

# BOOKER T. WASHINGTON HIGH SCHOOL

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## STUDENT-PARENT HANDBOOK 2018-2019

SCHOOL COLORS—**ORANGE** AND BLACK

SCHOOL MASCOT—HORNET



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Tulsa, Oklahoma 74106  
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[btw.tulsaschools.org](http://btw.tulsaschools.org)

## **ADMINISTRATION**

Melissa Woolridge, Ph.D., Principal  
Matthew Myers, Assistant Principal  
Sharon Lazdins, Assistant Principal  
Audra Bull, Assistant Principal

## **COUNSELORS**

Angela Jones – (all 9<sup>th</sup>) A thru Z 918.925.1016  
Jan Adamo – (10<sup>th</sup>-12<sup>th</sup>) A thru Ham 918.925.1014  
Mary Beth Lykins – (10<sup>th</sup> – 12<sup>th</sup>) Han thru Pa 918.925.1018  
Jennifer Sack – (10<sup>th</sup> -12<sup>th</sup>) Pe thru Z 918.925.1004

## **DEAN OF STUDENTS**

Chenani Arterberry – 918.925.1015

## **IMPORTANT TELEPHONE NUMBERS**

Attendance, Territa Nathan - 918.925.1005  
Bookstore/Treasurer, Tina Garner - 918.925.1037  
Cafeteria Manager, Dawn Grigsby –  
Custodian (Head), Wendell Peters – 918.925.1000  
Main Office, Loriece Cooper – 918.925.1000  
Media Center, Kristine Merchant -  
Nurse, Amanda Meldrum - 918.925.1033  
Principal's Secretary, Rolanda Watkins – 918.925.1003

# School Song

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**By C.B. Neely**  
***BTWHS Vocal Music Instructor 1918-1960***

Dear Booker T. Washington High School  
The pride of the great south west  
You're a symbol of light for many a youth  
By pointing the way to life's best.  
You stand as a beacon in Tulsa,  
By teaching the ideals of truth  
You inspire us with all that is worthy  
And gird us for life's greatest test.

## **Chorus**

O God help us ever grow stalwart  
In body, in soul, and in mind  
That the light of dear Booker T. High School  
May grow brighter and always shine.

## **Student Creed**

I believe in honest work, in generous  
Comradeship, in the courage of high  
Convictions. I believe in the inspiration  
That come from contact with all that is  
Truest and best, in books, in people, in life.  
I believe in loyalty to our high school, The  
fostering mother of these ideals, and I  
pledge her my allegiance in  
all her under takings,  
In all that will make her a stronger  
and nobler school.

## **Hornet Victory**

Hornet, oh Hornets, we love you so Hornets, oh  
Hornets, we love you so-o-o-o Fight for your  
school boys, fight for your school  
Fight for O' Booker T.  
Fight for O' Booker T.  
Fight for O' Booker T.  
H-O-R-N-E-T-S  
H-O-R-N-E-T-S

# BTW SCHOOL POLICIES

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***Ignorantia legis neminem excusat*** – Ignorance of the law excuses no one.

The purpose of the BTW Student-Parent handbook is to establish uniform standards and expectations for student conduct. As a complement to the Tulsa Public Schools *Student and Family Guide to Success*, also known as the Behavior Response Plan (BRP), this handbook outlines the policies, processes, and procedures that have been developed specifically to suit the needs of the BTW community. These expected standards have been designed to promote both social and academic success and development and will be implemented without regard to race, religion, gender, age, national origin, sexual orientation, or disability. It is the responsibility of the student and parent to be knowledgeable of and compliant with these established policies. The fact that something is not specifically listed or addressed in this document is not a valid excuse for conducting one's self contrary to, or in a manner not complimentary to, or respectful of, the intent outlined by this policy. Students who elect not to conform to the procedures, policies, and guidelines set forth will be subject to appropriate interventions, disciplinary actions and/or sanctions commensurate with the totality of the circumstances as provided for in the TPS Behavior Response Plan.

## ACADEMIC PROGRESS

Check PowerSchool weekly. Students are responsible to be familiar with all assignment criteria for each class and to meet each instructor's expectations for submitting work in the format and manner designated by each instructor.

## ACCESS TO STUDENT RECORDS

Parents and Students are entitled to the rights specified in the Family Educational Rights and Privacy Act (FERPA). The **Oklahoma Open Records Act** provides for release of directory information about students to all parties requesting the information. Parents or guardians have the right to exclude directory information from being released. To exclude students, parents must submit a request in writing.

## ACCIDENTS/INJURIES

All accidents and injuries must be reported to the classroom teacher or school nurse immediately. Reports of accidents or injuries will be documented by the teacher or nurse and submitted to the main office. This procedure will assist with the processing of any medical claims that may result from the accident or injury. Students feeling ill enough to miss class (i.e. vomiting, severe headache, feminine issues) should report to the school nurse. Ill students who fail to report to the school nurse will be subject to 'Truancy' sanctions.

## ACTIVITY PERIOD

Activity Period is a privilege for the students at BTW. This 40-minute session provides time for students to meet with clubs and organizations, study, make-up tests, or attend special programs. A bulletin is published listing the events for the Activity Period day. Students are to choose one activity prior to the Activity Period day and remain in that activity for the entire time. On rare occasions, students may need to travel to an alternate activity or location during this time. In this event, the student must have a pass from a staff member to go from one place to another. Activity Period has a five (5) minute passing period. All students are required to report to a staff-supervised activity/location (Hallways and Commons Areas are **not** supervised Activity Period locations).

**STUDENTS MUST BE IN A SUPERVISED AREA WITH A STAFF MEMBER  
AT ALL TIMES**

## ADVISORY PERIOD

All students have an Advisory Teacher. The Advisory Period is built into the BTW schedule to meet requirements for the IB/MYP programme, which includes the sophomore MYP project – a requirement for all BTW sophomores. Also included in these sessions is any state-mandated instruction such as cyber-safety, anti-bullying curriculum, etc. For Academic questions, issues, and concerns students should see their Academic Counselor.

## ALCOHOL USE

See heading “SUBSTANCE USE”

## ASSEMBLIES AND FORUMS

Assemblies are a valuable learning experience. Students have a very special obligation to practice common courtesy and to show respect for others during these events.

