etc.)

CONDITIONS FOR READMITTANCE	<p>Students returning from a long-term suspension may be required to bring a parent/guardian and sign an agreement.</p> <p>Such an agreement will state the parent/guardian understands that if any legal offense recurs, the student may be suspended for the remainder of the current semester and the succeeding semester.</p>
ASSESSMENT	<p>Before the student will be admitted back to school, he/she must complete a free assessment using the TPS Student Referral For Free Assessment form available in the school office.</p>

ALTERNATIVE SCHOOL PLACEMENT

ALTERNATIVE SCHOOL PLACEMENT	<p>A change of placement by the administration based on behavior, grades, and/or other factors.</p>
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BLOCK SCHEDULE ADJUSTMENT

Adjustments must be made for block scheduling on all discipline issues.

INTERVENTION REFERRAL

PARENTS NOTIFIED

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
BULLYING/STUDENT CONFLICT	Pestering or tormenting, in the classroom or elsewhere on the school site (verbal or physical)	1	2	1	2	
FORGERY/PLAGIARISM (66)	Falsification of documents	1	2	1	2	
HEALTH /GROOMING ISSUES	Unacceptable hygiene that distracts from the educational environment	1	2	1	2	
INAPPROPRIATE DRESS INCLUDING DRESS CODE VIOLATIONS (01)	Dressing or grooming in a manner that disrupts the teaching and learning of others	1	2	1	2	
INAPPROPRIATE PERSONAL PROPERTY (02)	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others including, but not limited to, sexually explicit material, food, beverages, lighters, electronic equipment, laser pointers, etc.	1	2	1	2	
MISUSE OF COMPUTING RESOURCES (19)	Violations of the 'Acceptable Use of Computing Resources' contract or TPS board policy	1	2	1	2	
PUBLIC DISPLAY OF AFFECTION (62)	Behaviors of affection which are not appropriate for public places such as kissing, hugging, etc.	1	2	1	2	
TARDINESS	Failure to be in the place of instruction at the assigned time without a valid excuse	1	2	1	2	
TRUANCY	Failure to report to school or class without prior permission, knowledge, or excuse by the school or the parent/guardian	1	2	1	2	

Note:

Continued behavior in any of the above categories could result in an out-of-school suspension.

EXCESSIVE REFERRALS (16)	Three or more referrals during any nine-week period	3	4	2	4	Recommended Assessment Mandatory
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* Level 1 – Conference Level 2 - Intervention Level 3 - Suspension 1-5 Level 4 - Suspension 5-10

DISCIPLINE VIOLATIONS

Minimum Level 1 or 2

PARENTS NOTIFIED – POLICE MAY BE CALLED - May Result In An Out-Of-School Suspension

