



ᏍᏍᏍ ᏍᏍᏍᏍᏍ  
**SEQUOYAH SCHOOLS**  
*School of Choice*



Leroy Qualls  
*Superintendent*

P.O. Box 520 • Tahlequah, OK 74465  
918-453-5400 • 1-888-467-4746

Bill John Baker  
*Principal Chief*

Jolyn Choate  
*Principal*

S. Joe Crittenden  
*Deputy Principal Chief*

Holly Davis  
*Elementary Principal*

*Application for Admission*

**2017-2018**

Dear Parents:

Thank you for your interest in Sequoyah Schools as a potential choice to educate your student. The admissions application checklist is to be used as a guide, to provide the information the school needs to review your student’s application.

The deadline for submitting applications is **May 1, 2017**. Only applications accompanied with required documents will be date stamped. Required documents are listed on page 2.

The following decisions are possible:

1. Accepted
2. Not accepted
3. Pending

You may contact one of the following if you have questions.

Mrs. Choate, Principal	918-453-5179
Mr. Crittenden, Athletic Director	918-453-5177
Denise King, Secretary	918-453-5170

When the application is complete, please mail to:

**Sequoyah Schools  
Admissions and Records Office  
P.O. Box 520  
Tahlequah, Ok 74465**

*School of Choice*

# Admissions Application Checklist

**THE APPLICATION MUST HAVE THE FOLLOWING DOCUMENTS BEFORE IT CAN BE TURNED IN FOR PROCESSING.**

**THE ADMISSIONS COMMITTEE WILL NOT REVIEW INCOMPLETE APPLICATIONS**

Documents required if applying for 9 <sup>th</sup> grade	Documents required if applying for 10 <sup>th</sup> - 12 <sup>th</sup> grades
Recent photograph	Recent photograph
Copy of birth certificate	Copy of birth certificate
Copy of immunization record	Copy of immunization record
Copy of Social Security card	Copy of Social Security card
Copy of CDIB card	Copy of CDIB card
Copy of tribal membership card	Copy of tribal membership card
Copy of health/medical insurance cards	Copy of health/medical insurance cards
Copy of ANY court documents (i.e. divorce decree, adoption, guardianship)	Copy of ANY court documents (i.e. divorce decree, adoption, guardianship)
Grades for 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> through December (you will need to request final grades be sent at the end of the school year)	High school transcript through December Updated transcript in May Also grades for 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup>

**ELIGIBILITY DOCUMENTS MUST BE SUBMITTED WITH APPLICATION**

**STUDENT PHYSICAL DATE MUST BE May 1 or AFTER.**

Physicals are required for all students.

**Submit the application package before getting a physical**

**ALL REFERENCE FORMS MUST BE MAILED OR FAXED FROM PREVIOUS SCHOOL**

**NO EXCEPTIONS**

**COMMITMENT TO EDUCATION ESSAY**

You are to type an essay that expresses your commitment to your educational career. Include the reasons you are choosing Sequoyah High School and your career goals for your future. Minimum number of words is 500 and the maximum is 1,000, double-spaced with one-inch margins.

<p><b><u>IMPORTANT – PLEASE NOTIFY THE ADMISSIONS OFFICE IMMEDIATELY IF ADDRESS OR PHONE NUMBERS CHANGE!</u></b></p>
--

**REVISED 11/17/2016**

2017-2018

DATE: \_\_\_\_\_

United States Department of the Interior  
Bureau of Indian Affairs

**Student Enrollment Application**  
for Bureau Funded Schools and Federal Boarding Schools

Name of School: SEQUOYAH HIGH SCHOOL

Grade Applying for: \_\_\_\_\_

Day Student ( )

Dorm Student ( )

**(PLEASE PRINT OR TYPE)**

**1. IDENTIFICATION**

Social Security number: \_\_\_\_\_

Name of student: \_\_\_\_\_

Last

First

Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

County of residence: \_\_\_\_\_ **Student** cell phone # (if applicable): \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_ Hospital or clinic used: \_\_\_\_\_ Chart #: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Sex: male ( ) female ( )

Do you live with: Mother ( ) Father ( ) Legal Guardian ( ) other ( ) \_\_\_\_\_

Tribal affiliation: \_\_\_\_\_ Degree Indian: \_\_\_\_\_

Enrollment number: \_\_\_\_\_ Home agency: \_\_\_\_\_

**Parent(s) or Legal Guardian(s) - Circle one**

**Father:** \_\_\_\_\_

**Mother:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tribal affiliation:** \_\_\_\_\_

**Tribal affiliation:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Telephone: Work** \_\_\_\_\_

**Telephone: Work** \_\_\_\_\_

**Home** \_\_\_\_\_

**Home** \_\_\_\_\_

**Email** \_\_\_\_\_

**Email** \_\_\_\_\_

**Cell** \_\_\_\_\_

**Cell** \_\_\_\_\_

**If you are the court-appointed custodial parent, you must attach appropriate documentation (if parents do not live in the same home, please indicate if non-custodial parent can receive mailings by completing address information)**

**GUARDIAN INFORMATION (if other than parent)–MUST PROVIDE APPROPRIATE LEGAL DOCUMENTATION**

If the student does not live with either parent, complete the following information on the guardian. If the student is a ward of the court, attach documentation and provide information on the person(s) responsible for the applicant who will be the primary contact person. **A STUDENT MAY NOT LIST HIMSELF/HERSELF AS GUARDIAN EVEN IF HE/SHE IS 18 YEARS OF AGE OR OLDER.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: Work \_\_\_\_\_

Home \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Check if you would like to utilize the Parent Portal to access your student's attendance and grade information via the internet. A username, login and instructions will be sent to your e-mail address.

