



Scholar and Family Handbook 2021 - 2022

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MISSION, VALUES, AND BELIEFS

I. MISSION AND VISION

The mission of Tulsa Honor Academy is to equip all scholars with the academic skills, content knowledge, and ethical character required for college graduation and life success.

At Tulsa Honor Academy, our vision is to develop successful college graduates who will become well-rounded, engaged community members and who will transform their communities. Tulsa Honor Academy ensures that 100% of students are on a path to go to and graduate from a college of their choice, beginning in the fifth grade. We believe all children, regardless of race, background, or income, can achieve at high levels. Through a structured, disciplined, and academically rigorous environment, our students will be prepared to live a life of excellence, independence, and purpose. We will prepare our students to succeed in college and beyond by urgently pursuing rigorous academic goals, exposing them to life's opportunities, and laying the foundation for strong, ethical character.

II. CORE VALUES

Tulsa Honor Academy is driven by six core values that help us ensure all scholars are prepared for success in college and beyond. CREDIT outlines these values, but the acronym itself also represents a value you earn after working hard. Each day scholars and classes will work towards earning their "character CREDIT." We want our scholars to be ready to face any challenge that comes their way. We know by working hard and earning character CREDIT, they will be prepared for any challenge that might cross their path. These values are integrated into all aspects of school design and ensure a shared culture of success:

- C – Courage
 - We stand up for what we believe in.
 - When a situation is difficult, we push through it.
 - We are persistently searching for the right answer when we do not immediately have it.
 - We are able to overcome adversity with success.
 - We are motivated to explore new things.
 - We take academic risks to push ourselves.

- R – Respect
 - We are respectful to each other, ourselves, and our community at all times.
 - We are kind to each other.
 - We show social-awareness by being considerate of others' feelings.
 - We think before we speak or react.

- E – Enthusiasm
 - Everything we do, we do with a positive and joyful attitude.
 - Through our positive attitudes, we motivate ourselves and others to be better.
 - We are passionate and energetic.
 - We are avid about our studies, life, and the world around us.

- D – Determination
 - Circumstances or challenges will not get in our way of academic and personal success.
 - We will be strong-minded and work with unwavering efforts to achieve our goals.
 - We come to school prepared and hungry to learn.
 - We continuously strive to fulfill our responsibilities.
 - We will work persistently to accomplish our mission.
 - We will never, ever, ever give up.

- I—Integrity:
 - We do the right thing even when no one is watching.
 - We demonstrate honesty and fairness.
 - We will not lie, steal, cheat, or deceive in any way.
 - We are accountable for our behavior.
 - Under all circumstances, we take responsibility for our actions.
 - We will meet THA’s high expectations every moment of every day.

- T—Team:
 - We promote and support diversity and unity.
 - We encourage others.
 - We work together to meet our common goals.
 - Because we value team, we work actively to help and serve each other.
 - We are committed to our advisory, grade level, school, and the Tulsa community.

III. RESPONSIBILITY AND ACCOUNTABILITY

Tulsa Honor Academy holds members of the school community—scholars, families, and staff—to the highest standards. To provide the very best education for Tulsa Honor Academy scholars, all of us must work together to create an atmosphere conducive to academic excellence. To create this environment, we must collectively and consistently ensure that all members of the Tulsa Honor Academy community meet the expectations outlined in our Character CREDITS.

SCHOOL POLICIES AND PROCEDURES

I. HOURS OF OPERATION

In the pursuit of excellence, Tulsa Honor Academy has an extended school day and school year. This gives scholars more time for academic and character growth. We always try to arrange our hours to accommodate families who have scholars in both the middle school and the high school.

On Monday through Thursdays, the Middle School hours are from 8:00am – 4:30pm. On Fridays, the school hours are from 8:00am – 1:30pm.

The school building will be open to scholars at 7:35am Monday – Friday. Please make sure scholars are NOT dropped off prior to 7:35 as there will not be supervision during that time. Breakfast will be available to scholars between 7:35 – 8:00am. Scholars who are not seated in advisory with materials out by 8:00 am are considered tardy.

On Monday through Thursdays, scholars should not be on school grounds after 4:45pm without permission from the school. On Fridays, scholars should not be on school grounds after 1:45pm without permission from the school. Please make arrangements for your scholar's prompt transportation after school. Parents arriving after 4:45 pm on Mondays through Thursdays and 1:45 pm on Fridays will have to sign their scholar out in the front office. Late pick-ups will be tracked. We want to always provide adult supervision to ensure our scholars' safety, but are unable to do that after hours.

II. ARRIVAL AND DISMISSAL

It is our goal to ensure a safe and efficient process for our scholars as they enter and exit the building. In order to preserve a safe environment, we require that all families who pick up or drop off their scholars adhere to our procedures and the instruction from staff. Failing to comply with these procedures or any other unsafe driving practices may result in consequences for the family.

A. Arrival and Dismissal Communication

All communication regarding transportation needs to be arranged with the student prior to that school day. Our scholars are responsible for knowing exactly how they will be getting home on any given day. Scholars should know if they are riding the bus (including bus route and bus stop), getting picked up, or walking home.

- In the event of an emergency change of transportation (including a different person picking up the scholar), please call the main office no later than 4:00 pm Monday-Thursday and 12:30 pm on Fridays
- In the event of family miscommunication regarding extra-curricular activities, the scholar will be called to the car line. We will not hold the progress of the car line in order to clear up such miscommunication.
- In the event of a family miscommunication over transportation via car or bus, we will not be able to stop the car line and remove a student from the bus.

B. Safety and Efficiency

- Please post the laminated scholar name-plate in the front passenger window of your vehicle. THA provides each scholar with two name-plates. If the family needs more than two, please notify the front office.
- Please pull up as far as is safely possible.
- Please refrain from cell phone use in the car line.
- Please watch for signals from staff members.
- Do not drive around or pass stopped vehicles unless instructed by a staff member.
- Please only approach the car line from 3rd street, turning right onto Lakewood Ave.
- Parking nearby and omitting the carline will not give families priority. We will call any walkers or scholars of the parents waiting on standby after all cars in the car line are called.

C. Safety and Efficiency for Scholar Drivers (HS ONLY)

- Scholars must refrain from cell phone use while driving on school property
- Scholars must yield for anyone walking through the parking lot
- Scholars must follow all directional arrows to enter and exit through the appropriate egress.
- Scholars must obey all driving rules as outlined in the Scholar Driving Agreement.

D. Dismissal Times

- We will not begin calling names until after 4:25 Monday-Thursday and 1:25 on Fridays. Arriving too early creates large traffic jams.
- At 4:45 Monday-Thursday and 1:45 on Fridays we will stop calling names. All parents arriving after 4:45 are required to park and sign their scholar(s) out of the main office.
- Walkers will not be released until the end of dismissal to ensure the safety of our scholars and staff. A staff member will walk with scholars until the scholar is off the THA premise.
- Similarly, if families are walking to the school to walk a scholar home, they will need to wait until the end of dismissal for their scholar's name to be called. Please do not park and walk to the front of the building to pick up a scholar. Families must pick up through the car line.

Please note that the arrival and dismissal lines tend to be longer in the first few weeks of school as new students, parents, and staff are acclimating to our processes. Please be patient during this time.

III. INCLEMENT WEATHER CLOSINGS

In the event of poor weather conditions such as heavy snow, ice, or rain, please listen to local TV or radio stations for relevant information regarding school cancellations or delays. Tulsa Honor Academy WILL follow the delay and cancellation policies of Tulsa Public Schools (TPS). If TPS is closed or delayed, Tulsa Honor Academy will be closed or delayed.

Families should check their local listings for information regarding inclement weather decisions. Tulsa Honor Academy will attempt to advertise school closings on all local news channels but this is not guaranteed.

IV. ATTENDANCE POLICY

In order to achieve our ambitious goals, scholars at Tulsa Honor Academy must be in school, ready to learn EVERY SINGLE DAY. Regular attendance is mandatory and poor attendance will not be tolerated. Families should not schedule vacations and non-emergency appointments during school time. This is especially important for interim assessment days. Families should take advantage of the early dismissal on Fridays, as well as holidays, school vacations, and staff professional development days to schedule appointments and travel.

A. Absences

Any day your child does not attend school is considered an absence. Scholar illness (with doctor's note) or a death in the family (with parent/guardian's notes) are all considered absences at Tulsa Honor Academy. All types of absences contribute to the scholar's absence total. However, Tulsa Honor Academy will accept doctors notes and written parent excuses within 48 hours of return from the absence to track for potential truancy requirements

Out of School Suspensions Are Considered Absences: If scholars are absent from school due to suspension, these days will be treated the same as absences.

Early Pickups: Scholars are expected to stay in school until the very end of the day (4:30 pm for regular dismissal; 1:30 pm on Fridays). Early pickups are disruptive to the learning environment. Since we are intently focused on climbing the mountain to college, we will not release scholars prior to the end of the school day without notification prior to 4:00 pm for regular dismissal and 12:30 pm on Fridays.

Extracurricular Activities and Absences: Scholars who are absent for all or part of any day may not participate in any extra-curricular or sporting event on that day or night except with written permission from the Principal.

How the School Will Keep Track of and Follow Up on Scholar Absences: The school will keep records of all scholar absences. If a scholar misses school, Tulsa Honor Academy staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, writing, or in person. Staff will explain the school's attendance policy and request the parent/guardian's strong support in enforcing this policy. All questions regarding scholar attendance and attendance records should be directed to the school's Office Assistants.

B. Tardies

At Tulsa Honor Academy, the learning begins from the moment scholars walk in the door. Scholars who are late miss essential reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. Therefore, being tardy is unacceptable.

Scholars are expected to be seated in advisory, in full uniform at or before 8:00am. Scholars arriving after 8:00 am, but before the start of first period, are marked tardy.