1. Courteous attention to speakers and persons on stage will be expected of each student at all times.
2. Students will attend assemblies with their second-hour instructor. Attendance counts.
3. **NO food, drink, or electronics allowed in the auditorium.**

## ASSIGNMENTS

See heading “COURSE WORK”








## ATTENDANCE

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2204, POLICY 2204-R, POLICY 2614, AND POLICY 2615**

**Oklahoma school law provides that it is unlawful for a parent or guardian to not compel a child to attend school. (Oklahoma Compulsory Education Law, State Statute Title 70, §10-106)**

Regular, student attendance is essential for learning. The TPS educational program requires regular, on-time attendance to be effective. Oklahoma law places the responsibility for school attendance on the parent/guardian, as well as the student. It is the responsibility of each student and his/her parent/guardian to keep track of absences. **School-related absences for field trips, athletic and/or academic events, games, meets, competitions, etc. are limited to (10) per year.**

A student with more than nine (9) absences (all absences count) in any semester for a particular course is subject to loss of credit for said course. An absence for a class period occurs when a student misses more than 15 minutes of a class. The 15 minutes may occur at the beginning, middle, or end of the class hour. Three (3) tardies count as (1) Unexcused absence, **INCLUDING** first hour tardies. **UNEXCUSED ABSENCES and TRUANCY ARE NON-APPEALABLE**, both for course credit and for revocation of transfer purposes. **ALL ABSENCES** (excused, unexcused, with explanation) shall be included in the calculation of the nine (9) day total. Absences may be excused for:

-  Personal illness
-  Parental illness
-  Attendance at a funeral
-  Activities pre-approved (**Pre-Arranged Absence Form** must be submitted)
  
-  Doctor appointment
-  Nurse office visit
-  Court appointments

**All other absences are unexcused. Absences coded as “Truant (B)” are non-appealable.**

Under Oklahoma’s Compulsory Education Law, **it is the duty of the parent or guardian to notify the school regarding the reason for the absence of a school-age child.** The law also states that it is the

duty of the school to notify the parent or guardian if a child is absent. BTW utilizes an automated phone system to notify parents of student absences. Parents or guardians must provide the school with an accurate telephone number to receive notification of student absences. **After 48 hours**, all 'Absences' that are undocumented or without parental explanation **will be considered 'Unexcused'**.

**DOCUMENTATION MUST BE PROVIDED FOR EACH RECORDED ABSENCE WITHIN (48) HOURS**

**Revocation of Transfer Due to Non-Attendance**

Tulsa Public Schools Board of Education Policy 2206, *Admission of District Transfer Students*, states that students must follow approved board policy for attendance. Tulsa Public Schools Board of Education Policy 2204 states that students attending elementary or secondary schools shall be in attendance a minimum of ninety percent (90%) of the instructional time. All excused and unexcused absences and tardies should be considered in calculating a student's attendance. **TRANSFERS MAY BE REVOKED AT THE END OF THE SCHOOL YEAR.**

**Notification of Loss of Credit – Secondary Students**

Prior to the end of each semester, the Administration shall review absentee records and determine eligibility for credit in courses in which a student has absences in excess of nine (9) days. When a determination has been made that excessive absenteeism (10 or more days) merits a loss of credit, the Administration will send a "loss of credit" letter to the parents or guardians advising them that no credit will be given for the classes. Parents/guardians may appeal the loss of credit, in writing, to the Student Attendance Review Committee at the school within the deadlines AND format set each semester by the Dean of Students. If a student has excessive absences in a specific course, the student may receive credit in that course only if, in the judgment of the Administration, the student has mastered the coursework.

Incomplete, illegible, and **late** Attendance Appeal Forms **will not be considered**. Students must obtain the signatures of the teacher of each course being appealed for credit. Students losing course credit due to excessive absences may be required to enroll for credit recovery, **at their own expense**, at the Tulsa Tech Success Center. Students losing credit due to excessive absences will have the pound sign "#" (no credit) recorded on their transcript if they are passing the course at the end of the semester. Students failing the course at the end of the semester will have an "F" recorded on their transcript.

**Early Dismissal/Pick-Up**

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2117**: To ensure students always leave school in the custody of a safe adult who is authorized in writing to do so by a parent or legal guardian.

**ONLY A PARENT OR LEGAL GUARDIAN MAY DESIGNATE ANOTHER ADULT (OVER THE AGE OF 18) TO PICK UP A STUDENT EARLY FROM SCHOOL.** Such authorization must be presented in writing and entered into the District's emergency contact database (PowerSchool). Persons authorized by the parent or legal guardian for early pickup must be able to produce valid, unexpired, photo identification.

A legal guardian is automatically authorized to check his/her child out of school unless official court documents are submitted to the school's main office with instructions that restrict the parent/guardian's access to the child. Such instructions will be entered into the District's student information management system.

Adults who arrive at a school to check out a student must check in with the attendance office, sign an early release document, and provide valid photo identification. The school office staff will check the signature and photo identification against the District's student information management system to ensure the adult is authorized by the parents to have physical custody of the child. Leaving school without Administrative permission is classified as Truancy.

**Students who drive see heading "Parking/Driving"**



## Late Arrival

All outside entrances are locked at 8:30 a.m. Students, parents, and visitors should enter the building at the Main Entrance on the North side of the campus.

**STUDENTS ARRIVING AT SCHOOL AFTER 8:45 A.M. MUST SIGN IN AT THE ATTENDANCE OFFICE FOR A TARDY SLIP**

## ATHLETICS

See headings "ACADEMIC PROGRESS" and "STUDENT SCHOLASTIC/ATHLETIC ELIGIBILITY"

## BUS BEHAVIOR

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 7102 AND POLICY 7102-R1**


All students are under the supervision of the bus driver while on the bus. The principal, or his/her designee, may remove a student from riding the bus for failing to behave in an appropriate manner. A principal's decision to limit or revoke bus riding privileges is final and may not be appealed. All students are expected to follow school rules while riding the school bus. The TPS Behavior Response Plan (BRP) applies to all behavior that is demonstrated on the school bus.

## CAFETERIA/COMMONS AREA BEHAVIORS

See heading "LUNCH PERIOD"

All students are expected to conduct themselves in a mannerly and orderly fashion while in the cafeteria and/or the commons area. Students are expected to pick up after themselves, putting trash items in trash containers, and cleaning up items they have spilled.

 **Students may eat on the first floor commons area, but are NOT allowed to eat anywhere on the second, third or fourth floors.**


 Parents are welcome to join their students for lunch.