Student name: \_\_\_\_\_

IN CASE OF EMERGENCY, WHOM SHOULD WE CONTACT  
(OTHER THAN PARENT/GUARDIAN)

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Relationship \_\_\_\_\_

PERSON(S) AUTHORIZED TO CHECK OUT STUDENT DURING SCHOOL HOURS  
(MUST BE 21 OR OLDER)

(Checkout during school hours does not constitute checkout from the dormitory)

NAME AND RELATIONSHIP

NAME AND RELATIONSHIP

NAME AND RELATIONSHIP

NAME AND RELATIONSHIP

**This authorized list will remain on file the entire school year. Any additions or deletions to the list must be submitted in writing or in person by the parent(s) and/or guardian(s). Students will not be allowed to leave school with anyone other than those listed above, the parent, or legal guardian.**

**CRITERIA FOR BOARDING SCHOOL:**

Favorable action is recommended for this application because this case conforms to the following criteria for boarding school or out-of-boundary enrollment. If this application is for an off-reservation boarding school and for social reasons, a social summary should accompany this application.

**Check all applicable criteria (At least one must be checked.)**

**Educational Factors**

Federal/Public schools near students home:

- grade level not offered.
- are severely overcrowded.
- exceed 1 ½ mile walking distance to school or bus route.
- do not offer special vocational/preparatory training necessary for gainful employment.
- do not offer adequate provisions to meet academic deficiencies or linguistic/cultural differences.
- receiving school offers special program needed by student

**Social Factors**

In his/her family environment, the student:

- was rejected or neglected.
- does not receive adequate parental supervision.
- well-being was imperiled due to family.
- has behavioral problems too difficult for family or local resources.
- has siblings or other close relatives enrolled who would be adversely affected by separation.

## Admission and Continuing Enrollment Criteria

Student's name: \_\_\_\_\_

- A student must have a minimum cumulative **2.25 grade point average or higher** to be admitted.
- The student **must maintain** a minimum cumulative **2.25 grade point average or higher** throughout the school year at Sequoyah Schools. A student falling below the minimum cumulative 2.25 will be placed on academic probation. Grades will be reviewed at the end of each semester (9 weeks) to determine cumulative grade point average (consult Sequoyah Student Handbook for procedure on computation of grade point averages.) The student will be given until the end of the next semester (9 weeks) to increase his/her grade point average to a 2.25 or he/she will be asked to withdraw or be dropped from enrollment.
- The student should maintain at least **90% attendance**.
- **It is recommended that the student complete 15 hours of volunteer work each school year.**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

I, \_\_\_\_\_, agree that for reasonable cause (which is essential in ensuring the health and safety of all students), Sequoyah Schools' staff, acting in loco parentis, may at their discretion, exercise search, seizure, and drug testing while my student is in attendance at Sequoyah Schools. Such activities shall be in compliance with 25CFR-part 42.3,(b), (Rights of the Individual Student) and 34CFR-part 86.200(b-e)(Drug Free Schools and Campuses).

\_\_\_\_\_  
**Parent/Legal Guardian signature**

\_\_\_\_\_  
**Date**

### “Every Student Succeeds Act of 2015”

Parents,

The “Every Student Succeeds Act of 2015”, SEC. 8025, Armed Forces Recruiter Access to Student and Student Recruiting Information, requires that schools provide, on request made by military recruiters or institutions of higher education, access to secondary school student names, addresses, and telephone listings. As a school, we must comply with this law. You, as a parent, have the right to request that the school not release this information to these agencies. If you do not want your child's information released, please indicate below. If you have any questions about the “Every Student Succeeds Act of 2015,” please contact Sequoyah Schools.

\_\_\_\_\_ I do wish to have my child's information released.

\_\_\_\_\_ **I DO NOT** wish to have my child's information released.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**PARENT OR LEGAL GUARDIAN & STUDENT MUST SIGN**

## SEQUOYAH SCHOOLS – ACCEPTABLE INTERNET USE POLICY

### **Introduction:**

The Internet links thousands of computer networks around the world, providing Sequoyah Schools students access to a wide variety of technological and informational resources. Sequoyah Schools does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Cherokee Nation does not condone the use of such materials and does not permit usage of such materials in the school environment. Sequoyah Schools specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

### **Student guidelines:**

Students are expected to follow all guidelines stated below as well as those given verbally by the staff and to demonstrate ethical behavior in using the network facilities. Students are also expected to realize that the opportunity to use the network and the Sequoyah Schools facilities go hand-in-hand with using computer hardware, software, and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or show disregard for the proper procedures will not be tolerated. Access is a privilege, not a right.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Sequoyah Schools network.
2. Students may not allow others to use their account name and/or their password; to do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by the instructor or a system administrator to constitute inappropriate use of the Internet at Sequoyah Schools or to improperly restrict or inhibit others from using the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, tribal, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Transmission of a minor's personal information is strictly prohibited.

