



# TULSA HONOR ACADEMY

● ● ● ACADEMICS, CHARACTER, EXCELLENCE ● ● ●

## BOARD OF DIRECTORS MEETING

Tuesday, February 20, 2018

6:00 pm – 8:00 pm

Tulsa Honor Academy | 2525 S 101<sup>st</sup> East Avenue

Posted on: \_\_\_\_\_ at \_\_\_\_\_

Posted by: \_\_\_\_\_

### AGENDA

Action	Item	Lead	Time	
1.	-	Welcome	Kian Kamas, Board Chair	6:00 p.m.
2.	-	Roll Call	Kian Kamas, Board Chair	6:02 p.m.
3.	VOTE	Approval of the Consent Agenda a) Meeting Agenda b) November Regular Meeting Minutes c) November Special Meeting Minutes d) January Regular Meeting Minutes	Kian Kamas, Board Chair	6:03 p.m.
4.	VOTE	Approval of Data Sharing MOU with Impact Tulsa	Elsie Urueta, Head of School	6:05 p.m.
5.	VOTE	Approval of Staff Handbook	Elsie Urueta, Head of School	6:10 p.m.
6.	VOTE	Approval of Family and Student Handbook		6:15 p.m.
7.	INFO	Discussion and Update on THA High School	Elsie Urueta, Head of School	6:20 p.m.
8.	INFO	Head of School's Report	Elsie Urueta, Head of School	6:35 p.m.
9.	INFO	Committee Updates and Status of Key 30-60-90 Day Action Items a) Finance Committee b) Development Committee c) Academic Achievement Committee d) Governance Committee	Committee Chairs	6:50 p.m.
10.		New Business		7:00 p.m.
11.		Adjourn	Kian Kamas, Board Chair	7:01 p.m.

### ATTACHMENTS

- A. November Regular Meeting Minutes
- B. November Special Meeting Minutes
- C. January Regular Meeting Minutes



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, January 16, 2017

6:00 – 8:00 p.m.

Tulsa Honor Academy | 2525 S 101<sup>st</sup> East Avenue

### MINUTES

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#### **Item 1. Welcome**

The Board Chair called the meeting to order at 6:05 p.m.

#### **Item 2. Roll Call**

Ben Stewart- Present  
Sara Arzu- Absent  
Moises Echeverria- Present  
Jazi Hiriart- Present  
Palmer Johnson- Absent  
Kian Kamas- Present  
Marvin Lizama- Absent  
Lucia Carballo Oberle- Present  
John Senger- Present  
Yolanda Charney- Absent  
Nancy Carter- Present

#### **Item 3. Approval of the Consent Agenda**

John moved, 2<sup>nd</sup> by Ben to approve the consent agenda.

Ben Stewart- Yes  
Sara Arzu- Absent  
Moises Echeverria- Yes  
Jazi Hiriart- Yes  
Palmer Johnson- Absent  
Kian Kamas- Yes  
Marvin Lizama- Absent  
Lucia Carballo Oberle- Yes  
John Senger- Yes  
Yolanda Charney- Absent  
Nancy Carter- Yes

Motion passed.



**Item 4. Vote for approval of the Letter of Intent to submit to Tulsa Public Schools**

Ms. Urueta noted that the only change that has been made to the letter from prior versions is a change in the date of the letter. She further noted that this is not the formal application, just an intent to submit an application. Ms. Urueta explained areas of the application which were required.

The board suggested updating language under the facilities section.

Mr. Echeverria asked about the number of students proposed for grades 9-12, compared to the number of students that will be enrolled in grades 5-8.

Moises moved, 2<sup>nd</sup> by Nancy to approve the amended letter of intent to Tulsa Public Schools.

Ben Stewart- Yes

Sara Arzu- Absent

Moises Echeverria- Yes

Jazi Hiriart- Yes

Palmer Johnson- Absent

Kian Kamas- Yes

Marvin Lizama- Absent

Lucia Carballo Oberle- Yes

John Senger- Yes

Yolanda Charney- Absent

Nancy Carter- Yes

Motion passed.

**Item 5. Vote for approval to update school mission**

Elsie noted that with the application to expand to a high school, the school's mission needs modified to eliminate reference to "grades 5-8."

Motion by Lucia, 2<sup>nd</sup> by Ben to approve an update to the school's mission.