 Students may not have food delivered to school.

**STUDENTS ENTERING THE CLASSROOM WITH ANY OPENED FOOD OR DRINK WILL BE INSTRUCTED TO DISPOSE OF ANY UNCONSUMED PORTIONS.**

## CAMPUS CONDUCT AND CLEANLINESS

The conduct of students and the appearance of the school campus give lasting impressions to visitors as to the quality of the school program and the character of the students. Litter and disruptive behavior create health and safety hazards for all who attend or visit Booker T. Washington High School.

 All food and drink should be consumed in the cafeteria.

 Place trash in cans.

 Students are expected to clean up after themselves.

***Students are expected to show Hornet pride in our school campus.***

## CELL PHONES

See heading "ELECTRONIC DEVICES"

## CHEATING/ACADEMIC DISHONESTY

See heading "PLAGIARISM".

Cheating at Booker T. Washington High School is considered an act of intent to gain or give information/knowledge for or during an assignment, test, quiz, examination, etc. The minimum penalty for the act or intent of cheating will be a zero (0) for that assignment, test, quiz, or examination. Students engaging in multiple and/or repeated incidents of plagiarism and/or cheating, including, but not limited to: stealing other students' work, copying/pasting from source material, using electronic devices during an exam, or other action deemed dishonest, shall be subject to sanctions and disciplinary action to be determined by the Administration based on the totality of circumstances, and extent of the Academic Dishonesty.

## CLASS SCHEDULE

NO SCHEDULE CHANGES MAY BE MADE AFTER THE FIRST TEN (10) DAYS OF EACH SEMESTER. Schedule changes are permitted only in extenuating circumstances, pending Administrative approval. All students will be enrolled in seven academic hours. Seniors are required to attend and work in all courses in which they are enrolled.

## CLOTHES CLOSET/DONATIONS

### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2601 AND POLICY 2601-R

Please consider donating new or gently-used uniform clothing that your student has outgrown or no longer needs. These items should be clean and in good condition and will be made available to students whose families are experiencing financial difficulties and may be unable to purchase appropriate school clothing for their student. Thank you for your generosity!

## COMPUTER USE




### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 6201-R

Student misuse of computer resources will result in appropriate disciplinary measures. Tampering, altering, or falsifying teacher grade books or computer programs will result in immediate out-of-school suspension.

**Any damage to any portion of the computer will be classified as vandalism, and students will be disciplined under that category according to the TPS Behavior Response Plan (BRP).**

### *Computer Labs*

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-  No food or drink is allowed in labs or library.
-  Students are expected to keep all their educational materials secured on a jump drive. Sharing USB devices with others is strongly discouraged.
-  Altering wallpapers, screen savers, default settings, etc. is not permitted.

## CONGREGATING AND/OR LOITERING

Students should arrange to exit the building prior to **4:15 p.m.** unless they are under the direct supervision of a teacher and/or sponsor. Students are not permitted to be on the second, third, or fourth floors after **4:15 p.m.** unless accompanied by a teacher/sponsor. Students waiting for transportation must wait in/near the front entrance of the building. Students found to be in unauthorized areas of the building or on campus **after 4:15 p.m.** for non-academic or non-school-related activities will be identified as Trespassing and will be disciplined under that category in the Behavior Response Plan (BRP).

## CONTACT INFORMATION

Please keep all mailing, phone, email address, and emergency contact information updated and current.

## CONTRABAND/CONFISCATED ITEMS

Confiscated items may be picked-up by the parent/guardian, at the discretion of the Administration. Items which are deemed to be weapons, hazards, illegal, etc. will NOT be returned. This includes, but is not limited to: knives, lasers, tasers, sharpened objects, illegal substances, alcohol, and other such items.

**TULSA PUBLIC SCHOOLS, BOOKER T. WASHINGTON HIGH SCHOOL, ITS FACULTY, STAFF AND EMPLOYEES ASSUME NO RESPONSIBILITY NOR LIABILITY FOR LOST, MISPLACED, OR STOLEN ITEMS**



## COUNSELORS

Each academic counselor assists students by strengthening their academic goals, creating positive social relationships, and building solid aspirations for the future. Since the high school years are the building blocks for college, all students are encouraged to utilize their counselors.

Students needing to see their counselor should sign-up in the counselor's office before school, at lunch, or between classes. The counselors will send for students who have signed up for assistance.

Even though the academic counselors do not function as private therapists, they are available to counsel students in crisis situations. Students may also be referred to SAFETEAM.

If a parent/guardian believes his/her child is in need of special services on an ongoing basis, he/she may contact the counselor for information regarding services in the community.

## COURSE WORK

See headings "HOMEWORK", "MAKE-UP WORK/MISSED WORK" and "PLANNERS"

All coursework, including, but not necessarily limited to: readings, writings, quizzes, tests, exams, projects, presentations, and homework, are to be completed and submitted in the manner proscribed by the course instructor. All submission deadlines and formats determined by the course instructor must be adhered to. Failure to meet the deadlines and guidelines as designated by the course instructor will result in a zero (0) for that piece of work. Teachers are **not required** to accept late work, unless at their personal discretion or classroom policy. Students are encouraged to communicate with their teachers any extenuating circumstances which may impede the student's ability to meet the instructor's requirements. Students may make-up classwork-for-credit missed due to Excused or School Related absence(s) within the timeframe established by **TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2204-R**. STUDENTS ARE NOT **ENTITLED** TO MAKE-UP WORK DUE TO 'UNEXCUSED' ABSENCES OR 'TRUANCY.'

## DELIVERIES – BIRTHDAYS, HOLIDAYS, UBEREATS, and all other similar types

Students may bring birthday cakes or cookies to be eaten during lunch with prior approval from the Administration. Packages, gifts, balloons, flowers, food, etc. should not be delivered or brought to the school and will not be held or stored for any reason.

## DISCIPLINE

### **TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2607**

The fact that something is not specifically listed or addressed in this document, or in the *Student and Family Guide to Success*, is not a valid excuse for conducting one's self contrary to, or in a manner not complimentary to, or respectful of, the intent outlined by this policy. Students who elect not to conform to the procedures, policies, and guidelines set forth will be subject to appropriate interventions, disciplinary actions and/or sanctions commensurate with the totality of the circumstances as provided for in the TPS Behavior Response Plan. **Students are not entitled to warnings.**

## ISI

### PROGRAM

The ISI classroom is an intervention designed to support students in curbing and redirecting their inappropriate or disruptive behaviors and actions.