Violating the Acceptable Use Policy may result in:

- **Restricted network access**
- **Loss of network access**
- **Suspension or expulsion from Sequoyah Schools**
- **Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate tribal, state and federal laws.**

In order to ensure efficient system operation, the System Administrator has the authority to monitor all accounts.

### **Student Access Contract:**

I understand that when I am using the Internet or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by tribal, federal, state or local law and Cherokee Nation Internet Policy. My signature below means that I agree to follow the guidelines of the Acceptable Use Policy for Internet access at Sequoyah Schools.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

### **Parent/Guardian Agreement:**

*If the applicant is under the age of 18, a parent or guardian must also read and sign this agreement.*

Please review this policy with your child and sign this consent form. If you would like more information about the Sequoyah Schools' internet accounts, please contact the Cherokee Nation's Information Systems help desk at (918) 453-5000 Ext. 5739.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Sequoyah Schools' Internet access. I hereby give my permission for my child to use the Internet for classroom curriculum projects.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

## **PARENT OR LEGAL GUARDIAN & STUDENT MUST SIGN FORM**

## **SEQUOYAH SCHOOLS – LAPTOP POLICIES AND PROCEDURES HANDBOOK**

During the school year, each student at Sequoyah Schools will be issued a MacBook laptop, charger with extension cord, and a bag to carry the laptop. All are the property of Sequoyah Schools. All laptops and accessories are on loan to the student and must be used in accordance with the following policies and procedures, Sequoyah Schools Technology Acceptable Use Policy and any applicable laws. Each laptop will be inventoried with a label and tagged for tracking purposes.

### **Terms of use**

Students/Parents/Guardians must comply with the Sequoyah Schools Laptop Policies and Procedures at all times. Students must also comply with the Student Technology Acceptable Use Policy located in the Parent/Student Handbook. Failure to comply may result in disciplinary action and/or terminate your rights of possession of Sequoyah Schools' property. All laptops and laptop accessories must be returned to Sequoyah Schools prior to the last calendar day of the school year (unless terminated earlier by Sequoyah School officials) or upon withdrawal from Sequoyah Schools.

### **Liability**

- If the property is damaged, lost, or stolen, a Sequoyah Schools representative should be contacted immediately.
- If the damage is due to negligence or deliberate action, the student/parent/legal guardian may be responsible for the repair/replacement cost.
- In the case of theft, vandalism, and other criminal acts, a police report **MUST** be filed and a copy provided to Sequoyah Schools.
- If the laptop is lost or stolen due to negligence or deliberate action, the student/parent/legal guardian may be responsible for the replacement cost.
- If the property is not returned to Sequoyah School at the end of the school year, the student/parent/legal guardian will be responsible for the replacement cost.

### **General laptop guidelines**

- The student may have no expectation of privacy on any information stored on, accessed from, or used with the laptop.
- The laptop belongs to Sequoyah Schools and appropriate school officials may monitor a computer or access its contents at any time.
- If technical issues arise, the student must notify a teacher immediately.
- Under no circumstances may laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms or hallways.
- If a student leaves the laptop at home, or if the battery is not fully charged, the student may be required to complete hand-written assignments and may be subject to disciplinary action.
- Files/Documents may not be deleted by anyone other than the original creator/owner.
- Sound will be muted at all times unless permission is obtained from the teacher.
- Inappropriate content will not be allowed on laptops.
- The student is responsible for logging in under his/her assigned username and password.
- Students may not share their login information with other individuals.
- All student work will be stored on the Sequoyah Schools' server.
- Student use of the Internet must comply with district guidelines. All student files are subject to be reviewed.
- Each computer is assigned to an individual student. The student should never "swap" or "share" his/her computer with another student.
- If the computer is damaged or not working properly, it must be turned in to the Sequoyah Schools' technology staff for repair. Please do not attempt to repair the computer yourself.

**Responsibilities – Student**

- The student is responsible at all times for his/her laptop, whether at home or school.
- The student is responsible for bringing his/her laptop to school every day.
- The student is responsible for carrying his/her laptop in a laptop case at all times.
- The student should not loan his/her laptop or any laptop component to another student for any reason.
- The student is responsible for charging and maintaining the battery in his/her laptop daily.
- The student is responsible for reviewing and abiding by the Sequoyah Schools Student Technology Acceptable Use Policy.

**Responsibilities – Parent**

- The Parent/Guardian is responsible for monitoring the student’s use of the laptop while at home and away from campus.
- The Parent/Guardian is responsible for reviewing the Sequoyah Schools Technology Acceptable Use Policy with the student.
- The Parent/Guardian is responsible for monitoring the student’s activities on the Internet on a regular basis.
- If a loaner laptop has been issued due to damage or loss and the loaner is subsequently damaged or lost, the parent/guardian will be responsible for repair/replacement cost.