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
BUS MISCONDUCT (08)	Failure to comply with rules of bus safety or disturbing others (see specific offense)	1	3	1	3	
DISRESPECT (09)	Responding in a rude and/or impertinent manner toward school personnel.	1	4	1	4	
DISRUPTIVE BEHAVIOR (04)	Behaving in a manner that disrupts or interferes with educational activities	1	3	1	3	
FAILURE TO IDENTIFY (14)	Refusal to stop, provide name and/or other information when asked to do so by a staff member	1	4	1	3	
FIREWORKS - POSSESSION OR USE (20)	Using or possessing any explosive amusement device, smoke bomb, etc	2	4	2	4	
GAMBLING (28)	Playing or betting on a game of skill or chance for money or anything of value	1	3	1	3	
GANG SYMBOLS (10)	Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified or associated with gangs	1	3	1	3	
HARASSMENT / VERBAL ABUSE - INCLUDING BULLYING (07)	Disturbing consistently, by pestering or tormenting, in the classroom or elsewhere on the school site (verbal or physical)	2	3	2	3	Recommended Assessment Mandatory
HAZING (64)	Activities that endanger an individual's mental or physical health, which are required for initiation/entrance into any group	2	6	2	5	Recommended Assessment Mandatory
LEAVING ASSIGNED AREA WITHOUT PERMISSION (06)	Leaving the classroom or assigned area without obtaining prior approval of the teacher and/or administrator	1	3	1	3	
LEAVING CAMPUS WITHOUT PERMISSION (18)	Leaving campus without prior consent and authorization from school administration	2	4	1	4	
PETIT LARCENY (THEFT) (32)	Taking of personal property accomplished by fraud or stealth with the intent to deprive another thereof (Larceny where value of property is under \$500)	2	4	2	4	
POSSESSION OF STOLEN PROPERTY (31)	Having in one's possession property obtained without permission of the owner	2	6	2	6	
PROVOKING /INSTIGATING BEHAVIOR (63)	Encouraging or urging other students to violate school rules	1	4	1	4	
RACIAL / DISABILITY HARASSMENT (37)	Epithets, slurs, gestures or graffiti, <u>even in jest</u> , toward an individual because of race, national origin or disability	2	4	2	4	Recommended Assessment Mandatory
REFUSAL TO WORK OR FOLLOW DIRECTIONS (03)	Failing to comply with proper and authorized direction or instruction of a staff member	1	3	1	3	
SEXUAL HARASSMENT (36)	Unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature	2	4	2	4	Recommended Assessment Mandatory
TOBACCO (11)	Possession/use of tobacco or tobacco products is prohibited (fill out forms for ABLE commission)	2	4	2	4	Do not fill out ABLE forms if over 18.

Level 1 – Conference
Level 2 – Intervention

Level 3 – Suspension 1-5
Level 4 – Suspension 5-10

Level 5 – Suspension 10 (with assessment)
Level 6 – Long-term Suspension

** If victim is willing to press charges

Minimum Level 1 or 2 (continued)

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
TRESPASSING (23)	Entering any school property or into any school facility without proper authority (includes any entry during a period of suspension)	1	4	1	4	
USE OF PROFANITY (05)	Writing, saying, or making gestures that convey an offensive or obscene message	1	4	1	4	
VANDALISM OR DESTRUCTION OF PROPERTY (30)	Intentional or willful destruction/defacement of property (INCLUDES VANDALISM OR GRAFFITI)	1	6	1	6	Do not call police unless damage is sufficient to file charges.
WIRELESS TELECOMMUNICATION DEVICES (25)	Use of wireless telecommunication devices during school hours (see page 12).	2	4	2	4	State School Law - <u>NOT</u> criminal statute, <u>TPD cannot respond</u>
OTHER SIMILAR OFFENSES (13)	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning	1	4	1	4	

Minimum Level 3

PARENTS NOTIFIED – POLICE MAY BE CALLED - Will Result In An Out-Of-School Suspension

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
FIGHTING (12)	Involves the exchange of mutual, physical contact, including, but not limited to hitting, with or without injury	3	4	3	4	
POSSESSION/ OWNERSHIP AND USE OF OTHER SUBSTANCES OR MATERIALS (27)	Possessing, using, or having under one's control any substances, materials, or related paraphernalia which are dangerous to health or safety, or which disrupt the educational process including, but not limited to, non-alcoholic beer, look-a-likes, etc.	3	5	2	5	Recommended Assessment Mandatory
POSSESSION OF A WEAPON OTHER THAN A FIREARM (Including Look-A-Likes) (29)	Students possessing a dangerous weapon on their way to/from school or on school property. A weapon other than a firearm is defined as a knife, razor, karate stick, metal knuckle, live ammo, or any other object, which by the way it is used or intended to be used, is capable of inflicting bodily harm. See expanded list in School Board Policy.	3	6	2	6	Do not call police for pocket knives, live ammo, or plastic guns. <u>MUST COMPLETE</u> <u>“Gun Free School Act Reporting Form”</u>
RECKLESS VEHICLE USE (24)	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the educational process	3	6	3	6	Do not call police unless person is using vehicle as a weapon.
VERBAL ASSAULT (Threats) (42)	Any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another student	3	4	2	4	

NOTE:

For all the above offenses, a combination of In-School Intervention and Out-of-School Suspension is allowable to fulfill the length of suspension, excluding issues of health and/or safety.