### SETTING

The ISI classroom provides a setting within the school where a student may continue his/her academic work.

### PLACEMENT

Students assigned to ISI have lost the privilege of attending any school-related events and activities.

### GUIDELINES



Your teachers have been notified that you are assigned to ISI.

- 🐜 Students are ultimately responsible to obtain, complete, and submit any and all assignments, quizzes, tests, and exams that are assigned, due, or completed in the classroom on the day(s) of ISI assignment.

### **STUDENTS**

Students are expected to report to ISI as assigned and in complete compliance with TPS Board Policy and BTW Procedures regarding attendance, dress code, and classroom behavior – including use of electronics, communicating respectfully with all staff, and personal comportment.

### **PROCEDURES**

- 🐜 Students are required to bring all necessary textbooks, workbooks, paper, pencils, materials, and supplies that are necessary for completing coursework.
- 🐜 Students are required to be academically occupied the entire day. Sleeping is prohibited.
- 🐜 Consuming food or drink, talking, or moving about the ISI classroom is prohibited.
- 🐜 Any teacher requests to have a student travel outside of the ISI classroom should be directed to the ISI teacher and granting any/all such requests are at the sole discretion of the ISI teacher.
- 🐜 Students will be assigned to the ISI classroom in full-day increments. (i.e. students sent to ISI after 11:00 for dress code violations will also be assigned the next, full, school-day.)

### **REFUSAL TO SERVE MINOR SANCTIONS**

Any student who refuses to comply with the regulations set forth for the ISI classroom, will be suspended from school.

### **DRESS CODE**

#### **TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2601 AND POLICY 2601-R**

The Tulsa Public Schools Board 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. The Board solicits the support of parents/guardians in the enforcement of its dress code. 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.

**Dress Code Violations:** Students will be sent to ISI or may be directly sent home.

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.

#### **Religious and Health Accommodation**

If 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.

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

# 2018-2019 BTW UNIFORM POLICY

TPS Board Policy 2601-R "Student Dress Code"

## **Student ID's are to be visibly worn, all day, every day.**

- Lost or damaged IDs or lanyards must be replaced immediately, at student cost (\$5).
- IDs may not be altered in any way beyond original printing.

### **Tops: - Must be worn Every Day, All Day**

- Polo or oxford-style (collar, buttons, short or long-sleeves)
- BTW Sprit Shirts (any color)
- No logo, other than BTW, larger than 1½ inches
- ***ID's must be worn and visible at all times (lanyard or clip-on badge)***

#### **Colors Allowed: solid color ONLY**

- Orange
- Black
- Gray
- White
- Light-blue allowed only in Oxford-style shirts

### **Bottoms – Must be worn Every Day, All Day**

- Pants, slacks, shorts, joggers, cargos, jeans, skirts (**read the Board Policy 2601-R on length**) See Policy 2601-R – "Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleepwear (including pajamas), etc., are not permitted."

#### **Colors Allowed: solid color ONLY**

- Black
- Khaki
- **Fridays (only!) – blue or white denim jeans allowed with BTW spirit shirt**

### **Special Notes:**

- **Game/Performance/Club Days-** student-athletes or performers may wear their **team athletic/performance/club suit** (BTW logo, team name) as uniform for all game or performance days. It is the expectation that all members will wear their **team athletic/performance/club suit** on their respective game/performance days. **Team suit styles and designs must be approved by Administration** (handled by the team coach or sponsor).

### **Outerwear: Acceptable outerwear, in addition to uniform top**

- Sweaters
- Cardigans
- Sweatshirts
- Hoodies
- Vests

#### **Colors Allowed: solid color ONLY**

- Orange
- Black
- Gray
- White

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

- See Policy 2601-R – Permitted garments shall be clean, in good repair, and shall have no holes, worn through, slashes or rips. *This includes BTW Spirit Wear – shirts and other gear are not to be cut, torn, tattered, shredded, or altered from the manufacturer's design.*
- Hats, caps, and headscarves are not allowed. *This restriction does not apply to religious head scarves.*

### **College Wear – TBA on designated days ONLY!**

## **ANY VISIBLE CLOTHING THAT IS ALTERED BEYOND THE MANUFACTURER'S PATTERN AND/OR IS STRETCH-TO-FIT IS NOT ALLOWED**

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

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

## DRUG USE

See heading "SUBSTANCE USE"

## ELECTRONIC DEVICES

Secondary students are permitted to use cell phones during lunch and during passing periods. Students are responsible to know and adhere to each instructor's electronic use policy in each classroom.

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## ELEVATOR

**THE ELEVATOR IS FOR EMPLOYEE/GUEST USE ONLY.** If a student needs to use the elevator for medical or other special reasons, they must see the School Nurse to receive an elevator pass.

**Unauthorized use of the elevator will result in disciplinary action(s).**

## EMERGENCY DRILLS AND PROCEDURES

Emergency/disaster drills are conducted on a regular basis, per state law, to assure that everyone is familiar with emergency procedures should a true emergency arise.

1. Directions and maps are posted in the classrooms and throughout the building.
2. Students and staff should familiarize themselves with the procedures in each room in which they have classes.
3. Each student is expected to participate and cooperate during emergency procedures.

## EXTRACURRICULAR ACTIVITIES/PROGRAMS

See heading "SCHOOL ACTIVITIES"

Booker T. offers a wealth of extra-curricular athletic, academic, and performance related activities. Students are encouraged to try-out for a variety of activities they have interest in and broaden their high school experience. See your Class Sponsor for more details.

## FEES, FINES, and CHARGES

All Booker T. Washington High School students are expected to pay all financial obligations in a timely manner, including, but not limited to: cafeteria and meal expenses, class dues, and hold cards. The Bookstore accepts payments on account to eliminate the strain of paying a lump sum at once. Online payments via the RevTrak system are also available.