**Laptop care & maintenance**

- Laptops must be transported in the provided case or other case designed for a laptop.
- To prevent hard drive damage, laptops need to be either shut down or put in sleep mode when not in use.
- Never leave the laptop unattended.
- Do not place food and/or liquids near the laptop.
- Do not stack heavy objects on top of the laptop.
- Never attempt to repair or reconfigure the laptop or any of the peripherals.
- Do not write, draw, stick or adhere anything to the laptop.
- Do not personalize the case or the laptop using markers, stickers, etc
- Keep the laptop and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the laptop to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the laptop in any vehicle.
- Do not obstruct the laptop’s vents.
- Do not place the laptop on surfaces such as paper or carpet while it is turned on.
- Do not carry the laptop while the screen is open.
- Do not place anything on top of the laptop or lean on it when it is closed.
- Do not place anything in the laptop case that may press against the cover of the laptop.
- Do not touch the screen with anything (e.g. fingers, pens, pencils, etc.).
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, etc.).

**Laptop storage**

- Laptops will be labeled with a district-approved label. This label must not be removed for any reason.
- Laptops, cords, bags and accessories are the property of Sequoyah Schools.
- The student will be encouraged to take his/her laptop home each night.

**Laptop repair procedure**

- The student will be issued a “loaner” laptop for use during repair time.
- Policies outlined in this handbook also apply to loaner laptops.
- **A loaner laptop will not be issued if damage is determined to be purposeful or due to negligence.**
- **If a loaner laptop has been issued due to damage or loss and the loaner is subsequently damaged or lost, the parent/guardian will be responsible for repair/replacement cost.**

**Year-end procedure**

- At the end of the school year, the student will return the laptop and all accessories to Sequoyah Schools.
- Laptops and accessories will be inventoried and inspected for damage.
- All laptops and accessories will be secured in a designated storage room for the summer.

**Senior buyout policy**

- At the end of the school year, graduating seniors will be given the opportunity to purchase their laptop. The purchase price will be determined by administration each year and will be based on the depreciated value of the laptop.

**Student Laptop Agreement**

- I will bring my issued laptop to school EVERY day that I am in attendance.
- I will not use the issued laptop for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, DVDs, etc.) during school (8:10am – 3:20 pm).
- I will charge the issued laptop’s battery daily and will NOT loan out the laptop, power adapter, cords, disks, or software to other individuals, and know that I will be issued the same laptop each year.
- I will transport the laptop in its issued protective bag or other bag designed for a laptop. The laptop bag should be securely closed before transporting the laptop to another location. I will not add books and supplies to the laptop bag, since undo pressure on the laptop may cause damage. If I must leave the classroom, I will leave the laptop with the teacher.
- I will keep the issued laptop off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the laptop since they may cause damage to the computer.
- I will not disassemble any part of my issued laptop or attempt any repairs.
- I will not deface the issued laptop or the laptop bag in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing or marring any surface of the laptop or bag.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Parent/Student Laptop Agreement and the Sequoyah Schools Technology Acceptable Use Policy (AUP) while at school, as well as outside the school day.
- **I assume full responsibility of my issued laptop.**

*By signing the Sequoyah Schools Laptop Policies Agreement, the student agrees to the above terms.*

Student name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please print

**Parent Laptop Agreement**

- **I will be responsible for the repair or replacement costs in the event of loss or damage of the laptop, accessories, or bag if damage or loss is negligent or deliberate.**
- I acknowledge that my student and I are to follow the expectations in the Parent/Student Laptop Agreement and the Sequoyah Schools Technology Acceptable Use Policy and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my child’s use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to immediately return the laptop and peripherals in good working condition upon request.

*By signing the Sequoyah Schools Laptop Policies Agreement, the parent/guardian agrees to the above terms.*

Parent name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please print

## STUDENT CODE OF CONDUCT

The following rules and regulations shall apply to all enrolled students of Sequoyah Schools and remain in effect during the academic year for the purpose of establishing and maintaining an orderly atmosphere conducive to an effective teaching-learning-living environment appropriate with approved educational programs:

1. The use and/or possession of the following are prohibited: (A) alcoholic beverages; (B) illegal drugs, such as marijuana; (C) sniffing volatile fumes such as paint, glue, gasoline, etc.; (D) tobacco products; and (E) pornography.
2. Unauthorized leave from the campus of the following types will not be tolerated: (A) absent without official leave - AWOL; (B) absences from the classroom, assembly, or other school functions; (C) excessive tardiness; and (D) excessive absences.
3. Failure to fulfill proper checkout and check-in when leaving or returning to campus will result in loss of checkout privileges.
4. Use or possession of the following is prohibited: (A) fireworks or explosives; and (B) firearms, knives or other dangerous weapons such as homemade letter openers, etc.
5. None of the following will be tolerated and may lead to legal prosecution: (A) theft; or (B) damage to private property; (C ) unauthorized entry of school or personal property; (D) gambling; (E) being under the influence of alcohol; or (F) under the influence of drugs.
6. Disrespectful violent or defiant actions which are disruptive in nature, including but not limited to the following, are not permitted; (A) striking an employee; (B) fighting; (C) threatening or bullying (including cyber) other students or employees through intimidation; (D) swearing or vulgar language; (E) obscene gestures; and (F) Public Displays of Affection (PDA)
7. Engaging in defacement or destruction of personal or school property is prohibited; this would also include any act of desecration of the American flag.
8. Willful or defiant disobedience to a reasonable request by a staff member shall be a violation of school rules.
9. **No excessive (more than 3) visible body piercings and jewelry**, with the exception of acceptable ear piercing, is allowed to be worn during regular school hours or while participating in extracurricular activities.