Four (4) tardies are counted on the scholar's record as one (1) absence. Tardies due to traffic, medical appointments, family emergencies, etc. are not excused.

C. Incomplete Days

MIDDLE SCHOOL: Scholars are counted absent for a half day if they miss two-thirds or more of any half of the day, resulting in an Incomplete. Scholars are counted absent for a half day if they miss two-thirds or more of any half of the day. This policy applies to both late arrivals, mid-day absences, and early dismissals. Two (2) incomplete days are counted on a scholar's record as one (1) absence.

HIGH SCHOOL: Scholars are counted absent for each class period they miss more than 50% of the class period. This applies to late arrivals, mid-day absences, and early dismissals.

Early Dismissal Guidelines: If the scholar must leave the school day early, the parent or guardian must sign the scholar out with the Main Office before removing the scholar from school grounds. Scholars will not be dismissed unless the parent or guardian has physically come to the Main Office. Parent, guardian, or relative will need to show identification to sign out the scholar. Notification regarding early dismissals should be made as far in advance as possible, but no later than 10:00 am of the day of the early dismissal. Early dismissal requests on Monday through Thursdays for pickup after 4:00 pm and on Fridays after 12:30 pm will not be granted.

Who Can Pick Up Scholars: For their own safety, scholars must be picked up by a parent, guardian or designated emergency contact person in order to be dismissed prior to 4:00 pm (12:30 pm on Fridays). A note or phone call requesting that a scholar be dismissed on his/her own is insufficient and will not be honored. This policy applies to all early dismissals, including appointments and illness.

"Incomplete Day" consequences apply in such cases. Scholars being sent home for behavioral infractions or illness will not be dismissed unless the parent or guardian has physically come to the school (please see Code of Conduct for more details), unless certain rare exceptions apply as granted by the Principal.

D. Leaving Campus

Scholars are not permitted to leave campus (school building) once they are inside the building. Leaving the building and/or campus without authorization will result in a suspension.

E. Promotion Policy

MIDDLE SCHOOL: Scholars who accumulate 20 or more absences in a given school year will be candidates for retention. HIGH SCHOOL: Scholars who accumulate 20 or more absences in a yearlong class or 10 or more absences in a semester long class will not be eligible to receive credit. Please note for the purposes of this policy, Tulsa Honor Academy does not distinguish between excused and unexcused absences. Exceptions to this policy are made on extremely rare occasions for long-term hospitalizations, court-mandated appearances, religious observances, and other exceptional circumstances approved by the Principal or Executive Director. Additionally, scholars are afforded rights under Section 504 of the Rehabilitation Act, the Americans with

Disabilities Act, and the Individuals with Disabilities Education Act should their absences be related to a disabling condition.

F. Enrollment

If a scholar is absent for the first five days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that scholar may lose his or her seat at Tulsa Honor Academy and may be considered un-enrolled from the school.

According to 70 O.S. §10-105, all scholars under 18 are expected to be in school. All scholars under the age of 18 will be expected to comply with these laws and the school will follow procedures set out in 70 O.S. §10-106 if the scholar does not comply with the law. In cases of truancy, the Principal (or her/his designee) will investigate the situation. Tulsa Honor Academy operates in compliance with 70 O.S. §10-106 requirements, which can include mandated reporting of truancy to appropriate state agencies.

V. GRADING POLICY

MIDDLE SCHOOL: Tulsa Honor Academy 5th and 6th grade scholars take five (5) academic classes each year: ELA, Math, Science, Social Studies, and Physical Education. 7th and 8th grade scholars take six (6) classes: ELA, Math Science, Social Studies, Physical Education, and an Elective. All scholars also take two (2) enrichment classes: a character development class called Advisory and an academic enrichment class called Focus. The school year is broken into 4 quarters. At the end of each quarter scholars receive a grade in each class.

HIGH SCHOOL: Tulsa Honor Academy scholars must take multiple core classes (for example, a 9th grade scholar might take ELA I, geometry, physics, world history, and boxing, and engineering) each year to earn the appropriate credits towards graduation. Each individual scholar’s schedule varies depending on scholar preference, ability, and need. All scholars also take at least one (1) enrichment class: a character development class called Advisory. The school year is broken into 4 quarters. At the end of each quarter scholars receive a grade in each class.

- A. Grading Scale: The grading scale for all academic classes is a traditional letter grade metric detailed below:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<60%

The grading scale for all enrichment classes is a pass or fail metric detailed below:

P	70-100%
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F	<70%
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B. Final Grades

Scholars will receive grades in each of their core content classes. Those grades will be comprised of three components weighted as follows:

1. Homework Component: 10% of overall grade: The Homework component measures both a scholar's completion of and performance on Homework assignments. Homework assignments should be graded on a daily basis.
2. Skill, Participation, and Content Component: 75% of overall grade: The Skill and Content component measures scholar mastery of a subject's skill and content standards, as determined by performance on formal assessments (e.g., tests, quizzes, essays, projects, lab reports, etc.) as well as objective-specific class work and assessments. Grades related to Scholarly Habits, such as participation and organization grades should be quantifiable (i.e. not subjective).
3. Interim Assessment Component - 15% of overall grade: The Interim Assessment Component measures scholar mastery at the end of each quarter through Interim Assessments that assess scholars on all standards learned to that point in the year. Each single assessment carries an overall weight of 25% of a scholar's grade within that class as we believe that sustained mastery is a critical component of scholars' long-term academic success. Interim Assessments typically occur on the last two days of a quarter. Frequently, this occurs just before a vacation/break. It is the utmost of importance for scholars to be present on these days, as make-up testing opportunities are not provided.

MIDDLE SCHOOL: At the end of each quarter, scholars receive a grade in each core academic class. Scholars' end of year grades are calculated giving 25% credit to Quarter 1 grades, 25% credit to Quarter 2 grades, 25% credit to Quarter 3 grades, and the remaining 25% credit to Quarter 4 grades.

HIGH SCHOOL: Each year round class will have two semester final grades which average the two quarters in each semester (i.e. Semester 1 final grade is the average of Q1 and Q2 and Semester 2 final grade is the average of Q3 and Q4). Each semester long class will be the average of the two quarters that fall within the semester when the scholar takes the class.

C. Extra Credit

It is the policy of Tulsa Honor Academy that no extra credit assignments may be given at any time. Teachers may include extra credit questions on homework assignments, tests, or quizzes, but these questions cannot count for more than 5% of the overall assignment.

D. Makeup Work: Homework

Scholars who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold scholars accountable for all missed assignments and assessments, and it ensures make-up work is completed in a timely fashion so that scholars do not fall behind academically.

When to Pick up Missed Work: If a scholar misses a class for any reason (absence, lateness, and early dismissal), the scholar's missed homework assignments will be available for families to pick up between 3:00 – 4:00 pm or 4:45 – 5:00 pm. We strongly encourage scholars or their families to pick up homework on the day of the absence because scholars who do not submit this work by 8:00 am on the following day will be assigned Homework Club. If no one is available to collect the work on the afternoon of the absence, the work will be made available to the scholar on the morning of their return upon the scholar's request.

Scholars Return to School from Being Absent: If a scholar is absent, late, or dismissed early for any reason, all missed homework assignments are due by 8:15 am on the day following the scholar's return, for the purposes of academic credit (not for HW club purposes).

If a scholar has been absent for more than one consecutive school day, he/she will have as many school days as absences to submit missed homework for purposes of academic credit. For example, if a scholar is absent on Monday and Tuesday, the scholar has two days to complete the homework for purposes of academic credit. In this case, the work is due for academic credit by Friday morning at 8:15 am.

E. Makeup Work: Assessments

If a scholar is absent for any reason (up to five consecutive days), or if a scholar is late and/or dismissed early, all missed assessments (e.g., tests, quizzes) must be made up within the number of consecutive school days that the scholar had been absent. For example, if a scholar had been absent for three consecutive days, he/she would have three school days to take the missed assessment. Due to the importance of Interim Assessments, scholars will not be allowed to make up those exams. It is utterly important that the scholars are present the day of the assessment. If they are sick, we ask that the scholars come to THA to take the test and then return home to rest.

If a scholar is absent for five or more consecutive school days, he/she must request to meet with the school Principal to determine a reasonable timeline for making up missed assessments.

F. Late Work

Any work that is not 100% complete and/or meet our Tulsa Honor Academy's "Professionalism Standards," (which include clear and neat handwriting, complete first and last name, date, advisory, and complete sentences where necessary) at the assigned due date is considered late. If work is turned in the day following the original due date, it can receive a maximum of 50% credit. Time will be given at lunch to complete said assignments if the scholar does not need to serve detention or On Notice. Late work turned in more than one day following the original due date will receive no credit; however, teachers may continue to assign Homework Club until the assignment is completed if necessary.

*** In rare cases and for large assignments (i.e. end of unit essays, unit science experiment, etc.), the teacher may choose to dock 20% of the grade or more per day that the scholar submits the assignment after the deadline. These cases will be rare and the expectations will be set and clearly outlined by the teacher and communicated with the student.***

VI. PROMOTION POLICY

Promotion to the next grade is earned at Tulsa Honor Academy. Two metrics are considered when promoting scholars to the next grade: academic achievement and attendance.

1. Achievement (MIDDLE SCHOOL ONLY)

Two academic metrics are used to determine promotion or retention:

- i) Achievement on Quarter 4 Interim Assessments AND
- ii) End-of-Year Grades

In both cases, a grade of 60% or better in academic classes or a 70% or better in enrichment classes (this includes Advisory and Focus) is considered passing. Scholars earning a failing grade on a Quarter 4 Interim Assessment and/or end-of-year report card in one or two academic classes are required to attend Summer School. During Summer School, scholars review the subject area(s) in which they struggled. At the end of Summer School, scholars are re-tested on the comprehensive assessment(s) in the appropriate subject area(s). If scholars fail to enroll in, attend, or fail to pass comprehensive assessment(s) at the end of Summer School, they will be retained. Scholars who earn a failing grade on an end-of-year exam and/or end-of-year report card in more than two classes will be retained.