* Level 1 - Conference
Level 2 - Intervention

Level 3 - Suspension 1-5
Level 4 - Suspension 5-10

Level 5 - Suspension 10 (with assessment)
Level 6 - Long-term Suspension

Minimum Level 4

PARENTS NOTIFIED – POLICE MAY BE CALLED - Will Result In An Out-Of-School Suspension

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
ARSON (33)	Intentionally starting any fire or combustion on school property. NOTE: Report <u>ANY</u> fire, regardless of size, ASAP to the Deputy Fire Marshal Investigations at 596 - 9977 .	4	6	4	6	Call 911 for active fire - Do Not Clean Up - Report ASAP
BATTERY (47)	Any willful and unlawful use of force or violence upon the person of another student	4	6	3	6	Call police only if charges are to be filed by victim.
BOMB/EXPLOSIVE THREATS (44)	Reporting to school, police, or fire officials, by any means, information known to be false concerning the presence of a bomb or explosive	4	6	4	6	POLICE MUST BE CALLED.
BURGLARY (46)	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to students and the public	4	6	4	6	
CONSPIRACY (53)	Any two (2) or more persons mutually agreeing to do any unlawful act	4	6	3	6	
EXTORTION (34)	Obtaining property from another without his/her consent, induced by a wrongful use of force or fear	4	6	3	6	
FALSE ALARMS (22)	Reporting a fire to school or fire officials, setting off a fire alarm or fire extinguisher without reasonable belief that a fire exists, or making false 911 or police calls	4	6	4	6	Call 596-9977 to report false alarms. Do not call unless suspect is in custody.
GANG BEHAVIOR (38)	Disruption and/or intimidation including gesturing of any signs, use of language, or confrontations identified or associated with gangs which could lead to violence	4	6	2	6	If immediate presence is not required, call Organized Gang Unit.
GRAND LARCENY (49) (Felony Theft)	A larceny in which property taken is of value exceeding \$500 or when such property, although not of value exceeding \$500, is taken from the person of another	4	6	3	6	Police must be called.
OFF-CAMPUS CONDUCT (NEXUS) (52)	Any situation where the student's continued attendance would have an adverse impact on order, discipline, or the educational process, and could pose a threat of violence or disruption	4	6	3	6	Do not call unless the situation could result in violence in the community.
RIOTOUS BEHAVIOR (39)	Any use of force or violence, or threat to use force or violence if accompanied by immediate power of execution, by three or more persons acting together and without authority of law	4	6	3	6	
ROBBERY (21)	Wrongful taking of personal property, from his/her person or immediate presence, and against his/her will, accomplished by means of force or aggression	4	6	2	6	
SIMILAR VIOLENT OFFENSES (55)	Engaging in conduct similar to offenses above which are violent acts or acts showing deliberate disregard for health or safety	4	6	3	6	

* Level 1 - Conference
Level 2 - Intervention

Level 3 - Suspension 1-5
Level 4 - Suspension 5-10

Level 5 - Suspension 10 (with assessment)
Level 6 - Long-term Suspension

Minimum Level 5

PARENTS NOTIFIED – POLICE MAY BE CALLED - Will Result In An Out-Of-School Suspension

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
ABUSIVE LANGUAGE or BEHAVIOR TOWARD SCHOOL PERSONNEL (65)	Abusive or demeaning language or behavior (including profanity) directed toward any school personnel	5	45 days No Reduction On Second Offense	5	45 days No Reduction On Second Offense	May apply for readmission after 20 school days & options completion outlined in Appendix 1
DISORDERLY CONDUCT (48)	Behaving in a violent or seriously inappropriate manner that disrupts the educational process (NOTE: This category is used when the police are called to cite a student for extreme disruption. It is not to be used when recording classroom disorders that only result in student referrals to the office.)	5	6	3	6	Police must be called.
FIGHTING/BATTERY AT AN EXTRA-CURRICULAR EVENT (70)	Involves physical contact including, but not limited to hitting, with or without injury	5	6	5	6	Individuals involved will not be able to participate or attend any TPS extra-curricular activity for the remainder of the school year.
SEXUAL OFFENSES - Specify in Comments (43)	Lewd sexual behavior inclusive of intentional sexual contact, offensive touching, indecent exposure, rape, attempted rape, or other sexual acts	5	6	3	6	Police must be called.