## FIELD TRIPS

Field trips are a means of extending the school's curriculum beyond the classroom setting. To participate in a field trip, a student must have passing grades and good attendance (95% or higher) as well as written permission from his/her parent/legal guardian. ANY TEACHER OF A STUDENT MAY DETERMINE A STUDENT IS

INELIGIBLE TO ATTEND A FIELD TRIP BASED ON ATTENDANCE AND GRADES IN HIS/HER CLASS. Students who do not present written permission to the teacher will not be permitted to attend. The absence for a field trip is School-Related (R) and not charged against the student with regard to the attendance policy. Each student will be responsible for work missed in all classes on the day of the trip. All school rules, **including the uniform policy**, and regulations governing students at school apply on all field trips.

## HALL PASSES

A hall pass should be open and visible to any teacher who may ask to see the hall pass in the hallways. Hall passes must be presented and returned to the appropriate teacher. **No student should be out of his/her assigned class without a pass from the instructor. Students are obligated to identify**

themselves by name and ID and give explanation for their presence in, or travel to/from, any area on campus immediately upon request of any TPS staff member.

## **HARASSMENT, INTIMIDATION, OR BULLYING**

### **SEE TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2119**

The TPS School Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying, harassment, and intimidation. All students are strictly prohibited from engaging in any form of harassment, intimidation, or bullying. These include but are not limited to verbal epithets, slurs, gestures, physical intimidation or abuse, written threats or graffiti targeted toward an individual because of race, color, gender, age, national origin, sexual orientation, or disability (mental or physical).

In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with the rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, regardless of whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying, harassment, or intimidation at school.

Such actions/activities, even in jest, are violations of these rules and regulations and will be subject to consequences as outlined in the *Student and Family Guide to Success* also referred to as the Behavior Response Plan (BRP). **All harassment, intimidation, and bullying complaints will be investigated.**

Any student who is or has been subjected to harassment including but not limited to sexual harassment by another student or knows of any student who is or has been subjected to harassment should report all such incidents to an administrator, counselor, dean, or teacher. **Anonymous reports may also be submitted in T.I.P.S. (link found on TPS homepage).**

### ***Definitions of Bullying Behavior***

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See *Student and Family Guide to Success*, pg. 35, Appendix 4

## **HOMEWORK**

See heading(s) "COURSE WORK", "MAKE-UP WORK/MISSED WORK" and "PLANNERS"

Homework is an integral part of the total Booker T. Washington High School educational experience. It is designed to reinforce and enrich classroom activities, develop self-discipline, and foster a sense of responsibility within the student. It is an indispensable, learning activity which increases in complexity with the course of study.

*Definition: All class-related work which must be completed within a time frame determined by the classroom teacher. Homework includes daily independent practice, as well as preparation for tests, quizzes, and class discussions.*

Homework enables the student and teacher to assess whether the material is being mastered and helps to determine areas which may require additional instruction/practice. Both students and faculty need immediate feedback about their progress toward attaining the course outcomes. It is very important that assignments be completed on time! Failure to complete assignments within the time frame established by the teacher will result in a zero (0) grade. Students who opt not to complete assignments in class the day the assignment is given and due will receive a zero (0) grade for that assignment and the assignment will **not** be available for make-up. Students who are Truant the day an assignment, quiz, test, project, etc. is due will receive a zero (0) grade for that assignment(s) and the assignment(s) will **not** be available for make-up.

The amount of homework a student will have will vary according to the courses taken. Students enrolled in Advanced Placement/International Baccalaureate courses may spend more time on

homework than students enrolled in regular courses of study. All BTW students are expected to keep up with the rigorous coursework in all classes. BTW students can expect to spend several hours a night completing coursework, including studying and preparing for exams and tests. Unless modified by the course

instructor, **NO LATE WORK WILL BE ACCEPTED.**

**ALL ASSIGNMENTS ARE DUE AT THE BEGINNING OF THE CLASS PERIOD ON THE DUE DATE. STUDENTS WILL NOT BE GIVEN A PASS TO LEAVE CLASS TO MAKE FINAL CHANGES, ADDITIONS, REVISIONS, AND/OR TO PRINT OR RETRIEVE AN ASSIGNMENT THAT IS DUE THAT DAY, DURING THAT CLASS PERIOD.**

**TRAICE ASSIGNMENT IS NOT AN EXCUSE FOR MISSING A DEADLINE. STUDENTS ASSIGNED TO TRAICE WHO FAIL TO MEET DEADLINES FOR SUBMITTING WORK WILL EARN A ZERO (0) GRADE FOR THAT ASSIGNMENT.**

## **INTERNATIONAL BACCALAUREATE (IB)**

Booker T. Washington High School is proud to be an MYP/IB school. The rigorous MYP/IB courses are designed to prepare students for a collegiate, post-secondary global education. MYP/IB courses are for *every student*. See your counselor to enroll.

## **INTERNET USE**

See **TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 6501 AND POLICY 6501-R**

## **LIBRARY MEDIA CENTER**

With the increased use of the BTW Library, Media Center guidelines have been established to permit students to accomplish their academic assignments. Please be aware of the following guidelines:

1. The Library Media Center is designed and staffed to provide the specific needs for each curriculum.
2. Students who use the library should have something academically constructive to do. Examples are: research, typing a paper, working on a project, applying for a job, applying for FASFA (financial aid), Application for College entrance or armed services, and any other school-related information.
3. Students will be allowed to utilize the Library Media Center individually as long as they have a pass signed by their teacher and the visit is school-related. Leisure reading is also permitted.
4. Students are expected to comport themselves appropriately and to keep the library clean and tidy. Push chairs under the tables and pick up all your materials and trash before you leave.
5. Students transmitting, sending, receiving, viewing, etc. any images, content, or material of a sexual (pornographic) or violent (guns, knives, bombs, etc.) nature will be banned from campus computer labs and library, and will be suspended from school.
6. No food or drinks are allowed in the Library Media Center.

## **LOCKERS**

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2602**

Individual lockers are provided for student use, but remain the property of the school, and are subject to search at any time and without notice. All locker assignments are made by the Dean of Students. Students are required to keep a lock on their locker. If there is a problem with your locker, please see the

Dean of Students to request any changes. **STUDENTS ARE RESPONSIBLE FOR ALL ITEMS PLACED IN THEIR LOCKER AT ANY GIVEN TIME.**

## **LUNCH PERIOD—BTW IS A CLOSED CAMPUS**

See heading “CAFETERIA/COMMONS AREA”

All students shall eat in the areas designated for such purpose.