Ben Stewart- Yes

Sara Arzu- Absent

Moises Echeverria- Yes

Jazi Hiriart- Yes

Palmer Johnson- Absent

Kian Kamas- Yes

Marvin Lizama- Absent

Lucia Carballo Oberle- Yes

John Senger- Yes

Yolanda Charney- Absent

Nancy Carter- Yes



Motion passed.

### **Item 6. Discussion and Update on High School Expansion Proposal**

Ms. Urueta provided an overview on the importance of gathering community support for the expansion application. This will largely be done through collecting signatures via a signature form. Ms. Urueta noted that a signature must be accompanied by the signee's name, address, and telephone number. Ms. Urueta noted that the individuals signing the document must live in Tulsa. In addition to the signature forms, THA staff will also be working to ensure supporters are present at the TPS board meeting when the application for expansion is heard by the board. Ms. Urueta noted that staff will do an initial tally of signatures at the end of March to determine the current number of signatures, after which staff will evaluate what further strategies are needed to collect signatures.

Ms. Urueta noted that the current plan is to submit the formal charter application by late May; it is also a potential that the application could be submitted in June.

Ms. Urueta discussed funding implications for additional staff needed as a result of the expansion.

### **Item 7. Discussion of the 2018-2019 Facilities**

Ms. Urueta provided an overview of transportation costs estimates for the 2018-2019 school year. She noted that one quote is for just services for THA and the other is for sharing services with College Bound. Ms. Urueta discussed potential issues with sharing services with College Bound, including spacing issues, the impact of being located in different facilities, and behavioral issues.

Ms. Urueta discussed communication regarding THA's relocation and noted that this is being done in coordination with TPS to ensure that it aligns with TPS's communication to their staff and the families (communications with staff will begin on January 22<sup>nd</sup>). Ms. Urueta discussed messaging that the board should utilize when the announcement is made and how to handle any potential interactions with the media.

### **Item 8. Mid-Year MAP Data Update**

Ms. Urueta noted that overall the results show that we are outperforming last year and the previous year. Ms. Urueta noted that the second takeaway is that 5<sup>th</sup> grade is by far the strongest team. The third takeaway is that 7<sup>th</sup> grade is showing strong growth; she noted that this is the first time that the classes are mixed. Additionally, staff expects that once students hit the 7<sup>th</sup> grade, the magnitude of growth will be smaller. The staff in 7<sup>th</sup> grade is almost entirely new teachers, but still performing very well. Ms. Urueta provided an overview of Math and noted that due to the scope and sequence of the curriculum is structured, the most growth occurs or is reflected during the spring. The final takeaway is that the lowest tiered 6<sup>th</sup> grade class is not progressing as quickly as possible. Ms. Urueta discussed measures that the staff is taking to improve the outcomes of the two lowest classes, including shifting students into different classes, as well as implementing a performance plan for appropriate teaching staff.



### **Item 9. Head of School Report**

Ms. Freudenheim provided an update on hiring for 2018-19, noting that this year efforts began earlier, putting THA in a much better position. She further noted that the leadership team expects a much better retention of teachers. Ms. Freudenheim discussed the number of applications that have been received and that staff is now focused on winnowing down candidates. Mr. Stewart asked if staff believes there will be a natural cycle of 2-3 year tenures. Ms. Freudenheim noted that last year this was largely due to Teach For America, and that in general this would likely experienced; however, she feels like staff are expressing an intent to stay longer than they have expressed in the past. Staff discussed in particular the number of applicants who have applied via Facebook advertisements.

Mr. Ibarra provided an overview of the status of applications for 2018-19 student recruitment. Mr. Ibarra noted that the student lottery will be held on February 10<sup>th</sup>. Ms. Urueta noted that the recruitment event was very successful and that this week staff would be finishing the call list. She further noted that staff would be dropping off information sheets to schools in the surrounding area. Mr. Ibarra and Ms. Urueta discussed how the actual drawing of slots would be completed during the lottery.

Mr. Burke provided an update on student behavior. He noted that a large number of the issues have been experienced among the 7<sup>th</sup> grade class; staff has responded by increasing adult presence in the hallway. Mr. Burke noted that the more serious issues are on an individual basis and discussed interventions he is taking with students to improve their behavior. Mr. Burke noted that they have experienced behavior issues on the bus and discussed interventions staff has made to improve behavior.