Specific provisions of an Individual Education Plan (IEP) may amend promotion or retention criteria, on a case-by case basis.

2. Attendance (MIDDLE SCHOOL AND HIGH SCHOOL)

Regardless of grade level, scholars who accumulate 20 or more absences in a given school year will be candidates for retention. Please note, Tulsa Honor Academy does not distinguish between excused and unexcused absences. By missing 20 days of school, scholars have missed out on more than 10% of the academic year. This level of absence undermines academic growth, detracts from disciplined work habits and prevents scholars from becoming committed to their own education. For these reasons, Tulsa Honor Academy places a premium on regular, punctual attendance.

3. Credit Acquisition (HIGH SCHOOL ONLY)

Scholars are not promoted year to year. Rather, they must pass all of their classes and earn credit for each class in order to meet their High School Graduation requirements. If scholars fail a course, they will be given a variety of options to earn that credit, such as summer school, an online course, or to re-take the Q4 assessment. The options to earn course credit may vary each year depending on the availability of service options.

Scholars must fulfill BOTH the academic/credit acquisition AND the attendance requirements in order to be considered for promotion to the next grade level.

VII. HOMEWORK POLICY

Homework is an essential component of Tulsa Honor Academy's academic program. Scholars have four daily responsibilities related to homework:

- Write down all homework assignments on their scholar agendas ,
- Complete all homework assignments by Tulsa Honor Academy's Professionalism Standards
 - Clear and neat handwriting
 - Complete first and last name, date, advisory, and scholar class number in appropriate heading
 - Paper neat and not crumpled or stained
- Show completed homework assignments to a parent and receive signatures on D.E.A.R. (Drop Everything And Read) Logs only if the parent feels that the completed Dear Log and time spent reading meets Tulsa Honor Academy's high standards.

All homework assignments are collected each morning at the beginning of the school day. If a scholar has not satisfactorily completed his or her homework that is due on a given school day, even if absent, late, or dismissed early the prior day, or tardy (i.e. arriving after homework submission time), he or she will be required to go to Homework Club during lunch.

VIII. COMMUNITY SERVICE REQUIREMENT

One component of the Tulsa Honor Academy's broader vision for scholar success is to graduate scholars who live a life of excellence. We believe that excellence is achieved not only when you help yourself, but also when you serve the greater community. In order to further expose scholars to needs within our communities, develop good service-related habits, and ensure that the school's mission is fulfilled; all scholars are expected to serve the surrounding communities while enrolled at Tulsa Honor Academy.

Scholars are required to complete the following number of community service hours according to each grade level:

- 5th grade scholars: 5 hours
- 6th grade scholars: 5 hours
- 7th grade scholars: 10 hours
- 8th grade scholars: 10 hours
- 9th grade scholars: 15 hours
- 10th grade scholars: 15 hours
- 11th grade scholars: 15 hours
- 12th grade scholars: 15 hours

All required community service hours can be completed through school-sponsored activities.

Scholars who do not meet these requirements by the end of 8th grade may not be eligible for promotion.

Excess Hours will be tracked and can “rollover” to the following school year. Regardless of the total amount of community hours completed, each scholar must complete at least 5 community service hours each school year.

Scholars can elect to participate in school-sponsored community service events and/or elect to supplement with service opportunities outside of school. Outside service opportunities must be pre-authorized by a member of the Leadership Team and a reflection must be completed in order for the hours to count.

IX. SCHOOL SUPPLIES

MIDDLE SCHOOL: The following is a list of supplies ALL scholars are expected to have/bring:

MS: To Be Checked Daily in Advisory HS: To Bring Daily	Bring on 1st Day of School and Leave at School	Suggested Home Supplies
4 sharpened pencils 3 highlighters, all different colors 2 <u>black or blue ballpoint</u> pens 1 portable eraser 1 HW Folder (THA provides the first HW folder. Regular maintenance will be necessary. Parents are responsible for replacing damaged or lost homework folders.) 1 HW Agenda (THA provides the first agenda. Parents are responsible for purchasing a new agenda for \$1.00 if damaged or lost)	5 pads of Post It notes 4 boxes of tissues 2 hand sanitizer bottles 3 packs of 3x5 in. notecards 1 container of Clorox wipes 1 roll of scotch tape 1 set of Band-Aids	5 3” binders (1 per subject) 1 big pencil sharpener Back up HW Folders (see HW description in first category)

The following is a list of supplies scholars in each grade are expected to bring on the first day of class to leave at school in addition to the list above:

5th Grade & 9th Grade	6th Grade & 10th Grade	7th Grade & 11th Grade	8th Grade
1 additional container of Clorox wipes	1 additional roll of scotch tape	1 additional set of Band-Aids	Zip Lock bags of any size

- A. Items to be Checked Every Morning in Advisory/ to Bring Daily
 MS: Every day, scholars are expected to have these materials out and on their desks before class begins. Advisors will perform a supply check at the beginning of each day. Scholars who are missing any item will earn a demerit.

HS: Everyday, scholars are expected to have these materials in order to participate in class. Scholars missing any essential item/s in any class period may earn a demerit.

Please note the following:

- Pencils should be sharpened prior to class with scholars' personal pencil sharpeners which are kept at home. Hand-held sharpeners will not be available for use in class.
- Pens must be ballpoint and only be black or blue ink. Scholars are not permitted to use markers, felt tip pens, permanent markers/sharpiers or colored writing utensils.
- Scholars are responsible for having a constant supply of notebook paper, pens, pencils, erasers and highlighters.
- Tulsa Honor Academy will provide scholars with homework folders and binders for classwork which will be checked regularly. Scholars are encouraged to replace their homework folder with a simple two pocket folder if the school provided HW folder becomes worn or damaged.

B. Supplies That Stay At School:

These supplies should come with scholars at the beginning of the school year and be turned in to their advisors.

C. Supplies that Should Stay at Home:

These are materials that scholars should keep at home for use in keeping them organized.

Please DO NOT purchase/ DO NOT bring to school: three-ring binders, colored pens and/or other non-specified supplies for scholars. During scholar orientation week, all scholars will be provided with a homework/notes binder with accompanying tabs, supply bags and homework agendas.

Scholars should not bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Although Tulsa Honor Academy prides itself on being very safe, the school does not accept responsibility for any missing items of value. Scholars who bring inappropriate items to school, including but not limited to toys, iPods, CD players, laser pointers, beepers, pagers, and cell phones, will have such items confiscated and consequences will be imposed according to the scholar code of conduct.

X. SCHOOL BREAKFAST, LUNCH AND SNACK

The school participates in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible scholars. At the beginning of the school year, each family will be mailed a letter describing eligibility and an application to participate in the program. As a part of the enrollment process families are REQUIRED to complete and return this form.

Families of scholars who order lunch and have particular dietary restrictions should alert the Office Assistants as early in the school year as possible.

A. School Breakfast

At the beginning of the school year, scholars may register for the school breakfast program for the following quarter. Scholars who register for the program can receive breakfast every morning, as long as the scholar arrives by 8:00am. Scholars may not choose to purchase breakfast for only specific days or weeks during the quarter. Instead, scholars who register for the program at the beginning of each semester are agreeing to purchase breakfast for the entire duration of the semester.

For those who qualify for the reduced price breakfast, the price is \$0.30 per meal. For those who will be paying full-price, the price is \$1.85 per meal. Prices may change depending on the prices set by the Oklahoma State Department of Education and the U.S. Department of Education. Families will be notified if there are changes in costs.

B. School Lunch

Scholars may either purchase lunch from the school or bring their own lunches from home. For lower school, all food will be delivered to the classrooms and scholars will eat lunch there. For upper school, scholars will have opportunities to earn community lunch which takes place in the cafeteria.

Since school lunches are delivered to the classrooms or designated areas, the school must have an accurate number of meals that scholars wish to order. Families will be given a menu of meals at the beginning of each month and will be asked to opt in or opt out for the entirety of the month. Scholars are expected to pay for ALL the lunches they have ordered for the coming month.

For those who qualify for reduced price lunch, the price is \$0.40 per meal. For those who will be paying the full-price, the price is \$3.80 per meal. Prices may change depending on the prices set by the Oklahoma State Department of Education and the U.S. Department of Education. Families will be notified if there are changes in costs.

Any scholar who owes breakfast or lunch money will receive an invoice for the amount due from the school no later than the end of each month. The school cannot accommodate last minute changes to lunch orders.

C. Lunches from Home

In order for scholars to engage in the rigorous academic program at Tulsa Honor Academy, it is important that scholars have healthy, balanced meals. As such, families who decide to provide lunch from home must comply with the following guidelines. If your scholar is out of compliance with these requirements, inappropriate food items will be confiscated and scholars will earn demerits. With the exception of medical needs, please note that students will not have access to a microwave to heat lunches, nor are staff permitted to heat student lunches.

Prohibited foods: (This includes birthdays or other celebrations)

- Soda of any kind (even diet)
- Full sugar juices (including Gatorade or other sports' drinks)

- Chips
- Candy of any kind
- Cookies or cakes of any kind

Suggested items for a nutritious packed lunch:

- Water or reduced-sugar juice
- A sandwich, soup, or other main dish
- Crackers or 100 calorie pack snacks
- Sun chips, low calorie baked chips, or pretzels
- Fruit and/or vegetables

Water bottles are allowed; however, they must be clear and the liquid contained in the bottles must also be clear.

D. Afternoon Snack

A nutritious, afternoon snack will be provided to scholars during the afternoon on Mondays through Thursdays. This snack is free of charge.