---

I, \_\_\_\_\_, fully understand the foregoing Student Code of Conduct and if accepted as a student at Sequoyah Schools, I agree to abide by the rules as stated above.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, the parent/legal guardian, have read the following rules and will encourage my child to abide by the prescribed Student Code of Conduct; I further agree to cooperate in resolving any disciplinary problems that may involve my child.

\_\_\_\_\_  
Parent/Legal Guardian signature

\_\_\_\_\_  
Date

### Sequoyah Schools - Student Policies

The staff of Sequoyah Schools strives to provide a positive learning environment for our students. The school's major goals are to encourage strong academic progress and to create a safe, effective classroom and dormitory situation.

#### Search and Confiscation Policy

Periodic random searches for illegal drugs and alcohol, weapons, and other contraband will be made. Searches will be conducted in classrooms, dormitory rooms, on campus, in personal luggage, and on the person of the student. Searches may be conducted with a dog trained to detect illegal drugs and alcohol. Personal searches of students will be done by a person of same sex with a witness present. Illegal items will be promptly confiscated. Students who are eighteen years old or older and found to be in possession of illegal items can and will be turned over to local law enforcement authorities.

#### Clothing Policy

Any student wearing apparel that signifies gang membership, items with gang connection such as handkerchiefs, "rags," necklaces, and/or other clothing depicting any drug, tobacco, liquor, or explicit/implied sexual connotation, oversized garments/"sagging" clothing, and overalls with unbuttoned straps are prohibited. Furthermore, any clothing decided by the Sequoyah Schools administration to be gang-related, vulgar, or inappropriate will be banned.

#### Piercings Policy

No excessive (more than 3) visible body piercings and jewelry, with the exception of acceptable ear piercing, is allowed to be worn during regular school hours or while participating in extracurricular activities.

#### Drug Testing Policy

All students at Sequoyah High School will be subject to a random drug and alcohol testing program. Testing will be conducted according to Sequoyah High School policy.

**My signature below indicates that I have been informed of these policies and agree to abide by the above policies.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian signature

\_\_\_\_\_  
Date



The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Sequoyah Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sequoyah Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Sequoyah Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The yearbook, honor roll or other recognition lists, graduation programs; and
- Sports activity sheets (such as for wrestling) showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include (but are not limited to) companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - name, address, and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want Sequoyah Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing. Sequoyah Schools has designated the following information as directory information:

- Student name, address, telephone listings, photograph, date and place of birth, and electronic mailing address;
- Weight and height of members of athletic teams in officially recognized activities and sports;
- Degrees, honors, and awards received, and major field of study; and
- Dates of attendance, grade level, and the most recent educational agency or institution attended.

If you have any questions about your or your student's (18 or older) rights under FERPA you may contact the office at Sequoyah High School.

If you do not wish directory information about your student to be disclosed, please indicate so on the attached form and return that form to Sequoyah Schools.

### **Family Educational Rights and Privacy Act (FERPA)**

I have received information about my rights under FERPA and understand my right to request that any of the items listed below not be disclosed as directory information to any outside group (other than those having a legal right to the information) without my written permission. Those having a legal right might include: federal auditors, those having oversight responsibilities, or similar entities; and circumstances regarding health, safety, and emergencies.

I do not want **any** directory information regarding \_\_\_\_\_ disclosed. (**Nothing will be disclosed without written permission**) (Student name)

**OR** I **do not want the following** directory information regarding my student \_\_\_\_\_ disclosed without written permission.  
(Student name)

#### **Check all that apply.**

1.  Student's name
2.  Participation in officially recognized activities and sports
3.  Address
4.  Telephone listings
5.  Weight and height of members of athletic teams
6.  Electronic mailing address
7.  Photograph
8.  Degrees, honors, and awards received
9.  Date and place of birth
10.  Major field of study
11.  Dates of attendance
12.  Grade level

I am the parent or legal guardian of \_\_\_\_\_

I am an eligible student (18 years or older)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Commitment to Education

THESE PROMISES ARE COMMITMENTS MADE BY INDIVIDUALS TO THEMSELVES AND TO OTHERS.

\*\*\*\*\*

### As a student.....

#### I promise to...

- \* attend school regularly.
- \* work hard to do my best in class and on schoolwork.
- \* help keep my school safe.
- \* ask for help when I need it.
- \* respect and cooperate with other students and adults.
- \* respect and cooperate with other students.
- \* respect other students' rights to learn by not disrupting class
- \* abide by the Student/Parent Handbook; including DRESS CODE.
- \* respect the teachers, administrators, and staff of Sequoyah Schools.
- \* respect my body and maintain a drug-free/violence-free school.
- \* respect the individual and cultural differences of others.
- \* complete the recommended volunteer hours (15 hours per school year).