### **Item 7. Committee Updates and Status of Key 30-60-90 Day Action Items**

Mr. Senger noted that the Finance Committee will begin working with Elsie on the 18-19 budget and discussed that he needs to set a meeting regarding training on the new financial system. Ms. Kamas suggested that Ms. Urueta provide the budget schedule to the Finance Committee.

Mr. Burke noted that he met this evening with the new Chair of the AAC and established the meeting schedule and set the agenda for the February meeting.

### **Item 8. New Business**

No new business.

### **Item 9. Adjourn**

The meeting adjourned at 7:21 p.m.

**CONFIDENTIALITY AGREEMENT FOR USE OF  
PERSONALLY-IDENTIFIABLE STUDENT INFORMATION**

**WHEREAS**, Tulsa Honor Academy ( or “the District”) has collected certain data that contain confidential, personally-identifiable information, and the District is mandated by federal and state law to protect the confidentiality of such data;

**WHEREAS**, the District is willing to make such data available for research and analysis purposes to improve instruction in public elementary and secondary schools, but only if the data are used and protected in accordance with the terms and conditions stated in this Agreement;

**NOW, THEREFORE**, it is hereby agreed between  
ImpactTulsa located 907 S. Detroit Ave, Suite #600 Tulsa, OK 74120

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(Typed name and address of Researcher, Research Organization or Company, hereinafter referred to as the “Researcher”) and the District that:

**I. DATA PROVIDED**

The District will provide Impact Tulsa with the following data:

Student-level data for students in pre-Kindergarten to twelfth-grade including but not limited to student demographics, district benchmark and state test scores, attendance, behavior such as referrals and suspensions, and student school climate survey.

**II. INFORMATION SUBJECT TO THIS AGREEMENT**

- A. All data containing personally-identifiable information collected by or on behalf of the District that are provided to the Researcher and all information derived from those data, and all data resulting from merges, matches, or other uses of the data provided by the District with other data, are subject to this Agreement (referred to herein as the “target data”). The target data under this Agreement may be provided in various forms including but not limited to written or printed documents, computer tapes, diskettes, CD-ROMs, hard copy, or encrypted files.
  
- B. The Researcher may use the target data only for its work in responding to the District’s requests for analysis, reports and collaboration regarding its pre-K through postsecondary measurement of student outcomes to inform continuous improvement cycles with external district partners. ImpactTulsa will aggregate student outcome data without identifying the district or school site names in its annual community impact report. The Researcher is further limited by the provisions of this Agreement and the provisions and regulations of the Federal Educational Rights and Privacy Act (FERPA).

### **III. INDIVIDUALS WHO MAY HAVE ACCESS TO TARGET DATA**

Researcher agrees to limit and restrict access to the target data to the following three categories of individuals:

- A. The Project Leader in charge of the day-to-day operations of the research and who are the research liaisons with the District.
- B. The Professional/Technical staff in charge of the research under this Agreement.
- C. Support staff including secretaries, typists, computer technicians, etc., but only to the extent necessary to support the research.
- D. The Project Lead/Technical staff at ImpactTulsa who are supporting the generation of pre-K through postsecondary measurement of student outcomes to inform continuous improvement cycles with external district partners. ImpactTulsa will aggregate student outcome data without identifying the district or school site names in its annual community impact report.

### **IV. LIMITATIONS ON DISCLOSURE**

- A. The Researcher shall not use or disclose the target data for any purpose not expressly stated in its underlying services agreement approved by the District regarding the its pre-K through postsecondary measurement of student outcomes to inform continuous improvement cycles with external district partners. ImpactTulsa will aggregate student outcome data without identifying the district or school site names in its annual community impact report unless the Researcher has obtained advance written approval from the District.

### **V. PROCEDURAL REQUIREMENTS**

- A. The research and analysis conducted under this Agreement shall be limited to supporting the District's requests for analysis, reports and collaboration regarding its pre-K through postsecondary measurement of student outcomes to inform continuous improvement cycles with external district partners. ImpactTulsa will aggregate student outcome data without identifying the district or school site names in its annual community impact report.
- B. Notice of and training on confidentiality and nondisclosure.
  - 1. The Researcher shall notify and train each of its employees who will have access to the target data of the strict confidentiality of such data, and shall require each of those employees to execute an Acknowledgement of Confidentiality Requirements.