Unless express permission is otherwise given, scholars should not bring snacks from home to eat during this time.

XI. DRESS CODE

Tulsa Honor Academy has a strict dress code. The dress code applies during all school days and during all school-sponsored events (unless otherwise stated in writing by the school).

The dress code has been adopted to improve the educational environment for all scholars. Specifically, we have instituted a dress code to prepare scholars to act and dress professionally, to foster a sense of school identity and community, to eliminate unnecessary energy spent on brand name clothing and image, to increase security and safety in the building, and reduce the cost of clothing families need to purchase each school year.

A. Enforcement of Dress Code

It is the goal of the school to have a dress code that makes things easier for parents and scholars. We have made every effort to be clear about this policy and to be consistent in its enforcement. That said, the school will make every effort to work with the families to ensure the scholar has the correct uniform. Families who have questions or concerns should contact the school immediately for clarification.

The dress code – like all school policies – is strictly enforced. Although it may seem as if small exceptions to the dress code should be no problem, we will not allow deviations from the code. Our staff does not have the time to inspect every item for acceptability or exception. If the policy states that “shoes should be all black,” it means just that. It is important that all scholars adhere to the same code. If an exception is made for one scholar, it would have to be made for all scholars, and then code has changed. It is in the best interest of all

scholars and families if Tulsa Honor Academy says what it means and means what it says.

B. Purchase of Clothing

Polo shirts, gym uniforms, and optional quarter zips MUST be the official THA uniform with the THA logo embroidered on the article of clothing. This can either be purchased only from the school's main office or can be passed down from other scholars. Please note that Tulsa Honor Academy is NOT a vendor of school uniform; however, the school will stock and sell uniforms on site.

NOTE: Exceptions to the dress code will be made if the vendor is out of articles of clothing and the families are waiting to receive clothing, if the family has attempted to purchase the correct uniform but is unable to find articles that fit, or for additional special circumstances.

All remaining uniform items (pants/skirts, belts, shoes, socks, and/or undershirts) can be purchased at the store of your choice so long as they comply with the specifications listed below.

There are two sections to the dress codes at Tulsa Honor Academy. They are the School Day Uniforms and the Fitness Uniforms. Every scholar is required to have both. Scholars wear the Fitness uniform during Physical Education class.

(Lower Middle School is 5th and 6th grade. Upper Middle School is 7th and 8th grade.)

C. MS Dress Code Policy

THA Middle School scholars are expected to adhere to the following uniform guidelines. Additionally, clothing or jewelry that is determined by the school Leadership Team to distract from the learning process is not permitted.

1. Polo Shirts
 - Scholars must wear unaltered, logoed school polo shirts every day.
 - Shirts must always be tucked in whenever scholars are on school grounds.
 - Scholars may not wear anything underneath their polo except one solid white, black, or purple short-sleeve T-shirt, though scholars are not required to wear undershirts.
 - T-shirt sleeves may not be visible at any time.
 - If a PE shirt is worn as an undershirt, scholars will have to remove the PE shirt after PE for hygienic purposes.

2. Quarter Zip Pullover Sweaters
 - Scholars are not required to wear quarter zips during the school day.
 - We recommend that each scholar owns a quarter zip to ensure they are comfortable in class, as temperatures can fluctuate slightly.
 - Quarter zips must have the Tulsa Honor Academy logo and be unaltered. The wrist fabric should not be ripped, torn, or chewed on. If this is the case, the scholar will be asked to purchase a new sweater.

- Any other form of outerwear (sweatshirts, hoodies, coats, jackets, blankets, etc.) is not allowed to be worn during class and should be stored in scholars' cubbies immediately upon entering the building.
 - Wearing the quarter zip tied around the waist or shoulders is not permitted.
3. Pants/Skirts
- Scholars must wear khaki uniform bottoms. Scholars can opt to wear khaki dress pants or khaki dress skirts of appropriate length.
 - Pants must be khaki in color with pockets preferably not on the outside.
 - Shorts, skorts with the shorts showing in the back, capri pants and corduroys are not permitted.
 - Skirts must be finger-tip length or longer and no slit may come too high. Leggings or tights are permitted under skirts, but must be all white or all black.
 - Scholars may not wear khaki pants that are low-rise, flare, bell-bottom, cargo (more than two front pockets and two back pockets), carpenter, wide-legged, overly tight or baggy, jeggings, jogger-style or made of denim or corduroy.
 - Scholars may not wear clothing with logos, unless it is the Tulsa Honor Academy logo. No other logos are allowed.
 - Designs, jewels, glitter, brads, rivets, etc. on the pockets of the pants are not permitted.
 - Scholars may purchase these items from any vendor so long as they are in compliance with this policy.
 - Scholars must wear a belt if pants or skirts have belt loops.
4. Shoes and Socks
- Scholars must wear shoes that are completely black. This includes dress shoes and tennis shoes.
 - Shoes may not have any logo visible on the exterior of the shoe.
 - Shoelaces and all parts of the shoe must be the same color as the shoe.
 - Dress shoes are acceptable only if they cover more than half of the foot and don't have more than a ½ inch heel (as measured from the back).
 - Open-toed shoes are not permitted.
 - Flip-flops, stilettos, stacks, platform shoes, sandals, and open-toed shoes are not permitted.
 - Shoes with laces must be laced up, with tongue inside, and tied securely.
 - Pant legs must be worn over the shoe.
 - Lower Middle School scholars must wear socks that are solid white or solid black – no patterns, stripes, or logos are permitted. Sock cuffs length will vary.
 - Upper Middle School scholars must wear socks. Socks may be of any color or design. Socks must match each other.
5. Belts
- Solid black belts must be worn at all times if pants or skirts have belt loops.
 - Belts may not hang down.
 - Studded belts or belts with designs are not permitted.
 - Belt buckles must be solid color metal (silver, gold, etc).
 - Buckles may not be oversized or in distracting shapes or designs.
6. Fitness Uniforms
- Scholars must wear unaltered, logoed Tulsa Honor Academy t-shirts during gym class.
 - Scholars must wear unaltered, logoed Tulsa Honor Academy gym shorts during gym class.

- Shorts must have elastic intact. Scholars who cut or remove elastic will be out of uniform and required to repurchase the proper attire.
- Scholars must wear simple, mostly black or mostly white sneakers. (We recognize the difficulty of finding sneakers without logos, therefore, logos will be allowed provided that it is not distracting in PE.)
- Lower Middle School scholars must wear white or black socks with no patterns or logos.
- Upper Middle School scholars must wear socks. Socks may be of any color or design, but they must match each other.

7. Accessories and Makeup

- Scholars may wear earrings only in the lower ear lobes.
- Earrings must be professional and smaller than the size of a US dime.
- Visible body piercings, facial piercings or tongue piercings or band-aids covering piercings are not permitted.
- All necklaces must be tucked inside the shirt.
- No heavy makeup is permitted and make up, perfume, lotion or any other cosmetics are never to be applied anywhere but bathrooms or in changing rooms.
- Non-prescription eyewear is not permitted as it can be a distraction to scholars. This includes, but is not limited to colored contacts, non-prescription glasses, and sunglasses.
- Lower Middle School scholars are prohibited to wear wristbands and multiple or distracting wrist wear. (This includes hair ties on the wrist or watches.)
- Upper Middle School scholars may wear up to two wristbands or wrist wear and one ring. (No “smart” technology is allowed such as apple watches, fit-bits, or similar products.)
- Other distracting (such as overly shiny, noisy, etc.) accessories are not permitted.

8. Head Coverings

- No hats or other head coverings are permitted including scarves, hairnets, athletic sweatbands, and bandanas anywhere inside a building at any time, except where mandated by legitimate religious requirements.
- Scholars are allowed to wear small purple, white, black, silver, gold, khaki, or gray headbands or bows that match the school’s colors/uniforms as long as they are not distracting.

9. Miscellaneous

- Scholars may not wear clothing with logos, unless it is the Tulsa Honor Academy logo.
- Clothing must be sized appropriately. What is too big or too small is determined by the sole discretion of Tulsa Honor Academy staff.
- Scholars may not alter their clothing in any way (ie: writing, drawing, cutting, fraying, etc).
- Scholars may not wear significantly stained clothing (ie: large ink blots, food stains, etc).
- On designated Jean days, low-rise, cargo (more than two front pockets and two back pockets), ripped, overly tight or baggy jeans are not permitted. Passes must be presented upon arrival to campus.
- On designated T-shirt days, students are still to adhere to all components of the dress code. Passes must be presented upon arrival to campus.

D. HS Dress Code Policy

THA High School scholars are expected to adhere to the following uniform guidelines. Additionally, clothing or jewelry that is determined by the school Leadership Team to distract from the learning process is not permitted.

1. Button Down Shirts

- Scholars must wear unaltered, long-sleeved, school logoed, button down shirts every day.
- Shirts must always be tucked in whenever scholars are on school grounds.
- Scholars may not wear anything underneath their button-down shirt except one solid white short-sleeve T-shirt, though scholars are not required to wear undershirts.
- T-shirt sleeves may not be visible at any time.
- Scholars must purchase button down shirts from the school main office.

2. Blazers, Cardigans, and V-Neck Sweaters

- Scholars are not required to wear these items during the school day.
- Scholars may wear THA blazers, cardigans, or V-Neck sweaters. All of the aforementioned items must have the Tulsa Honor Academy logo and be unaltered. The wrist fabric should not be ripped, torn, or chewed on.
- We recommend that each scholar owns a blazer, cardigan, or V-Neck sweater to ensure that they are comfortable in class, as temperatures can fluctuate slightly.
- Any other form of outerwear (sweatshirts, hoodies, coats, jackets, etc.) is not allowed and should be stored in scholars' backpacks immediately upon entering the building.
- Wearing blazers, cardigans, or sweaters tied around the waist is not permitted.
- Scholars must purchase blazers, cardigans, and V-Neck sweaters from the school main office.