Minimum Level 6

PARENTS NOTIFIED – POLICE MUST BE CALLED - Will Result In An Out-Of-School Suspension

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
ASSAULT WITH A DANGEROUS WEAPON (40)	Using a sharp or dangerous weapon to threaten another person with bodily injury	6	7	3	6	
ASSAULT (Threat) WITH INTENT TO KILL (56)	Any willful and unlawful attempt or offer with force or violence to kill another	6	7	3	6	
POSSESSION / OWNERSHIP OR USE OF ILLEGAL DRUGS/ALCOHOL (26)	Possessing, having under one's control, or using any controlled substances or alcoholic beverages including use of inhalants	45 days No Reduction On Second Offense		45 days No Reduction On Second Offense		May apply for readmission after 20 school days & options completion outlined in Appendix 1
VERBAL ASSAULT AGAINST SCHOOL PERSONNEL (58)	Threatening to harm a staff member Note: If there is no actual threat to do harm, use the category of “ <i>Abusive Language or Behavior Toward School Personnel</i> ”.	45 days No Reduction On Second Offense		3	45 days No Reduction On Second Offense	Do Not call police unless a threat is made. May apply for readmission after 20 school days & options completed as outlined in Appendix 2
VIOLATION OF STUDENT CONDUCT AGREEMENT (59)	Students with a conduct agreement will be suspended long-term if any legal offense recurs.	6	6	3	6	

* Level 1 - Conference
Level 2 - Intervention

Level 3 - Suspension 1-5
Level 4 - Suspension 5-10

Level 5 - Suspension 10 (with assessment)
Level 6 - Long-term Suspension

Level 7 - Mandatory Semester Plus One

Minimum Level 7

PARENTS NOTIFIED – POLICE MUST BE CALLED - Will Result In An Out-Of-School Suspension

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
AGGRAVATED ASSAULT & BATTERY (57)	When great bodily injury is inflicted upon the person assaulted and battered	7	7	5	6	
BATTERY AGAINST SCHOOL PERSONNEL (51)	Any willful and unlawful use of force or violence upon a staff member	7	7	3	6	
POSSESSION WITH INTENT TO DISTRIBUTE ILLEGAL DRUGS / ALCOHOL (45)	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content	7	7	3	6	

Minimum Level 8

PARENTS NOTIFIED – POLICE MUST BE CALLED - Will Result In An Out-Of-School Suspension

Category	Definition	Action Level *				Notes
		Secondary		Elementary		
		Min	Max	Min	Max	
POSSESSION OF A FIREARM (41)	Possession or use of a firearm	8	8	8	8	

* Level 1 - Conference Level 3 - Suspension 1-5 Level 5 - Suspension 10 (with assessment) Level 7 - Mandatory Semester Plus One
 Level 2 - Intervention Level 4 - Suspension 5-10 Level 6 - Long-term Suspension
 Level 8 - Mandatory suspension of a student for a period of 12 calendar months from the date of the offense which can only be amended by the superintendent/designee or the Board of Education

DUE PROCESS PROCEDURES

Due Process means that the student has

- the opportunity to know these policies or any other school regulations or procedures.
- been informed of the provisions allegedly violated.
- sufficient opportunity to give his/her version of the alleged violation.
- the right to a conference with the principal.
- the right to appeal a suspension to the Suspension Review Committee, and if over ten (10) days, to the appropriate Area Superintendent and/or the Board of Education.