**STUDENTS LEAVING CAMPUS AT LUNCH ARE CONSIDERED TRUANT AND are subject to disciplinary action. STUDENTS WHO TAKE MORE THAN ONE LUNCH PERIOD ARE CONSIDERED TRUANT.**



## MAKE-UP WORK/MISSED WORK

See headings “COURSEWORK,” “HOMEWORK,” and “PLANNERS”

### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2204-R

Students are responsible for securing and completing make-up assignments. Students will be allowed one (1) day make-up time for each day absent. Assignments, tests, quizzes, etc. not completed within the timeframe established by TPS Board Policy will receive a zero (0) grade and will **not** be available for make-up.

## MEDICATION

### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2105 AND POLICY 2105-R

All medication (over-the-counter or prescription) taken on school campus must be administered by the School Nurse or the Principal’s designee. Please make certain that all medication is checked in with the Nurse. Failure to follow this policy is a violation of the law and may result in disciplinary action.

## MONEY AND VALUABLES

Large quantities of money or objects of substantial value should not be brought to school or school-sponsored events. Students should not bring items of great value to school.

### TULSA PUBLIC SCHOOLS, BOOKER T. WASHINGTON HIGH SCHOOL, ITS FACULTY, STAFF AND EMPLOYEES ASSUME NO RESPONSIBILITY NOR LIABILITY FOR LOST, MISPLACED, OR STOLEN ITEMS

## MOTOR VEHICLE REGULATIONS

See heading “ATTENDANCE – EARLY DISMISSAL; PARKING/DRIVING AFFIDAVITS”

### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2608

## MOTORCYCLES

See heading “MOTOR VEHICLE REGULATIONS”

## NON-DISCRIMINATION POLICY AND EQUAL EDUCATION

Tulsa Public Schools and Booker T. Washington High School do not discriminate based on a person’s sex, race, religion, national origin, ancestry, creed, parental status, sexual orientation, or physical, mental, emotional, or learning disability.

## PARENT CONFERENCES (Excerpts taken from the *Harvard Family Research Project*, <http://www.hfrp.org/var/hfrp/storage/fckeditor/File/Parent-Teacher-ConferenceTipSheet-100610.pdf>)

1. **A two-way conversation.** The parent-teacher conference is an opportunity for parents to learn about their children’s progress in school and for teachers to gain insights into their students’ home and community lives. Parent perspectives on student strengths and needs, learning styles, and non-school learning opportunities can help teachers shape their instructional methods. It is vital that all parties ***talk and listen*** in the best interests of the student.
2. **Emphasis on learning.** The parent-teacher conference is an opportunity to develop new strategies that support student learning at school and at home. Be prepared to ask questions about your child’s academic progress and to see examples of your student’s work and assessments. Conferences are a time to ***create solutions, not find problems***.
3. **Stay positive.** Focus on your child’s strengths, while acknowledging her areas in need of improvement. Commend your student regularly for making gains in achievement and academic success. Rather than dwelling on setbacks, like an ‘F’ on a test, help your student determine what went wrong (i.e. didn’t study for exam, not finishing the exam, etc.) and determine specific steps to learn from the event and to prevent repeating it (i.e. spend 20 minutes every evening practicing/studying course material, no social media or electronics until the next test is passed, etc.). Educators want your child to succeed and will ***praise the successes, and identify areas in need of strengthening***.

4. **Effective communication.** Make your current contact numbers and email address available to your child's teachers. Make sure you are enrolled in all the electronic updating programs, apps, and progress monitoring systems available at your student's school. Remind your child to check her own progress weekly and discuss school work and activities regularly at home.

## PARENTS

See heading "VISITORS/GUESTS"

## PARKING/DRIVING

**A Vehicle Registration and Parking Permit** form must be filed annually for students who drive themselves to campus and are regularly allowed to leave school for college classes, internships, work-study, tech campus, and doctors' appointments. Younger siblings must be listed on the **Vehicle Registration and Parking Permit** on file to leave early with older siblings.

### PARENTS MUST CALL THE ATTENDANCE OFFICE TO REQUEST THEIR STUDENT BE ALLOWED TO LEAVE CAMPUS.

Permits-To-Leave will not be sent to a student's classroom. Students are expected to check-out with the Attendance Office and pick up their own Permit-To-Leave Pass. **Students who fail to check-out with the Attendance Office will have their attendance coded as Unexcused (U).**

Operating a motor vehicle on campus is a privilege available to students who demonstrate responsible behavior in the operation of their vehicles. **The student fee to register a car and receive a current-year parking decal is \$10.00. Late registration is \$20.** The administration reserves the right to levy fines and suspend or revoke the driving privileges of any student who violates Oklahoma traffic laws or the following regulations on campus:

1. ALL MARKED SPACES ARE FOR FACULTY, STAFF, and VISITOR USE ONLY. VEHICLES IMPROPERLY PARKED WILL BE FINED AND TOWED AT THE OWNER'S EXPENSE.
2. All motor vehicles driven to school by students must be properly registered. Current, valid, BTW parking hangtags are to be properly displayed in the front, driver's-side windshield/dashboard or on rear-view mirror and clearly visible.  
IMPROPER/NO PARKING DECAL (\$5/DAY FINE); RESTRICTED PARKING VIOLATION (\$5/DAY FINE); OTHER IMPROPER DRIVING BEHAVIOR/VIOLATIONS (\$10/DAY FINE).
3. All students are to obey the 5 MPH campus speed limit and Oklahoma traffic laws when operating a motor vehicle on campus. FINES MAY BE LEVIED.
4. Vehicles are to be operated in a safe and responsible manner at all times. FINES MAY BE LEVIED
5. Due to the many minor accidents caused by students backing into parking spaces, vehicles must be parked head forward only. FINES MAY BE LEVIED
6. Student vehicles are to be parked in student-designated areas. VEHICLES IMPROPERLY PARKED WILL BE TOWED AT THE OWNER'S EXPENSE
7. In an effort to secure student vehicles, students are not permitted in the parking lots during class periods or between classes. Students who go to the parking lot without an authorized pass will be subject to disciplinary action.
8. Any student involved in an accident or who has had his/her vehicle tampered with or vandalized should file a report with the Administration and campus police.
9. ALL vehicles on school property are subject to search by school officials.