2. Pants/Skirts

- Scholars must wear khaki OR black uniform bottoms. Scholars can opt to wear khaki OR black dress pants or khaki, black, or plaid dress skirts of appropriate length.
- Pants must be khaki in color with pockets preferably not on the outside
- Shorts, skorts with the shorts showing in the back, capri pants and corduroys are not permitted.
- Skirts must be knee length or longer and no slit may come too high.
- Scholars may not wear khaki pants that are low-rise, flare, bell-bottom, cargo (more than two front pockets and two back pockets), carpenter, wide-legged, overly tight or baggy, or made of denim or corduroy.
- Scholars may not wear clothing with logos, unless it is the Tulsa Honor Academy logo. No other logos are allowed.
- Designs, jewels, glitter, brads, rivets, etc. on the pockets of the pants are not permitted.
- Pants with pockets on the inside are preferred.
- Scholars may purchase these items (except for the plaid skirts) from any vendor so long as they are in compliance with this policy.
- Scholars must wear a belt if the pants or skirt have belt loops.

3. Shoes and Socks

- Scholars must wear shoes that are completely black. This includes dress shoes and tennis shoes.
- Shoes may not have any logo visible on the exterior of the shoe.
- Shoelaces and all parts of the shoe must be the same color as the shoe.
- Scholars dress shoes are acceptable only if they cover more than half of the foot and don't have more than a ½ inch heel (as measured from the back).
- Open-toed shoes are not permitted.
- Flip-flops, stilettos, stacks, platform shoes, sandals, and open-toed shoes are not permitted.
- Shoes with eyelets for laces must be laced up, with tongue inside, and tied securely.

- Pant legs must be worn over the shoe.
 - Socks must always be worn.
 - If a scholar is wearing pants, socks may be of any color or design. Socks must match each other.
 - If a scholar is wearing a skirt, socks must be black or white
4. Belts
- Solid black belts must be worn if the pants or skirts have belt loops.
 - Belts may not hang down.
 - Studded belts or belts with designs are not permitted. (This includes belts with hole patterns all around the belt.)
 - Belt buckles must be solid color metal (silver, gold, etc).
 - Buckles may not be oversized or in distracting shapes or designs.
5. Fitness Uniforms
- Scholars must wear unaltered, logoed Tulsa Honor Academy t-shirts during gym class.
 - Scholars must wear unaltered, logoed Tulsa Honor Academy gym shorts during gym class.
 - Shorts must have elastic intact. Scholars who cut or remove elastic will be out of uniform and required to repurchase the proper attire.
 - Scholars must wear appropriate footwear (i.e. sneakers for the Weights and Conditioning class or dance shoes for Ballet Folkloriko)
 - Socks must always be worn. Socks may be of any color or design. Socks must match each other.
6. Accessories and Makeup
- All necklaces must be tucked inside the shirt.
 - No heavy makeup is permitted and make up, perfume, lotion or any other cosmetics are never to be applied anywhere but bathrooms or in changing rooms.
 - Non-prescription eyewear is not permitted.
 - No "smart" technology is allowed such as apple watches, fit-bits, or similar products.
 - Other distracting accessories are not permitted.
 - What is distracting is determined at the sole discretion of Tulsa Honor Academy leadership team.
7. Miscellaneous
- Scholars may not wear clothing with logos, unless it is the Tulsa Honor Academy logo.
 - Clothing must be sized appropriately. What is too big or too small is determined at the sole discretion of Tulsa Honor Academy staff.
 - Scholars may not alter their clothing in any way (ie: writing, drawing, cutting, fraying, etc).
 - Scholars may not wear significantly stained clothing (ie: large ink blots, food stains, etc).

SCHOLAR CODE OF CONDUCT

I. PURPOSE

Tulsa Honor Academy has created a Code of Conduct in order to:

- ensure that our school is a respectful and safe space for learning,
- allow scholars to focus on their learning, and
- prepare scholars to become engaged citizens who follow rules set by our communities.

The Code of Conduct describes behaviors that Tulsa Honor Academy considers inappropriate or unacceptable (which we will call “behavioral infractions”) and the consequences of those behaviors.

II. OUR PHILOSOPHY

Scholars who do not meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our scholar Code of Conduct.

Ours is an inherently choice-based system. We believe that all choices come with consequences; sometimes those consequences are good, sometimes they are bad. Our goal is to teach scholars acceptable behaviors and then to hold them accountable to those behaviors with a balance of positive reinforcement and consistent accountability.

III. INDIVIDUAL INCENTIVE AND ACCOUNTABILITY SYSTEM

Individually, scholars are held accountable to our strict behavior expectations through merits, positive tracked points of instances when scholars go above and beyond to show CREDIT values, and demerits, noted instances when scholars make choices that negatively affect their own learning, the learning of others, or negatively affect the learning community or environment.

Teachers take note of these instances and inform scholars that they have earned a merit or demerit. The demerits and merits are included in the scholar’s weekly progress report.

Earning Merits and avoiding Demerits can lead to scholar awards and/or Town Hall incentives.

Weekly Progress Reports are sent home on Fridays for review and to be signed by parents/guardians. These must be signed and returned on Monday. Scholars who do not turn in Progress Reports on Monday morning will earn 4 demerits and serve detention. For behavior, our “week” begins Thursday midday and ends on the following Thursday midday. Each day, (midday) all scholars start with a clean slate: no demerits or merits. However, the report will include an entire week’s behavior.

IV. WHOLE CLASS INCENTIVE AND ACCOUNTABILITY: CHARACTER CREDIT CHALLENGE

The Character CREDIT Challenge is a class-wide, positive-incentive system. The system uses peer-motivation and inter-class competition to encourage scholars to work together to meet high expectations for preparedness, respect, engagement, and professionalism, which are measured through our core values. During every period of the school day, classes are assessed on their performance as a group, earning between zero and six CREDIT Blocks.

A. Earning CREDIT Blocks

The number of CREDIT Blocks earned is based on the following observable criteria from which teachers will score each class:

1. Courage: All scholars volunteer to participate, ask smart questions, and make insightful comments.
2. Respect: All scholars are kind and respectful to one another, their teachers, and to the school environment.
3. Enthusiasm: All scholars show excitement about the work they are doing and the people around them.
4. Determination: All scholars demonstrate good posture and follow directions and procedures throughout class, without giving up once. They begin work immediately and give their best effort in class. All scholars are organized and have all necessary materials for class.
5. Integrity: All scholars are honest. Scholars act in ways that build trust. Scholars do not take opportunities to slack off, play, get away with talking or engage in distracting behaviors. All scholars produce work that is representative of their own efforts and mastery.
6. Team: All scholars cooperate well with each other. They listen to and look at the person who is speaking. They work well with their shoulder partners.

B. Tallying CREDIT Blocks

Teachers record CREDIT Block scores at the end of every class and advisors tally scores at the end of every day. A block is earned only if there is 100% compliance. Classes receive rewards for consistently high scores. Conversely, classes lose privileges for receiving low scores (e.g., silent breaks, silent lunches). When giving the score to the class, teachers use this opportunity to give concrete suggestions for improvement.

V. CORRECTIVE DISCIPLINE

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. While we have stated possible consequences for certain behavioral infractions, Tulsa Honor Academy staff has sole discretion to determine the consequence of behavioral infractions.

A school-related behavioral infraction refers to the violation of this code occurring:

- while the scholar is on school grounds or school-related transportation,
- during school-sponsored activities and trips,
- during all other school-related events off of school grounds that results in substantial disruption to the learning environment, and
- online and electronic interactions with fellow Tulsa Honor Knights.

Scholars are expected to always respond respectfully to the authority and direction of school staff. Responding inappropriately to staff will result in additional consequences being implemented. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, “smacking” of the teeth, making inappropriate remarks or sounds in response to a request, or questioning a staff person’s action or authority in a disrespectful manner.

At Tulsa Honor Academy, we seek to help scholars become mature young adults. To that end, while we will not tolerate disrespect, we do allow for scholars to express disagreement in a respectful manner. Scholars are expected to accept demerits when earned, however if they feel the demerit is unwarranted, they should find time, with permission, during break, lunch, or advisory to politely and privately conference with the teacher about the demerit in question. Conferencing with the teacher does not necessarily mean that the teacher will take away said demerit. Disagreeing disrespectfully will result in further consequences.

Enforcement of Tulsa Honor Academy’s Code of Conduct is based upon a framework of progressive discipline. Specifically, minor infractions result in less severe consequences while larger infractions result in more severe consequences. Furthermore, first-time infractions result in less severe consequences while repeated infractions result in more severe consequences. Consequences at THA have supports and interventions in place to help scholars practice meeting expectations. Multiple levels of interventions are sequenced in such a way to uphold our strict behavior expectations while ensuring scholars chances to correct behaviors and make better choices.

A. Explicit Instructions

To ensure scholars are set up for success, teachers must clearly articulate their behavioral expectations. The instructions should be specific, concrete, sequential, and observable.

B. Behavior Narration

After giving explicit instructions, teachers must narrate the actions of scholars meeting the expectations. Teachers must narrate 3-5 scholars, giving those scholars positive feedback and allowing other scholars to learn from their peers and self correct if requisite.

C. Teacher Behavior Management Technique

If scholars are still not meeting teacher’s expectations, a teacher should use a teacher intervention technique of their choosing to support the scholar in meeting the expectations. Such techniques include but are not limited to proximity, quick one-on-one check in (what we call “quarterbacking”), non-verbal redirections, composure time, etc.