2. The Researcher shall maintain each executed Acknowledgement of Confidentiality Requirements at its facility and shall allow inspection of the same by the District upon request.
  3. The Researcher shall promptly notify the District in writing when the access to the target data by any individual is terminated, giving the date of the termination and the reason for the termination.
- C. The Researcher shall immediately notify the District in writing upon receipt of any request or demand for disclosure of the target data.
- D. The Researcher shall immediately notify the District in writing upon discovering any breach or suspected breach of security or of any disclosure of the target data to any unauthorized individual or entity.

## **VI. SECURITY REQUIREMENTS**

- A. Maintenance of, and access to, the target data.
1. The Researcher shall retain the original version of the target data at a single location and shall not make a copy or extract of the target data available to anyone except individuals specified in paragraph III above.
  2. The Researcher shall maintain the target data, (whether maintained on a mainframe facility, central server, personal computer, print, or any other medium) in an area that has limited access to authorized personnel only. The Researcher shall not permit removal of any target data from the limited access area. Only those individuals who have executed a separate Acknowledgment of Confidentiality Requirements shall be admitted to the storage area.
  3. The Researcher shall ensure that access to the target data maintained in computer files or databases is controlled by password protection. The Researcher shall maintain all printouts, diskettes, or other physical products containing individually-identifiable information derived from target data in locked cabinets, file drawers, or other secure locations when not in use.
  4. The Researcher shall ensure that all printouts, tabulations, and reports are edited for any possible disclosure of personally-identifiable target data and that cell sizes are 10 or more.
  5. The Researcher shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals.
- B. Retention of target data.

1. Under the District's supervision, the Researcher shall destroy the target data including all copies, whether electronic or paper, when the research that is the target of this Agreement has been completed or this Agreement terminates, whichever occurs first.

## **VII. TERMINATION OF THIS AGREEMENT**

- A. This Agreement shall terminate at the time that the District provides written notification to the Researcher or at the conclusion of the Researcher's work for the District, whichever is earlier. The Agreement, however, may be extended by written agreement of the parties.
- B. Any violation of the terms and conditions of this Agreement may result in the immediate revocation of this Agreement by the District.
  1. The District may initiate revocation of this Agreement by written notice to the Researcher.
  2. Upon receipt of the written notice of revocation, the Researcher shall immediately cease all research activity related to the Agreement until the issue is resolved. The Researcher will have 3 business days to submit a written Response to the District, indicating why this Agreement should not be revoked.
  3. The District shall decide whether to revoke this Agreement based on all the information available to it. The District shall provide written notice of its decision to the Researcher within 10 business days after receipt of the Response. These timeframes may be extended for good cause.

## **VIII. MISCELLANEOUS PROVISIONS**

- A. The provisions found in the Federal Educational Rights and Privacy Act (FERPA) Addendum, which is attached hereto, are hereby incorporated into this Agreement and made a part thereof.

## SIGNATURE PAGE

By signing below, the official of the Research Organization certifies that he or she has the authority to bind the Research Organization to the terms of this Agreement and that the Research Organization has the capability to undertake the commitments in this Agreement.

1. Location at which the target data will be maintained and analyzed. 907 S. Detroit Ave, Suite #600 Tulsa, OK 74120	
2. Signature of the Official of the Research Organization	3. Date 8/8/2017
4. Type/Print Name of Official Dr. Kathy Seibold	5. email Kathy.seibold@impacttulsa.com
6. Title Executive Director	7. Telephone (918) 271-5059
8. Mailing Address ImpactTulsa 907 S. Detroit Ave, Suite #600 Tulsa, OK 74120	
9. Signature of the Principal Research Analyst	10. Date 8/8/2017
11. Type/Print Name of Principal Research Analyst Janell Chery	12. email Janell@impacttulsa.com
13. Title Director of Research & Analysis	14. Telephone (918) 271-5057
15. Mailing Address ImpactTulsa 907 S. Detroit Ave, Suite #600 Tulsa, OK 74120	
16. Signature of the District Research Liaison	17. Date
18. Type/Print Name of the District Research Liaison	19. email
20. Title	21. Telephone
22. Mailing Address	