**All vehicles should be registered within the first five (5) days of school or within three (3) days of the student earning driving privileges, whichever is applicable. Vehicles that do not have the proper tags or are illegally parked are subject to being ticketed or towed at the owner's expense. Under no circumstances will students be allowed to go to or sit in vehicles during the school day.**

**The principal's decision to limit or revoke parking privileges is final and nonappealable.**

**STUDENTS MUST HAVE A SIGNED VEHICLE REGISTRATION AND PARKING PERMIT ON FILE AND A REQUEST MADE BY THEIR PARENT TO LEAVE CAMPUS AND DRIVE THEMSELVES TO APPOINTMENTS DURING THE SCHOOL DAY.**

**PLAGIARISM**

IB, AP and traditional students will follow BTW High School's Academic Honesty Policy. Students determined to be in violation of the Academic Honesty Policy will be subject to sanctions and disciplinary consequences.

**PRESCRIPTIONS**

*See heading "MEDICATION"*

**SAFETEAM**

A student experiencing undue anxiety or emotional distress may request his/her classroom teacher to go to a SAFETEAM member in order to receive support. Students availing themselves of the SAFETEAM benefits are responsible for any work, assignments, and tests missed due to their absence from class. Students visiting a SAFETEAM member are responsible to request the SAFETEAM member email the attendance office and the classroom teacher making notification of the student's whereabouts.

**SALES**

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 they have the written permission of the school principal or the superintendent of schools.

**SCHOOL ACTIVITIES**

*See heading "ATTENDANCE"*

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2617 AND POLICY 2617-R**

Various school dances, athletic events, and other school activities will be provided during the school year.

**PARTICIPATION IN SCHOOL ACTIVITIES IS A PRIVILEGE, NOT A RIGHT.** These activities provide students with an opportunity for entertainment and social gatherings after school hours. These activities will be well supervised and parents are always welcome to attend. School activities are considered an extension of the school day. All rules, regulations, and policies will be enforced. Students choosing to leave an activity before the conclusion of the activity will not be permitted to return. This includes, but is not limited to, sporting events, dances – including Junior/Senior Prom, and fine arts programs. Participation in school activities, including prom and senior activities, will be dependent on academic performance, 95% attendance minimum, and sponsor/teacher approval.

**Fees, dues, payments or other monetary deposits for participation in school-related activities, field trips, events, dances (including Prom), etc. are NON-REFUNDABLE. Students are expected to**

**maintain both academic and disciplinary eligibility prior to, leading up to, and during the school-related activity, field trip, event, dance (including Prom) that student has made monetary**

**contributions towards. PARTICIPATION IN SCHOOL ACTIVITIES IS A PRIVILEGE, NOT A RIGHT, REGARDLESS OF ANY FEES, DUES, PAYMENTS OR MONETARY DEPOSITS OR EXPENSES PAID OR INCURRED BY STUDENT/PARENT/GUARDIAN**

**SCHOOL PROPERTY**

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2621**

Students and their parents will be held responsible for any damages to school property, equipment, textbooks, furniture, and building as stated by the Tulsa Public Schools *Student and Family Guide to Success* or Behavior Response Plan (BRP).

## **SEARCHES**

### **TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2602 AND POLICY 2602-R**

All school property assigned to students is the property of TPS. The student is given a temporary right of use the property, and this right may be revoked at any time. School property will not be used to store any contraband or other prohibited materials, objects, etc. that are in violation of school rules. The school principal or designee may at his/her discretion authorize the search of any school property without the permission or presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

No student attending a school-sponsored event may conceal on his/her person or in a purse or bag of any kind any weapon, narcotic, dangerous drug, alcohol, or any other substance or object that is in violation of local or state ordinances or school rules. The principal or his/her designee may authorize the search of a student's person or personal property and seize illegal or harmful items in his/her possession.

Any individual entering a TPS facility may be subject to scans by either walk-through or hand-held metal detectors. Except for 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. Refusal to submit to a search, when reasonable suspicion exists, may result in change of placement and/or suspension.

## **SEMESTER EXAMINATIONS**

A semester examination will be given in all classes at the end of each semester. All students are required to take the semester examination as part of course requirements. Failure to take required exams could result in failure and loss of credit for the semester.

Students who will be absent during semester exams due to extenuating circumstances are required to complete a "Pre-Arranged Absence Form" prior to the absence. The forms may be obtained from the students' Counselor or the Dean of Students. This form must be turned in prior to the student's absence.

## **SEVERE WEATHER**

The Superintendent will make the decision if schools are to be closed due to severe weather. In case of bad weather, the official announcement will be heard over local radio and TV stations, and posted on the TPS district web site at [www.tulsaschools.org](http://www.tulsaschools.org).

## **SEXUAL ACTIVITY**

See Tulsa Public Schools *Student and Family Guide to Success* also referred to as the Behavior Response Plan (BRP).

## **SKATEBOARDS/ROLLER BLADES**

Skateboards and/or roller blades are not permitted at school.

## **SMOKING**

See heading(s) "TOBACCO and TOBACCO-LESS PRODUCTS" and "SUBSTANCE USE (INCLUDING SYNTHETICS)"

All Tulsa Public Schools facilities are tobacco free. Tobacco use by students or staff is strictly prohibited. It is against Oklahoma State Law §37-600.4A for persons under the age of 18 to possess tobacco or tobacco products. Students in possession of tobacco will be subject to discipline procedures by the school and fines by the State of OK ABLE Commission.

## SPECIAL NEEDS

Every child with special needs has a right, by law (Individuals with Disabilities Education Act), to a free and appropriate education. This includes children and adults (0-21) with physical, mental, emotional, or learning handicaps. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you know of a child with a disability living in the district in need of service, please contact: Tulsa Public Schools Department of Special Services, Education Service Center, 3027 S. New Haven, Tulsa, OK 74147, 918.746.6800.

## STUDENT HOLDS

### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2621

All fines, fees, and school-related debts must be cleared each semester. Hold cards remain permanent until cleared with administrator and/or teacher.

Students who fail to arrange with the bookstore for eliminating the debts will not:

1. Receive transcripts, diplomas, or other school records.
2. Be allowed to participate in school-related activities.

## STUDENT IDENTIFICATION BADGES

*See heading(s) "DRESS CODE" and "UNIFORMS"*

All students are required to wear their BTW Student Identification badges. The student's photograph, name, and ID number must be legible at all times. **Lost, damaged, or misplaced ID Badges must be replaced at the student's expense.** Replacement cost is \$5.00.