D. Consequence Level 1: Demerits

After giving the scholars ample time to meet expectations and self reflect, the scholars will earn a demerit. A demerit serves as an official warning, which the teacher will document. A scholar can be assigned 1, 2 or 4 demerits for a rule infraction. Severe infractions, such as gross disrespect to staff or other scholars, will result in the scholar being sent to the Principal and/or Assistant Principal.

Demerit Reference Sheet

Behavioral Infraction	Consequence	Code
Lacking urgency	1 demerit	1LU
Lacking organization: desk, binder, folder	1 demerit	1LO
Lack of effort/not doing work/unwilling to try	1 demerit	1LE
Inappropriate noises or distractions	1 demerit	1IN
Possession of pop, candy or junk food at any time	1 demerit (and confiscation)	1PC
Being unprepared for class	1 demerit	1UP
Poor posture during class/not sitting in SCHOLAR	1 demerit	1PP
Off task behavior	1 demerit	1OT
Talking out of turn	1 demerit	1TN
Blurting out	1 demerit	1TB
Failure to follow directions or procedures of the class or school	1 demerit	1FD
Horse-playing, rowdy or loud behavior anywhere in the school (not play-fighting)	1 demerit	1HP
Violating others' space	1 demerit	1VS
Tardy to class: during a transition	1 demerit	1TC
Tardy to school: less than 5 minutes	1 demerit	1TS
Inappropriate hallway behavior	1 demerit	1HB
Speaking to a scholar on On Notice	1 demerit	1SON
Tardy to school: more than 5 minutes	2 demerits	2TS
Repeated dress code violations that cannot be corrected immediately (such as no belt or incorrect shoes)	2 demerits	2DC
Working on homework outside of the appropriate times	4 demerits	4OT
Missing Progress Report	2 demerits	2PR
Note passing or writing	4 demerits	4NP
Banned material, utensil, or supply	4 demerits	4BM
Foul language or inappropriate language	4 demerits	4FL
Eating or drinking outside of breakfast, lunch or snack time	4 demerits	4ED
Leaving class to use the bathroom or water fountain in excess of emergency passes	2 demerits	2BP
Low-level disrespect towards a fellow scholar	4 demerits	4DS
Low-level disrespect towards faculty or other members of the school community	4 demerits	4DF
Low-level disrespect of school property	4 demerits (and repairs)	4DP
Deliberately disrupting class	4 demerits	4DD
Chewing gum or having gum and distributing it to other scholars	4 demerits	4CG
Talking during a fire drill, tornado drill or emergency	4 demerits	4TFD
Unexcused absence from class (cutting or skipping)	4 demerits	4UA

Inappropriate displays of affection	4 demerits	4DA
Possession of a cell phone, pager, iPod, headphones or other electronic device visible (whether or not in use), anytime in school or without staff permission at any school event	4 demerits (and confiscation until parent retrieves item from school)	4PE
Other inappropriate behavior at the discretion of staff	1,2, or 4 demerits	1,2,4IB

E. Consequence Level 2: Detention

Infractions

A scholar will serve a detention if they earn 4 demerits or more in a given day. The Assistant Principal and/or designee may deem a detention appropriate for other more severe actions not listed above.

Logistics

Detentions are served during lunch. Scholars who earn a detention/four demerits between the start and end of the previous school day must serve their detention the following day. Scholars who receive more than one detention on a given day can face more severe consequences.

All demerit counts are “cleared” for the purposes of detention at the end of each school day. Demerits are always counted and tracked on the weekly progress reports.

Additional or Mitigating Interventions

The following interventions may be used during Detention:

- Conference with a staff member
- Reminders and redirections
- Teaching expectations of skills

F. Consequence Level 3: After School Detentions

Infractions

Specific infractions which **may** warrant an after school detention include, but are not limited to:

- four (4) detentions in one week
- Abuse of computer privileges, including visiting unapproved websites or changing settings without permission
- Forgery, plagiarism, or cheating (including forging a parent’s signature on school documents)
- Mid-level disrespect towards a fellow scholars or faculty
- Repeated disruptions of a similar nature
- Low level bullying
- Lying

Logistics

After School Detentions are served after school on Fridays. Scholars will meet after school with the Assistant Principal and/or designee to reflect on their actions. Parents must pick up their scholar by 3:30 pm.

Just like for Progress Reports, "weeks" would start on Fridays and end on Thursdays. If a scholar receives three detentions from Friday - Thursday, the scholar would serve an after school detention on the Friday

immediately following the Thursday that ends the week. Families will be notified on Thursday afternoons or earlier if their scholar earned After School Detention so that they can make transportation arrangements.

Additional and/or Mitigating Interventions

The following interventions may be used during After School Detention

- Any lower level intervention
- Written apology
- Reflective essay or activity
- Peer Mediation

G. Consequence Level 4: On Notice

Logistics

The decision as to whether or not the scholar earns On Notice and the number of days on On Notice will be determined by at least two members of the THA leadership team. The number of days must be appropriately matched with the severity of the behavioral infraction.

In the morning, scholars will need to check in with the Assistant Principal and/or designee who will reiterate the expectations of the individual scholar's On Notice Requirements. Scholars On Notice will:

- Attend classes, receive instruction, and complete class work and homework.
- Not be permitted to communicate with any scholars throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
- Not participate in break activities.
- Not participate in enrichment, town halls, or school activities.
- Not attend reward events including field trips, dances, and extra-curricular activities etc. (exceptions may be made in extraordinary circumstances at the sole discretion of the school Leadership Team)
- Sit in a more secluded area of the classroom away from peers and distractions.
- Be required to get signatures from all of his/her teachers, indicating that he or she met all class and school expectations.

Violation of the requirements of a scholar's On Notice status may result in additional days of being On Notice or an In School Suspension. Scholars will not be allowed to participate in field trips, extra-curricular activities and other class rewards while On Notice.

Scholar Notification: If a scholar is put On Notice, he/she will be notified by a staff member the day before, or the day of the intervening consequence.

Parental Notification: Parents of those scholars who have been put On Notice will be contacted via ParentSquare. In some instances, a parent conference may be requested.

Infractions

At times, particular infractions warrant consequences that are more severe than detentions. Therefore, Tulsa Honor Academy has an in-class intervention model ensuring that scholars have access to the curriculum while at the same time ensuring that scholars face serious consequences.

Specific infractions which **may** warrant On Notice status include, but are not limited to:

- Repeated abuse of computer privileges, including visiting unapproved websites or changing settings without permission

- Repeated incidents of forgery, plagiarism, or cheating (including forging a parent’s signature on school documents)
- High-level disrespect towards a fellow scholar or faculty
- Repeated disruptions in the classroom or at school of a similar nature
- Using vulgar or profane language
- Bullying
- Repeated lying
- Gambling

Additional and/or Mitigating Interventions

- Any lower level intervention
- Behavioral progress reports
- Check ins with Culture Team members
- Self charting behaviors
- Referral to school counselor
- Referral to outside mental health service provider

H. Consequence Level 5: In School Suspension (ISS)

Infractions

For more egregious behaviors or repeated behaviors that cause significant distractions to the safety or productivity of the learning environment, a standard In School Suspension will be issued. A standard In School Suspension consists of a minimum of one day and a maximum of three days. For certain rare circumstances, a Long Term, In School Suspension may be necessary.

Infractions which **may** warrant an In School Suspension include, but are not limited to:

- Gross disrespect towards a fellow scholar, faculty, staff, visitor, or school transportation provider
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Refusing to leave class when being referred.
- Committing sexual, racial, or any form of harassment or intimidation
- Egging on or promoting violence
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling
- Serious forgery, plagiarism, or cheating
- Leaving school grounds without permission

Additional or Mitigating Interventions

- Any lower level intervention
- Mentoring program
- Community Service
- Modifications of IEP (if applicable)
- Restorative Justice Project
- Independent Study
- Letter of Apology to be read publicly
- Self reflection with family and THA staff

- Behavioral Intervention Plan
- Short Term behavioral Progress reports

Logistics

The decision as to whether or not the scholar earns ISS and the number of days in ISS will be determined by at least two members of the THA leadership team. The number of days must be appropriately matched with the severity of the behavioral infraction.

In School Suspension Drop Off and Pick Up Requirements:

Scholars on In School Suspension will report to the ISS room at the high school. If a scholar is assigned In School Suspension, but is dropped off at the middle school by bus or car, the scholar will be requested to be picked up. If the scholar is not picked up, it will be marked as an absence.

- Drop off between 7:45-8:45 am Monday - Friday
- Pick up should occur by 4:45 pm Monday – Thursday and 1:45 pm on Friday

Scholars on In School Suspension will:

- report between 7:45-8:45 am and be dropped off by a parent or guardian.
- be picked up by a parent or guardian
- complete all assignments provided by his or her teachers.
- comply with all directions and behavior expectations from the Behavior Interventionist or supervising staff member.
- earn a Yes from the Behavior Interventionist or other supervising staff member verifying that he or she met 100% of the behavior expectations.

For a standard In School Suspension, the scholar will be assigned 1 day. The scholar must meet all the requirements in order to return to classes in good standing the following school day. Failure to meet the requirements after 3 days will result in an Out of School Suspension.