SPECIAL NOTICE: A child with a disability and his/her parent/guardian are entitled to the procedural protection of Section 504 and IDEA-B before the student's placement is changed for disciplinary reasons. If additional information is needed, consult the handout entitled, "Parents Rights in Special Education: Notice of Procedural Safeguards", which is available at each school site, or "Discipline for Children with Disabilities – Some Key Changes in the Regulations Regarding Discipline for Children with Disabilities" or "Answers to Some Commonly Asked Questions About Discipline Under IDEA", both of which are available from the U.S. Department of Education, Office of Special Education Programs, 330 "C" Street, SW, Washington, D.C. 20202.

APPEAL

The student suspended shall have the right to appeal the principal's suspension action by following the procedures outlined below:

IF THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS *

Within five (5) school days from the date of suspension, the student's parent/guardian may request, in writing, a review by the building Suspension Review Committee (SRC). The SRC is composed of the following:

- A list will be made up of professional staff who volunteer at the beginning of the school year to serve on the SRC.
- In order to serve on an SRC, staff must attend a district training at the beginning of the school year.
- The SRC for each hearing will be comprised of:
 - Three (3) professional staff of the student's and/or parent/guardian's choice picked from the list of volunteers (the parent/guardian may submit five (5) names in order of preference) and;
 - Two (2) professional staff appointed by the principal and;
 - One (1) professional staff member who will serve as the non-voting chairperson and facilitate the discussion.
- Professional staff involved in the incident cannot serve on the SRC.
- Professional staff who have volunteered to serve have the right of refusal for any particular case.

Note:

When an incident occurs that involves more than one student and multiple suspensions, the same committee members, when available, will hear all appeals associated with the incident. The exception is the member that is selected by the parent/guardian.

The conference will be scheduled with consideration given to the hours of working parents whenever possible. The student and his/her parent/guardian and the principal or his/her designee who issues the suspensions shall be present at the hearing, but shall not remain during the deliberation of the committee or participate in their decision. The student and parent/guardian may choose to have a resource person assist and advise, but that person will not be allowed to address the committee and must also leave during the committee's deliberation (interpreters are acceptable).

The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the time and place of the hearing not less than 24 hours in advance of the hearing.


The SRC will determine the guilt or innocence of the student and the reasonableness of the term of suspension, and will dictate one of the following actions: ***to sustain*** (the suspension remains in force as enacted), ***to rescind*** (the suspension becomes null and void) or ***to modify*** (the suspension may be changed to reflect any number of days suspended between the minimum and the maximum days allowed within the offense category specified; the SRC may not change the category).

THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.


IF THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS *

- Within five (5) school days from the date of suspension, the student's parent/guardian may request, in writing, a review of the suspension by the building SRC. If a request for review is made, the building principal and the SRC will follow the procedures outlined above. However, the decision of the SRC is not final.
- If the student's parent/guardian is not satisfied by the school's decision, he/she may request a further review by the appropriate Area Superintendent by written notice to the school principal within five (5) school days after the parent/guardian is notified of the school's decision.
- In addition, the principal may appeal the SRC's decision to the appropriate Area Superintendent.
- The appropriate Area Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the time and place of the hearing at least 24 hours prior to the hearing, and notify the parent/guardian that they and the student have a right to be present at the hearing.
- The Area Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, modify the out-of-school suspension (including change of category), or change the out-of-school suspension to an alternative school placement. The Area Superintendent will notify the student's parent/guardian of the decision in writing.
- If the decision of the Area Superintendent is to sustain or modify the out-of-school suspension, or change the out-of-school suspension to an alternative school placement, the parent/guardian may appeal that decision to the Board of Education by written notice to the School District Clerk within five (5) school days after receipt of the Area Superintendent's decision. The parent/guardian will be notified in writing of the time and place of the Board of Education hearing at least 24 hours prior to

the hearing. The student and his/her parent/guardian will have a right to be present in person at the hearing. The Board of Education will determine the guilt or innocence of the pupil and the reasonableness of the term of the suspension. **THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.**



For purposes of appeals to the Board of Education, the term “Board” or “Board of Education” means either the Board of Education or an appeal Hearing Officer appointed by the Board as allowed by law.