#### I need...

- \* teachers and staff who care about me.
- \* those who believe I can learn.
- \* a school that is safe.
- \* respect for my culture and individuality.
- \* a family and community that support me.
- \* time with caring adults.
- \* to be treated fairly and consistently by all.
- \* to follow school rules and be expected to abide by them.

### Write your personal promise:

Student name \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT MUST SIGN FORM**

## Commitment to Education

THESE PROMISES ARE VOLUNTARY COMMITMENTS MADE BY INDIVIDUALS TO THEMSELVES AND TO OTHERS.

\*\*\*\*\*

### As a Parent/Caring Adult...

#### I promise to...

- \* have high expectations for my child as an individual.
- \* help my child attend school and be on time.
- \* find a quiet place for school work and make sure work is done.
- \* help my child learn to resolve conflicts in positive ways.
- \* communicate and work with teachers and school staff to support and challenge my child.
- \* abide by the parent/student handbook; including ensuring that my child adheres to the DRESS CODE.
- \* respect the teachers, administrators, and staff of Sequoyah Schools.
- \* respect the individual and cultural differences of others.
- \* attend school events and functions as much as possible to support and encourage.
- \* be a positive role model.

#### I need...

- \* teachers and staff who respect my role as a parent/caring adult.
- \* clear and frequent communication with school personnel.
- \* respect for my culture and my child's individuality.
- \* a community that supports families.
- \* advanced notice of school activities so I can make arrangements to attend.

### Write your personal promise:

Student name (please print) \_\_\_\_\_

Parent/Caring Adult signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN MUST SIGN FORM**

# Sequoyah Schools Information Form

Student name: \_\_\_\_\_

---

---

## EDUCATIONAL INFORMATION

1. List school previously attended: \_\_\_\_\_
2. Reason for leaving: \_\_\_\_\_
3. Did student miss 15 or more days in the last school year? Yes ( ) No ( )
4. Has student ever been suspended? Yes ( ) No ( ) Expelled? Yes ( ) No ( )  
**If yes, date and reason must be given** \_\_\_\_\_
5. Has student participated in a Special Education Program? Yes ( ) No ( )
6. Has student participated in a Gifted and Talented Program? Yes ( ) No ( )
7. Has student applied for Oklahoma Promise (OHLAP)? Yes ( ) No ( )

---

---

## MEDICAL INFORMATION

1. Does student have any medical problems which might interfere with school attendance and/or need medical care while in school? Yes ( ) No ( ) If yes, please attach doctor's statement.
2. List any medication(s) taken regularly: \_\_\_\_\_
3. Does student wear glasses or contacts? Yes ( ) No ( ) Examination needed? Yes ( ) No ( )
4. Hearing and/or ear problems? Yes ( ) No ( ) If yes, explain: \_\_\_\_\_

---

---

## SOCIAL INFORMATION

1. Is student a ward of the court? Yes ( ) No ( ) If yes, a copy of the court order must be submitted.
2. Has student ever been arrested? Yes ( ) No ( ) If yes, what was/were the violation(s)?  
\_\_\_\_\_
3. Has student ever been in jail or a detention center? Yes ( ) No ( ) If yes, how many times? \_\_\_\_\_
4. Does student have a probation officer? Yes ( ) No ( )  
Name \_\_\_\_\_  
County \_\_\_\_\_  
Phone \_\_\_\_\_
5. Has student ever received counseling? Yes ( ) No ( )  
Name \_\_\_\_\_  
Phone \_\_\_\_\_

---

---

I, the parent/legal guardian of the above mentioned student hereby certify that the information provided is true and accurate to the best of my knowledge and I understand that Sequoyah Schools will verify all information. **Any false statement or misrepresentation or omission of required information in application will result in denial of application.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/Legal Guardian signature

### **Gifted and Talented Program**

Sequoyah Schools provides a Gifted and Talented Education (GATE) program to assist students with special abilities, interests, and needs enjoy the full benefits of attending school. This program provides advanced classes (some at the collegiate level with college credit) and specialized learning opportunities for students identified with special academic skill, artistic ability, leadership potential, and cultural awareness. Parental permission is required in order to assess and provide services for students. **If you would like for your student to be considered for screening (and possible placement) in this program, please sign below.**

**Please print the name of your student here:** \_\_\_\_\_

I, \_\_\_\_\_, give permission for my student to be screened and/or observed by the Gifted and Talented Education Committee.  
**Parent signature**

**Date:** \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN MUST SIGN FOR PERMISSION**



**BIE McKinney-Vento Enrollment/Referral Form**

The purpose of this form is to address the requirements of the McKinney-Vento Act, Title IX, Part A of the Every Student Succeeds Act of 2015. This document will be used to share with school staff and partnering agencies to ensure all providers have the necessary information to support the child and his/her family.