I. Consequence Level 6: Out of School Suspension (OSS)

Infractions

Infractions which **may** warrant an Out of School Suspension include, but are not limited to:

- Being charged with a felony
- Failure to meet individual In School Suspension requirements
- Repeated offenses for which the scholar has already earned On Notice or In School Suspension
- Possession, use, or distribution of non-tobacco e-cigarette, vaping device, or associated equipment
- Behaviors that are a physical danger to others, including rough play, fighting, or extreme force in P.E.
- Making threats, whether empty or real, to the wellbeing of the THA community, including but not limited to bringing weapons to school and physically hurting scholars or staff members.
- Drugs & Tobacco*
- Weapons*
- Assault of Staff*

* Pursuant to Oklahoma Law (state statute §70-24-101.3) a Long Term Out of School Suspension can be issued for Drugs & Tobacco, Weapons, or Assault of a staff member. Long term suspension is defined as the exclusion

from Tulsa Honor Academy on a permanent elongated period. The Executive Director has the authority to choose to long term suspend or not to long term suspend a scholar without Board involvement for the following behaviors:

- a. Drugs & Tobacco – Possession, use or distribution of illegal drugs; unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g. Demerol, Morphine, cigarettes) or narcotic substance.
- b. Weapons – Possession of a handgun, the weapon involved was a handgun or a pistol; possession of a rifle or shotgun; the weapon involved was a shotgun or rifle; Possession of explosive, incendiary device, any destructive device which includes; any explosive, incendiary (e.g., bomb, grenade, rocket/missile, mine) or poison gas.
- c. Assault of Staff – Intentionally, knowingly or recklessly causing bodily injury to a staff person, or causing physical contact with another that was extremely offensive or provocative.

The Executive Director reserves the right to hold a hearing of the Board of Directors to consider the extended suspension of the student for an infraction of extremely severe behavior.

Additional Interventions

- Any lower level intervention
- Change in Schedule/Advisory
- Mini-Course/Training (i.e. conflict resolution, anger management, social skills, etc.
- Culture Review Board

Logistics

The decision as to whether or not the scholar earns OSS and the number of days in OSS will be determined by at least two members of the THA leadership team. The number of days and must be appropriately matched with the severity of the behavioral infraction.

Procedures for 1-10 Day Suspensions: When an infraction occurs, the following procedures will apply.

1. Scholar will be removed from class and sent to the Main Office or another designated school location.
2. The scholar's parent or guardian will be notified of the incident by the Assistant Principal of Students or another representative of the school.
3. Unless a scholar presents a danger or risk of substantial disruption to the educational process, the scholar shall receive notice and an opportunity to present her/his version of the relevant facts prior to a suspension of one to ten days.
4. In the case of danger or a risk of substantial disruption, the scholar will be removed from the school building and provided notice and the opportunity to present his/her version of the relevant facts as soon as possible.
5. In the case that a scholar is assigned a suspension, the scholar's parent/guardian must immediately come to the school, meet with the Principal and/or Assistant Principal, and remove the scholar from the school building. If the parent/guardian cannot immediately come to the school building, the

scholar will wait in a designated area until the parent/guardian arrives. Written notice will be sent home designating the length of suspension.

6. Scholars who have been suspended must remain off campus for the duration of the suspension.

Re-Entry After Suspension: In order for the scholar to re-enter the Tulsa Honor Academy community following an Out of School suspension:

- The scholar and his or her family will sit for a post-suspension conference with the Assistant Principal of Students and/or another representative of the school.
- The scholar may have to write a letter of apology and publicly present this letter to his or her peers and/or Tulsa Honor Academy staff.
- Scholars who are suspended two or more times may be asked to submit a reasonable and genuine plan for improvement in addition to the written apology.
- The scholar may have to meet additional conditions as required by Tulsa Honor Academy.

Scholars are responsible for completing academic work missed during the suspension. This work will be available for pick-up by a family member at the school daily between 3:00 – 4:00 p.m. or 4:45 – 5:00 p.m. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a scholar does not complete this work, the scholar will face the consequences outlined in the school make-up policy.

Procedures for Long Term Suspensions: Whenever a long-term suspension hearing is recommended, the procedural safeguards below will be in effect:

1. The scholar shall receive written notice of the following:
 - Charges and a statement of the evidence;
 - Date, time, and place of a hearing;
 - Notice of the right at the hearing to:
 - Be represented by their parents, legal or other representative (at the scholar's / parent's own expense).
 - Present evidence.
 - Confront and cross-examine witnesses.
2. The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request.
3. Notices and proceedings will be translated into the scholar's/parent's primary language if necessary for their understanding of the proceedings.
4. A scholar and/or parent, upon request, will have the right to review the scholar's records in accordance with the Oklahoma Statutes at 67 O.S. Sec. 203. or other applicable law.
5. All decisions by the Board of Directors regarding the long-term suspension of a scholar will be issued to the scholar in writing.

In addition to the above stated policies, any breaches of Federal, OK State, or the City of Tulsa laws may be handled in cooperation with the local police department.

J. Scholars and Families Contesting High Level Consequences

If scholars and/or families do not agree with a Level 5 or Level 6 consequence (ISS or OSS), they may contest the decision in the following order.

- Scholar/family contest the decision with the Principal. After the principal has looked at all of the information, they will make a decision to uphold the consequence or change/remove the consequence.
- If the scholar/family does not agree with the Principal's decision, they can contest the decision with the Executive Director. After the Executive Director has looked at all of the information, they will make a decision to uphold the consequence for change/remove the consequence.
- If the scholar/family does not agree with the Executive Director's decision, they can contest the decision with the THA Board of Directors. After the members of the THA Board of Directors have looked at all of the information, they will make a decision to uphold the consequence for change/remove the consequence. The decision from the board will be final.

VI. PROCEDURAL SAFEGUARDS FOR SCHOLARS WITH DISABILITIES

Federal and state law provide certain procedural rights and protections relating to discipline of scholars who have been identified under such laws as having special needs based upon a disability. A copy of the Notice of Procedural Safeguards can be found in the Main Office.

Tulsa Honor Academy campus officials may suspend scholars with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Detentions, On Notice, and In School Suspension do not count toward the 10 day limit. The Executive Director and Principal have discretion to be flexible in the amount of days of suspensions given to each special education scholar with disabilities. Scholars with disabilities can be suspended in excess of 10 school days in certain circumstances. When campus officials anticipate a referral for long term suspension, the following apply:

1. Provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the scholar.
2. The IEP team must:
 - Determine whether the misconduct is related to the scholar's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the scholar, and the scholar's IEP and placement. The behavior is not a manifestation of the scholar's disability if:
 - the scholar was given appropriate special education supplementary aids and intervention strategies; and
 - the disability does not impair the ability to control behavior.
 - Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.

- Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the scholar to continue to participate in the general curriculum and address the behavior so it will not recur.
- Determine if the misconduct was the result of the LEA's failure to properly implement the IEP.

Special education scholars with disabilities may be referred for long term suspension hearing if they are in violation of any Zero Tolerance offense. All scholars will be ensured a due process long term suspension hearing.

VII. BUS BEHAVIOR

All behavioral expectations outlined in the Tulsa Honor Academy Code of Conduct apply on school bus transportation. Scholars who take the school bus are expected to act responsibly and respectfully at all times.

All school rules apply on the bus. Certain additional rules will apply to the bus.

1. Scholars will be given assigned seats. Scholars are expected to sit in and stay in these seats unless give express permission by the driver or school administration to move.
2. A school employee will meet the bus every day. No child will exit the bus before the staff member checks with the driver regarding behavior.
3. Failing to be in the assigned seat, putting hands out of the bus, throwing things, using bad language, not obeying the bus driver, are all infractions, as well as those listed in this Code of Conduct.
4. More serious behavior (i.e. fighting) will be investigated and be given a consequence just as if it happened on school grounds.

Scholars who violate these rules will lose bus privileges.

- Three low level infractions = One major infraction
- One major infraction = loss of bus privileges for a week.
- Two major infractions = loss of bus privileges for a month.
- Three major infractions = loss of bus privileges for the year.

Infractions, if serious enough, can warrant immediate loss of bus privileges for the year. Other consequences (e.g., demerits, detentions, suspensions) apply as well.

Examples of behaviors that qualify as minor bus infractions:

- Talking on the bus
- Not following directions on the bus
- Doing homework on the bus
- Eating food on the bus
- Using electronics on the bus
- Leaving trash on the bus

Examples of behaviors that qualify as major bus infractions:

- Moving seats during the route
- Sitting in the incorrect seat
- Failure to correct any minor behavior after being redirected once
- Disrespect or talking back to a driver

- Foul language
- Horseplay on the bus
- Throwing anything inside or outside of the bus
- Anything that compromises the immediate safety of anyone on or around the bus
- Defacing the bus

Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for bad behavior. Should a scholar lose bus privileges, that scholar/their family is responsible for arranging alternative bus transportation for the scholar during that period. Failure to attend school as a result of lost bus privileges will be considered unexcused absences and be given a consequence as such.

VIII. CHEATING, PLAGIARISM, AND COPYING OTHERS' WORK

Cheating on homework or exams, using resources inappropriately, and copying other people's work – scholars' or otherwise – is not only unfair but in the case of plagiarism, illegal. If scholars are unsure about an assignment or unsure about a test question or testing procedure, they should go to their teacher and ask for direction. Specific guidelines regarding cheating and plagiarism will be reviewed with scholars during Scholar Orientation and continued throughout the year. The school will determine appropriate consequences but cheating, plagiarism, and copying others' work may result in In School Suspension, loss of academic credit, and/or other consequences.

IX. SCHOLAR SEARCHES

In order to maintain the security of all its scholars, Tulsa Honor Academy staff reserves the right to conduct searches of its scholars and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the extent possible, and that scholars and their families are informed of the circumstances surrounding and results of the search. School cubbies, lockers, and desks, which are assigned to scholars for their use, remain the property of Tulsa Honor Academy, and scholars should, therefore, have no expectation of privacy in these areas.

Strip searches are prohibited. No scholar's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any search, except when a legal warrant has been obtained through appropriate legal process. If a search will involve removal of any scholar's clothing, except cold weather outerwear, then the scholar should be detained and the following action taken:

"The administrator authorizing the search shall notify the local law enforcement agency which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search."

X. FIELD TRIPS/END-OF-YEAR EVENTS

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

A permission slip that allows scholars to attend all school-sponsored field trips and events will be sent home at the beginning of the school year and should be signed by a parent or guardian. The school will attempt to notify all parents and guardians before each school-sponsored trip. For trips that are not school-sponsored (e.g., voluntary trips), a permission slip will be sent home prior to the trip/ event, and must be signed by a parent or guardian.