#### XIV. RESEARCH DESCRIPTION

Title of Proposed Research Project: Pre-K to Postsecondary Student Outcomes	
Research Organization Name: ImpactTulsa	
Address: 907 S. Detroit Ave, Suite# 600 Tulsa, OK 74120	
Name of Primary Researcher: Janell Chery	
Title: Director of Research & Analysis	
Phone: (918) 271-5057	E-mail: smjanell@gmail.com

**Email to**  
**Email:**

XV. ACKNOWLEDGMENT OF CONFIDENTIALITY REQUIREMENTS

I, \_\_\_\_\_  
hereby acknowledge that I may be given access to confidential, personally-identifiable information as part of this \_\_\_\_\_ supported Research Project and I hereby acknowledge that I:

1. Cannot use, reveal, or in any other manner disclose any personally-identifiable information furnished, acquired, retrieved, derived, or assembled by me or others for any purpose other than those purposes specified in the Research Proposal Application for this Research Project; and
2. Must comply with Federal Education Rights and Privacy Act (FERPA) [20 U.S.C 1232g; 34 C.F.R. Part 99].

I also pledge to adhere to all data security guidelines applicable to this Research Project. I understand that I am subject to disciplinary action by my employer or civil penalties for disclosing this information to any unauthorized individual or entity.

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Research Project: \_\_\_\_\_



# Staff Handbook

20~~17~~18 – 20~~18~~19

Acknowledgements:

*This document and the systems and practices contained herein owe greatly to Liberty Collegiate Academy Charter School, Excel Academy Charter School and the Nashville Classical Charter School.*



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## INTRODUCTION

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Welcome to the Tulsa Honor Academy Charter School Team! We recognize the importance of a high-quality staff in fulfilling the mission of the school. To that end, we hope this personnel handbook answers many of your questions regarding benefits and employment guidelines, so that you are free to focus on the task at hand—educating students. These policies and procedures may be amended at any time, subject to applicable laws, rules and regulations. This manual, and the policies and procedures set forth herein, are not intended to create or constitute a contract, and do not change the nature of the employment relationship between Tulsa Honor Academy and its employees.

## HIRING

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### Hiring Practices

#### Employment Checks

To help ensure that all staff members at Tulsa Honor Academy are of the highest quality, we will conduct extensive checks of employment references, educational verification, and Criminal Offender Record Information (CORI) on all applicants prior to first day of employment.

#### Equal Opportunity Employment

Tulsa Honor Academy Charter School is an Equal Employment Opportunity (EEO) employer, and makes all employment decisions based on qualifications to perform the work without regard to race, color, age, sex, religion, national origin, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. All employment decisions at Tulsa Honor Academy are made in a non-discriminatory manner, and are based on the qualifications, abilities, and merits of each individual applicant.

### Employment Classifications

All employees of Tulsa Honor Academy will be classified as either full-time or part-time, and either exempt or non-exempt. We may also hire consultants and/or temporary employees.

- Full-time employees: Full time employees are those who are scheduled to work the full-academic year and who work no fewer than 40 hours per week. All full-time employees are eligible to participate in the school's benefits program.
- Part-Time Employees: Part time employees are those who work fewer than 30 hours per week. Part-time employees are not eligible to participate in the school's benefits program.
- Exempt: Tulsa Honor Academy will abide by the Fair Labor Standards Act (FLSA) in determining whether an employee is exempt or non-exempt. Employees classified as exempt are not eligible to receive overtime pay.
- Non-exempt: Tulsa Honor Academy will abide by the Fair Labor Standards Act (FLSA) in determining whether an employee is exempt or non-exempt. Employees classified as non-exempt are eligible to receive overtime pay.
- Consultant: Consultants are independent contractors who work under a consultancy agreement. Consultants have no employee status, and are not eligible for benefits.
- Temporary Employee: Temporary employees are those employees whose employment with the School is for a limited period, generally not exceeding two academic quarters, or five months, whichever is greater. Temporary employees are not entitled to participate in the school's benefits program.



## Employment at Will

As is stated throughout this Handbook, an employee’s relationship with Tulsa Honor Academy Charter School is an employment “at will.” Employees of the School are considered “at will,” and therefore either the employee or the School may terminate the employment relationship under the policies set forth in this document. In the absence of a specific policy the employment relationship may be terminated at any time without notice, with or without cause. It is the responsibility of the Board of Directors to oversee school policies and operations. However, no person other than the [Head of School/Executive Director or Principal](#) has authority to enter into any agreement for employment for any specified period of time and any such agreement must be in writing.