- 1. Is your current address a temporary living arrangement? Yes\_\_\_ No\_\_\_
- 2. Is your temporary address due to loss of housing or economic hardship? Yes\_\_\_ No\_\_\_

**If the answer to both questions is “YES”, please continue, otherwise stop here.**

**Student Information**

Name \_\_\_\_\_  
Age \_\_\_\_\_  
Parent/Guardian name \_\_\_\_\_  
School site \_\_\_\_\_  
Grade level \_\_\_\_\_  
Parent/Guardian/Youth phone number ( ) \_\_\_\_\_  
Cellular phone Work phone Shelter phone Family/Friends residence

**Residency Information**

Are you a high school student who is currently living on your own? Yes\_\_\_ No\_\_\_  
Where does the student stay at night? Shelter Temporary housing  
Other \_\_\_\_\_  
Address/Directions \_\_\_\_\_  
Shelter contact person \_\_\_\_\_

The family/youth has been residing within the school district boundaries and intends to stay? \_\_\_\_\_(please initial)

- Does the student wish to continue at school of origin? Yes\_\_\_ No\_\_\_
- Is school of origin a boarding school? Yes\_\_\_ No\_\_\_
- If present school is a boarding school, will student be enrolled in residential dorm? Yes\_\_\_ No\_\_\_

**Agreed Upon Services**

Educational services description \_\_\_\_\_  
After school services description \_\_\_\_\_

**Transportation Services**

Pickup location \_\_\_\_\_  
Drop off location, if different \_\_\_\_\_

**Health Services**

Immunizations \_\_\_\_\_  
Dental \_\_\_\_\_  
Food/Clothing \_\_\_\_\_  
Free lunch \_\_\_\_\_  
Counseling \_\_\_\_\_

The parent/guardian/youth understand that the *agreed upon services* are supplemental to the regular instructional day and will be re-evaluated to determine which need to be continued. In the event that the family/youth residency changes, it is their responsibility to notify the school liaison/designee immediately.

Parent/Guardian/Youth \_\_\_\_\_ Date \_\_\_\_\_ School Liaison/Designee \_\_\_\_\_ Date \_\_\_\_\_

## Sequoyah Schools Student and Family Language Survey

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Gender: Female \_\_\_\_ Male \_\_\_\_ Date of birth \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Select all of the races that apply to the student:

\_\_\_\_ Native American \_\_\_\_ Caucasian \_\_\_\_ Hispanic \_\_\_\_ Asian

\_\_\_\_ Native Hawaiian/Pacific Islander

Registered tribal member of \_\_\_\_\_ Other tribe(s) \_\_\_\_\_

What was the student's first language? \_\_\_\_\_

Is a language other than English used in the home? \_\_\_\_ Yes \_\_\_\_ No

If so, what language? \_\_\_\_\_

Does the student **speak** any languages other than English? \_\_\_\_ Yes \_\_\_\_ No

If so, what language and at what level? Language \_\_\_\_\_

\_\_\_\_ Beginner, few words and phrases \_\_\_\_ Intermediate, conversational

\_\_\_\_ Advanced, speaks with good vocabulary \_\_\_\_ Fluent

Does the student **understand** any languages other than English? \_\_\_\_ Yes \_\_\_\_ No

If so, at what level?

\_\_\_\_ Beginner, few words and phrases \_\_\_\_ Intermediate, understands conversations

\_\_\_\_ Advanced, comprehends commonly used terms \_\_\_\_ Fluent

If a second language is not spoken in the home, has the student been regularly exposed to a second language by a family member? If so, how would you describe the student's exposure to the language? Consistent, occasional, rare? Please describe.

What relation is this family member who exposes the student to a language other than English?

(grandparent, great-grandparent, aunt, uncle, etc.)

Did your child attend a language immersion school prior to this year? If so, where and for how long?

What language?

Can you provide any additional information about your child's second language skills?

# PARENTAL CONSENT FORM

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## 1. FIELD TRIPS

I hereby grant permission for the above student to participate in any organized school-sponsored activity trip as approved by Sequoyah Schools' administration.

I understand the student will be properly chaperoned and all precautions will be taken to ensure his/her safety.

---

## 2. EXTRACURRICULAR ACTIVITIES

I hereby grant consent/permission/authorization for the above student to participate in the following extracurricular activities sponsored by Sequoyah Schools.

Football       Basketball       Baseball       Softball       Golf  
 Volleyball       Power Lifting       Track       Wrestling       Band  
 Cheerleading       Cross Country       Yu-Gi-Oh Club       Speech/Drama       Chess  
 Robotics       Medical Careers       AISES       FCS/FCA       SWAT  
 H.O.P.E Club       Book Club       National Honor Society       Student Council  
 Academic Team       Video Gaming       After School Program

---

## 3. PHOTOGRAPH RELEASE

I hereby grant permission to the Cherokee Nation and Sequoyah Schools for use of the above student's photograph and name for public information, internet or exhibit purposes as deemed appropriate by representatives of the Cherokee Nation Communications Department or Sequoyah Schools. It is clearly understood that no royalty fee or other compensation of any character will become payable to me by reason of such use or release.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**PARENT OR LEGAL GUARDIAN MUST SIGN FOR CONSENT**

**PARENTAL CONSENT FOR HEALTH SERVICES**

Student name: \_\_\_\_\_ Birth date: \_\_\_\_\_

I, \_\_\_\_\_ have read the consent form for Sequoyah Schools or others to arrange for or to provide the following health services for this child:

1. Transport student to and from medical facilities for services.
2. Emergency health care for accidents or illness.
3. Health care including medical and physical examinations, immunizations, routine laboratory studies, x-ray procedures and skin tests.
4. Vision, hearing and dental screening and examinations.
5. Mental health services including evaluation and treatment as necessary.
6. Administer **over-the-counter (OTC)** medication by the school nurse or a school-designated employee.