ACCORDING TO STATE LAW, ALL APPEAL HEARINGS ARE TO BE BASED ON THE FOLLOWING CRITERIA:

- Is the student guilty of a violation of the school rules and regulations?
- Is the term of the suspension reasonable and in compliance with the Code of Student Conduct?

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending the appeal hearing before the school’s suspension review committee or appropriate Area Superintendent or the Board, the student will have the right to attend school under such In-School-Intervention restrictions as the principal deems proper.

The exception, at the discretion of the principal, is the student may be prohibited from attending school pending the appeal hearing if, in the judgment of the principal, the conduct for which the student was suspended reasonably indicates continued attendance by the student would (1) be dangerous to other students, staff, or school property, and/or (2) interfere with the educational process at school.

*** SPECIAL NOTICE: When suspending students with disabilities refer to the Office of Special Education, Education Service Center. Students who are disabled and are subject to suspension will be afforded the same treatment as provided to students who are not disabled in accordance with section 504 and its implementing regulation at 34 C.F.R. § 104.4(a), (b) (1) (vii). Specifically, suspension and appeal procedures will be the same as for students who are not disabled. These procedures could be altered if the administration makes a determination that the student will be a danger to other students, staff, or school property, or would interfere with the educational process at the school.**

APPENDIX 1

Tulsa Public Schools Drug/Alcohol Discipline Policy for Secondary School Students

Police MUST be called and report taken:

For First Offense:

Students will be suspended out-of-school for 45 school days (suspensions for elementary students may vary in length). Parents must make application, and if space is available, the student will be assigned to an appropriate alternative school placement.

After twenty (20) school days from the date of the suspension, the student may apply for readmission to the school through the school Suspension/Discipline Review Committee (SRC). The Committee's decision is final. To be readmitted, the student must demonstrate successful performance in the assigned education plan and have completed the following program:

- **Minimum of 20 days in alternative placement (if available) and;**
- **Satisfactory performance in assigned educational plan**

and one of the following:

- **Completion of an approved certified treatment program (at the expense of the parent/guardian)**

OR

- **Completion of the student/family assessment service and;**
- **Group Counseling/Education Program: eight (8) sessions for both the student and parent provided by Tulsa Public Schools through an outside agency**

Distribution of Drugs/Alcohol:

A student who commits the offense of distributing drugs or alcohol/low-point beer will be suspended out-of-school for the balance of the current semester and the next succeeding semester **with no privilege for review** after twenty (20) school days by the SRC.

For Subsequent Offense:

A student who has been disciplined previously for drug/alcohol use or possession in the current or any prior school year will be suspended out-of-school for forty-five (45) days **with no privilege for review** after twenty (20) school days by the SRC.

APPENDIX 2

Tulsa Public Schools Discipline Policy for Secondary School Students for the categories of “Verbal Assault Against School Personnel” or “Abusive Language or Behavior Toward School Personnel”

Police MUST be called and report taken:

For First Offense:

Students will be suspended out-of-school for 45 school days (suspensions for elementary students may vary in length). Parents must make application, and if space is available, the student will be assigned to an appropriate alternative school placement.

After twenty (20) school days from the date of the suspension, the student may apply for readmission to the school through the school Suspension/Discipline Review Committee (SRC). The Committee’s decision is final. To be readmitted, the student must demonstrate successful performance in the assigned education plan and have completed the following program:

Students who are suspended long-term under this category may have their suspension reduced pursuant to the following conditions:

- **Minimum of 20 days in alternative placement (if available) and;**
- **Satisfactory performance in assigned educational plan and;**
- **Completion of the student/family assessment service and;**
- **Group Counseling Program: eight (8) sessions for both the student and parent provided by Tulsa Public Schools through an outside agency**

Once the conditions are met the student may make application for readmittance through the school’s Suspension Review Committee.

For Subsequent Offense:

A student who has been disciplined previously for Verbal Assault Against School Personnel in the current or any prior school year will be suspended out-of-school for forty-five (45) days **with no privilege for review** after twenty (20) school days by the SRC.