A scholar may be considered ineligible for a trip for reasons including but not limited to: high frequency of demerits, not returning the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior or severe lack of academic effort in the days prior to the trip, etc. Scholars who are considered ineligible for attending a trip will be required to attend school that day.

If parents or other volunteers assist with such trips or events, scholars must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. Past inappropriate behavior, or excessive demerits and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

XI. SCHOLAR BEHAVIOR FOR EXTRA-CURRICULAR ACTIVITIES

Attending after-school extra-curricular activities such as athletic events as a fan is a privilege, and scholars will be held to high expectations for their behavior at these events. Specifically,

- Scholar cell phones should only be used for specific, purposes related to safety/transportation (i.e. no long conversations); this applies to players and fans.
- All fans are expected to follow Tulsa Honor Academy's Code of Conduct.
- Fans may not interact with players during the game.
- School consequences may be issued at games.

If a scholar who is not allowed to attend an after-school extra-curricular activity chooses to do so, he/she should be referred for disciplinary action immediately on the following school day. Leadership will determine the appropriate consequences.

The possession of weapons and/or the use of tobacco, alcohol, or drugs will not be permitted at school, extra curricular events, or other school functions in any way and may result in immediate removal from the extracurricular activity.

GENERAL SCHOOL INFORMATION

I. VISITORS

Parents are welcome and encouraged to visit Tulsa Honor Academy at any time during the school year. All visitors are required to report to the Main Office upon entering the building. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

While visitors are always welcome, they are encouraged to take great care not to disturb the teaching and learning process. Guests should not talk to or interact with scholars and/or staff during class unless they receive express permission.

In the case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Office.

II. MEDICAL POLICIES

Health and safety are a top priority at Tulsa Honor Academy.

A. Medical Records

Before a scholar can enroll in the school, the school must have the following forms on file:

- Authorization To Dispense Medication Form. If a scholar requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the scholar's physician. No scholar is allowed to bring medication to the school without the school's full knowledge. Scholars who have provided the school with medication dispensation authorization forms should bring the medication to the school on the first day, or contact to the school to make other arrangements. All medication must be presented in its original container from the pharmacy and must be brought in by a parent or accompanied by a note from the parent.
- 7th grade scholars are required by the State of Oklahoma to have the TDAP vaccine. ALL scholars will need to bring an updated shot record.

The medication dispensation authorization form requirement applies to all medication, including Tylenol and ibuprofen. If a scholar needs to take Tylenol or ibuprofen during the school day, the scholar must have on file the authorization signed by his or her physician and a parent or guardian, giving the school permission to administer the medication during the school year. The medication dispensation authorization form requirement also applies to asthma inhalers, which scholars should keep in their backpacks. If a scholar needs to use his/her asthma inhaler during the school day, he/she should go to the main office to self-administer the inhaler.

B. Health and Illness

The school requests that children do not come to school if they are ill. If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged

individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

Parents will be contacted if a child has a moderate-to-high fever, is experiencing vomiting or diarrhea, shows signs of contagious diseases, and/or has an illness that prevents the child from participating in activities.

C. Health and Sexual Education Policy

Tulsa Honor Academy provides a comprehensive health education curriculum designed to provide scholars with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum covers a wide variety of topics, including human sex education and human sexuality issues.

III. SCHOLAR RECORDS: FERPA

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level.

A. Definition of Scholar Records

"Scholar Records" shall mean any written or recorded information concerning a scholar by which a scholar may be individually identified and which the Tulsa Honor Academy maintains. They may include, but are not limited to, the following; basic identifying information, academic transcript, attendance records, health records, performance scores on standardized assessments, disciplinary records, records from previous schools, recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the scholar records.

B. Inspection of Scholar Records

Parents shall have the right to inspect, challenge and copy scholar records of that parent's child until one of the following events occurs:

- a) The scholar attains 21 years of age; or
- b) The scholar attains 18 years of age and declares himself or herself financially independent of his or her parents.

Scholar records shall be made available to parents and eligible scholars within fifteen (15) school days of the time a written request for review is submitted to the records custodian.

C. Right to Control Access of Scholar Records

School officials shall release scholar records to the official records custodian of another school in which the scholar has enrolled or intends to enroll upon the written request of such official or scholar, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon written request, inspect, copy, and challenge such information.

Once parents have been notified of their right to inspect, copy, and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

D. Access to Records without Parent Consent

School staff members who have a current and legitimate educational interest in the scholar records shall have access as needed for professional purposes to both the scholar's permanent and temporary records.

School officials shall release scholar records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.

Scholar records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No scholar or parent shall be personally identified from the information released.

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the scholar or other persons.

If a scholar is 18 years of age and the scholar is financially independent of parents, the scholar may request the parents be denied access to his or her records.

A scholar who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's records custodian.

E. Challenge Procedures

A parent shall have the right to challenge the accuracy, relevance, or propriety of any entry in the scholar records of his or her child, exclusive of grades. A request to challenge the contents of a scholar record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.

The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

F. Maintenance of School Records

Scholar permanent records and the information contained therein shall be maintained for a period of eighty (80) years after the scholar has transferred, graduated or permanently withdrawn from school.

Scholar temporary records shall be maintained until August 1st of the year the scholar transfers, graduates or permanently withdraws from school. The records of special education scholars shall be maintained for a

period of five (5) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the scholar's transfer, graduation or permanent withdrawal from the school.

The Executive Director or her designee shall be responsible for having all scholar records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all scholars' files.

G. Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Tulsa Honor Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tulsa Honor Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the Tulsa Honor Academy to the contrary in accordance with Tulsa Honor Academy procedures. The primary purpose of directory information is to allow the Tulsa Honor Academy to include information from your child's education records in certain school publications. Examples include yearbook, KOTQ, and promotion ceremony programs.

Tulsa Honor Academy considers the following pieces of scholar-specific information directory information:

Name

Grade Level

Student Email Address

Parent/Guardian Name/s

Address

Telephone Number

Activities and Sports

Honors and awards received

Student ID but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity

Tulsa Honor Academy cares about the protection of personal information and will be judicious when choosing whom to disclose directory information.

Families may opt out of disclosure of directory information by submitting a letter requesting to opt out to the school main office within thirty (30) calendar days of the first day of school.

Tulsa Honor Academy may provide specific additional information, including class enrollments, to allow access to electronic resources or tools (such as Clever, Imagine Math, or NWEA MAP).

IV. MANDATED REPORTER POLICY

According to Oklahoma State law (Title 10A, Section 1-2-101), all school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reason to believe that harm has come to a child that “reasonably appears to have been caused by brutality, abuse or neglect.” Under this law, failure to report such abuse is a Class A Misdemeanor.

Once any staff member becomes aware that a scholar may be the victim of abuse or neglect, they must:

- a. Call the DHS central intake hotline at 1 (800) 522-3511,
- b. Notify the Principal and school counselor, and
- c. Complete a Tulsa Honor Academy incident report.

A. Calling the Hotline

When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

B. Leadership Team Member’s Role

While these steps are taking place, the counselor and/or the principal will assist both the faculty member and scholar in understanding the ramifications of the call. The Principal will debrief the scholar and, when appropriate, will contact the parent(s)/guardian.

C. School’s Role

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

V. CAMPUS SAFETY

A. Supervision of Scholars

Scholars are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member.

B. Personal Safety Outside of the Building

To maximize personal safety outside the building, it is recommended that scholars stay in groups if possible and do not wear I-Pods/talk on cell phones/or count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If you are threatened, go to a business or a public area as quickly as possible. Ask to call the police.

C. Emergency Drills and Protocol

Posted in every room is a map detailing the evacuation and emergency protocol. Scholars are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, scholars must not stop at bathrooms or lockers. They must go directly to their designated outside location until given further instruction. Any scholar violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. **There is to be no talking whatsoever during a drill or emergency. Talking during a drill or emergency procedure will result in a scholar receiving an automatic detention.**

VI. INTERNET ACCEPTABLE USE POLICY

A. Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Tulsa Honor Academy offers Internet access to its scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Tulsa Honor Academy. Tulsa Honor Academy expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Tulsa Honor Academy makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Tulsa Honor Academy Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Tulsa Honor Academy has installed special filtering software in an effort to block access to material that is not appropriate for children.

B. Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Tulsa Honor Academy's Internet Service.

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research.

Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Principal;

- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Principal; and
- overriding the Internet filtering software.

C. Safety Issues

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Principal if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Principal.

D. Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a drive. Tulsa Honor Academy reserves the right to examine all data involved in the user's use of Tulsa Honor Academy's internet service or devices.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

E. Violations

Access to Tulsa Honor Academy's Internet service is a privilege, not a right. Tulsa Honor Academy reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, long term suspension (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Tulsa Honor Academy's internet service. The School will also cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Fees

- Tulsa Honor Academy may assess fees for a variety of reasons, including participation in sports or extracurricular activities, misuse of technology, or loss or damage to school property. Example fees are below and will vary:
 - Chromebook repair: \$80
 - Chromebook replacement: \$200
 - Library book damage: \$1
 - Library book replacement: \$15
 - School property repair: \$50

APPENDIX

ACKNOWLEDGEMENT OF RECEIPT

SCHOLAR AND FAMILY HANDBOOK

I have received my copy of Tulsa Honor Academy's Scholar and Family Handbook, which outlines the policies and procedures of the school, including the Scholar Code of Conduct. I will familiarize myself with the information in the Handbook and agree to observe these policies in all aspects. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate scholar behavior will result in interventions and consequences as stated under the Scholar Code of Conduct.

Scholar's Name (Printed)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Teacher/Staff Member Signature

Date