(See below a list of OTC medications in the SHS nurse’s office. Please check the medication you **WILL NOT** allow the nurse to administer)

- Zantac     Imodium     Benadryl     Midol     Tums     Kaopectate  
 Maalox     Ibuprofen     Tylenol     Tussin DM cough syrup     Emetrol  
 Chloraseptic throat spray     Sudafed PE     Calamine lotion     Contact saline solution  
 Visine for contacts     Visine sterile eye drops     Purified water eye wash solution  
 Hydrocortisone cream     Antibiotic ointment     Icy Hot ointment     Vaseline  
 Clotrimazole cream     Orajel     Cough drops     Aloe gel     Hydrogen peroxide  
 Sterile saline solution     Glucose tablets     Blistex

**Exceptions or Special Instructions:** \_\_\_\_\_

**Please list the following:**

Any known allergies: \_\_\_\_\_

Medical problems: \_\_\_\_\_

Any prescriptions your child is taking now: \_\_\_\_\_

I hereby authorize the school nurse, principal, or the principal’s designee to administer medication prescribed by a physician **if the medication is in the original container and properly labeled**. I understand that all prescription and over-the-counter medicine must be registered with the school nurse, principal, or principal’s designee in its original container.

**The undersigned hereby gives consent for all the above services and authorizes Sequoyah Schools to obtain medical treatment for the student.**

In the event of an emergency requiring such treatment the undersigned agrees that under state law, Sequoyah Schools, the Board of Education, or the employees of the school shall not be held liable for injuries, reactions, or adverse effects sustained as a result of medical treatment

**Do you carry health/medical insurance on student?** \_\_\_\_\_

**(If so, please provide copy of insurance card)**

**Signature** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
(Parent/Legal Guardian)

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN MUST SIGN FORM**



# Counselor or Home Room Teacher Reference Form

Student name: \_\_\_\_\_

The above student has applied for admission to Sequoyah Schools. Please fill out the following and **return it directly to the school** (Reference forms returned by the student will not be accepted.)

1. How long have you known the student? \_\_\_\_\_

2. What discipline problems, if any, have you encountered with the student? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has the student ever been suspended? Yes ( ) No ( )

4. Has the student ever been expelled? Yes ( ) No ( )

If yes, on either question, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What is the student's cumulative grade point average? \_\_\_\_\_

6. How is the student's attendance? \_\_\_\_\_

7. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counselor or home room teacher's name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Counselor or Home Room Teacher's Signature

\_\_\_\_\_  
Date

**This form is for evaluation purposes only.**  
**Please attach copies of attendance records.**

We appreciate the time you took to fill out this form.

Sincerely,  
Sequoyah Admissions Committee

.....  
.....  
.....  
**Sequoyah Schools**  
**PO Box 520**  
**Tahlequah, Oklahoma 74465**  
**PHONE: 918-453-5170      FAX: 918-456-0634**  
.....  
.....



# Teacher's Reference Form

**Student name:** \_\_\_\_\_

The above student has applied for admission to Sequoyah Schools. Please fill out the following and **return it directly to the school** (Reference forms returned by the student will not be accepted.)

1. How long have you known the student? \_\_\_\_\_

2. What discipline problems, if any, have you encountered with the student? \_\_\_\_\_

\_\_\_\_\_

3. What was student's attitude in the classroom? \_\_\_\_\_

\_\_\_\_\_

4. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher's name (please print): \_\_\_\_\_

School : \_\_\_\_\_ Phone: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is for evaluation purposes only**

We appreciate the time you took to fill out this form.

Sincerely,  
Sequoyah Admissions Committee

.....  
.....  
.....  
**Sequoyah Schools**  
**PO Box 520**  
**Tahlequah, Oklahoma 74465**  
**PHONE: 918-453-5170      FAX: 918-456-0634**  
.....  
.....



# Principal's Reference Form

Student name: \_\_\_\_\_

The above student has applied for admission to Sequoyah Schools. Please fill out the following and **return it directly to the school** (Reference forms returned by the student will not be accepted.)

1. How long have you known the student? \_\_\_\_\_
2. What discipline problems, if any, have you encountered with the student? \_\_\_\_\_

\_\_\_\_\_

3. Has the student ever been suspended? Yes ( ) No ( )

4. Has the student ever been expelled? Yes ( ) No ( )

If yes, on either question, please explain \_\_\_\_\_

\_\_\_\_\_

5. How is the student's attendance? \_\_\_\_\_

6. What is the student's cumulative grade point average? \_\_\_\_\_

7. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal's name (Please print): \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is for evaluation purposes only.**  
**Please attach copies of behavioral performance and attendance records.**

We appreciate the time you took to fill out this form.

Sincerely,  
Sequoyah Admissions Committee

.....  
.....  
.....  
**Sequoyah Schools**  
**PO Box 520**  
**Tahlequah, Oklahoma 74465**  
**PHONE: 918-453-5170      FAX: 918-456-0634**  
.....  
.....