## STUDENT ATHLETIC ELIGIBILITY

### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 3316-R

According to OSSAA guidelines, a student must have received a passing grade in any five subjects counted for graduation that they were enrolled in during the last semester they attended fifteen (15) days. If a student does not meet the minimum scholastic standard, they will not be eligible to participate during the first six (6) weeks of the next semester they attend.

A student who does not meet the above, minimum, scholastic standards may regain his/her eligibility by achieving passing grades in all subjects they are enrolled in at the end of a six-week period.

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. A student must be passing in all subjects he/she is enrolled in during a semester. If student is failing one or more classes at the end of a week, he/she will be placed on probation for the next one-week period. If that student continues to fail one or more subjects the following week, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility under Rule 3 (OSSAA Rules and Regulations) with the first class of the new one-week period (Monday through Sunday). Grades will be the cumulative grade for the semester at the time of the grade check.

## SUBSTANCE USE (INCLUDING SYNTHETICS)

*See heading "TOBACCO/TOBACCO-LESS PRODUCTS"*

### TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2109 AND POLICY 2109-R

Smokeless, tobacco-less, synthetic, vapor, prescription medication, over-the-counter products, designer drugs, and other such substances, whether designated legal or illegal by Law, which are designed to enhance or alter mood, mental acuity, or physical performance are **PROHIBITED** and may **NOT** be consumed or in possession by students. This includes, but is not limited to: e-cigarettes, flavored

"natural" smoking items, performance enhancers, synthetic marijuana, etc.



Students determined to be in possession of, or under the influence of, any substances as mentioned above **may be suspended from school** and **will be required to complete a Palmer Assessment prior to re-enrollment at school.**

## **SUSPENSION (OUT-OF-SCHOOL)**

See heading(s) "DISCIPLINE", "TRAICE" and the *Student and Family Guide to Success* (BRP)

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2619 AND POLICY 2619-R**

## **TARDIES**

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2614**

**Tardiness to class is a disruption of the normal operation of school and will be taken seriously. A student is tardy to class if he/she is not in the assigned classroom when class time begins.**

**Excused:** Excused tardies will be issued on rare occasions when, in the judgment of the appropriate staff member (the attendance clerk, dean, counselor, or an administrator), the reasons given indicate an extreme and very unusual circumstance. Such reasons as overslept, did not feel well, had to run an errand, did not have a ride, car trouble, missed bus, etc., will not be considered an excused tardy.

**Unexcused:** All tardies not excused by the attendance clerk, dean, counselor, or an administrator.

Three

(3) tardies will count as (1) unexcused absence.

**Students reporting to school after 8:45 a.m. must check-in with the Attendance Office prior to proceeding to class.** Students frequently tardy to school and/or class will be subject to disciplinary intervention. Students arriving to class within the first (15) minutes will be marked 'Tardy.' Students arriving **after** the first (15) minutes will be marked 'Absent.'

## **Missed Bus/No-Show Bus**

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 7102**

Bus services provided for Booker T. Washington High School students is a courtesy of the transfer program. As such, bus transportation is a privilege, not a right or entitlement. Alternate transportation arrangements should be made in the event of a no-show bus.

## **TEXTBOOKS**

**TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2621**

Students will be charged a fine for school property including textbooks that are lost, stolen, damaged, or misplaced while in the student's possession. The amount of the fine shall be appropriate for the item's replacement or repair.

The School may withhold transcripts or other records of the school for any student who fails to return a textbook or pay compensation for their unreturned textbook.

## **TRANSFERS**

See heading "ATTENDANCE – REVOCATION OF TRANSFER"

**SEE TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 2606, POLICY 2606-R AND POLICY 2207**

## **TOBACCO AND TOBACCO-LESS PRODUCTS**

See heading "SUBSTANCE USE (INCLUDING SYNTHETICS)"

See the *Student and Family Guide to Success*, also referred to as the Behavior Response Plan (BRP). Possession of tobacco, and tobacco-related products, including lighters is **PROHIBITED**.

## **UNCLAIMED ITEMS**

Unclaimed electronic devices, headphones, earbuds, clothing, etc. will be donated. Items left in student lockers will be discarded or donated, depending on the item.



## **UNIFORMS**

See heading "DRESS CODE"

## **VISITORS/GUESTS**

### **TULSA PUBLIC SCHOOLS BOARD OF EDUCATION POLICY 7313-R**

While parents are always welcome at Booker T. Washington, it is required that you make an appointment to see a teacher, counselor, principal, or to visit classes. This assures that we will be available to you and that the educational process will not be disrupted. Under-age guests (e.g. friends or siblings) are not allowed to visit unless accompanied by a parent. For security reasons, all visitors are asked to stop at the Security Desk upon entering the building and sign the guest register. Guests will be issued a visitor's pass, which must be worn while on campus.

Unidentified visitors may be asked for identification and to state the purpose for being in the building. We appreciate your cooperation in helping us maintain the safety of our students and staff.

### ***Procedures for Visitors***

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Alumni who wish to visit must make arrangements in advance with an Assistant Principal. Visitors will sign-in and may visit before or after school and during lunch. Alumni may attend our assemblies if there are extra seats, but they must sign-in through Security.



Parents who wish to visit our school with their student(s) will be able to make a private appointment by contacting their student's counselor.



Shadow Days are provided as part of our recruitment for parents/students who wish to visit our school. Student Ambassadors will be the guides. This will be coordinated on designated days and school specific visits.

### ***Expected Level of Behavior***

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Parents/guardians/volunteers/visitors will treat staff, teachers, and administrators with courtesy and respect. Unacceptable behavior, such as using loud and/or offensive language, cursing, or display of temper, threats, including e-communications will not be tolerated. Persons engaging in these types of behavior will be sanctioned in compliance with TPS Board Policy.

### ***Expected Standards of Dress and Grooming***

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Parents/guardians/volunteers/visitors are expected to adhere to standards of business-casual dress, at a minimum, when entering and visiting the campus. Parents/guardians/volunteers/visitors may be asked to leave when their personal dress conflicts grievously with the published dress code for TPS students.

## **WEAPONS**

See TPS *Student and Family Guide to Success*, including Behavior Response Plan

*If the behavior constitutes a health or safety risk, then an out-of school suspension may be imposed. This BTW Student-Parent Handbook cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public school. Administrators may find it necessary to use intervention or discipline options and procedures other than what is outlined herein and/or not specifically covered in these regulations.*

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