## SCHEDULES AND COMPENSATION

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### Work Day

Unless otherwise agreed upon with the [Head of School/Executive Director or Principal](#), at minimum, all staff must arrive at school at 7:15:00 am for Morning Huddle and Student Arrival. Staff must remain at school until 5:00 pm which is after student dismissal, unless there is an event scheduled during the evening or the weekend, in which case staff may need to stay later. If scholars are present in the office after dismissal, office staff will stay until every scholar is picked up.

### Pay Schedule

Employees will be paid twice per month, with paychecks issued on the fifteenth (15<sup>th</sup>) and the last day of every month. All requisite contributions to benefits will be split evenly between these two paychecks.

There are twenty-four (24) pay periods every year.

### Holidays and Vacation Time

- Teachers  
With the exception of personal days (which are described in [more-greater](#) detail below), [Summer School Breaks \(Summer, Fall, Winter and Spring breaks\)](#), and School Holidays, teachers do not receive vacation time. Teachers begin employment on July 1 and end on June 30.
- Leadership Team and Staff  
With the exception of Personal Days, [School Breaks](#), and School Holidays, the leadership team and non-faculty staff work year-round and will receive ten (10) days of paid vacation during the month of June.

### School Closings

Tulsa Honor Academy Charter School follows the same school-closing policy as Tulsa Public Schools (TPS). Therefore, if TPS makes an announcement regarding the delay of opening, closing, or early dismissal of students, Tulsa Honor Academy will adhere to those same decisions.

### Performance Review and Evaluation

We believe that in order to constantly improve as a school, staff members of Tulsa Honor Academy must continuously reflect upon and work to progress their craft. Performance reviews and evaluations, both informal and formal, will be an integral part of every staff member’s professional development.



Performance reviews may take place any number of times during the year, and may be in the form of a scheduled meeting or more informal communication during the school day. Performance reviews may be utilized as tools to improve employee performance with regard to management expectations.

Performance evaluations will take place in a formal setting, scheduled in advance, and will occur twice during a contract year. Evaluations will be based on both general and specific terms and conditions identified in the actual contract, letter of agreement, or confirmation letter. Performance evaluations may be used to determine professional development opportunities, contract renewal, contact termination, or resolution of other contractually related terms and/or conditions.

Performance evaluations will always be delivered in written form and be prepared by the immediate supervisor of the employee and the Principal. When appropriate, the Head of School/Executive Director will also be involved in the preparation of performance evaluations.

Employees will have five (5) business days to reply to a written evaluation. A meeting with the supervisor, Principal, and the Head of School/Executive Director shall be scheduled within the next five (5) business days. Either party may request the presence of other individuals at this meeting for the purpose of providing relevant information directly related to any contractual terms and/or conditions at hand.

Once this meeting takes place, a written response shall be prepared by the Head of School/Principal or Executive Director within five (5) business days, and shall be immediately delivered to the employee and the direct supervisor of the employee.

If the matter is not resolved to the satisfaction of the employee, the employee may request that, within a reasonable period of time, the Chairperson of the Tulsa Honor Academy Charter School Board of Directors schedules a meeting of the full Board, or sub-committee of the Board, to hear this case.

The Board of Directors, through the Board Chair, shall hear this case within a reasonable period of time. Either party may request the presence of other individuals at this meeting for the purpose of providing relevant information directly related to any contractual terms and/or conditions at hand. The Board then has ten (10) days to deliberate this case. All decisions of the Board of Directors shall be final.

## BENEFITS

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We want all of the employees of Tulsa Honor Academy to be happy and healthy. To that end, we offer a competitive benefits package.

### Health, Vision, and Dental Insurance

We currently participate in the Health Insurance offered by the Oklahoma State Department of Education. As outlined by the state, each school employee has the right to select their Health Insurance, Dental, and Eye Care plans out of a list of potential insurance policies provided by the state to fit each employee's needs. Should the employee plan exceed \$5,710.49 per month, the employee will be responsible for payment of excess costs.

The employee may choose a health insurance plan that offers individual, domestic partners, and/or family coverage. Costs will vary according to what each health insurance policy offers.



## 401K and Life Insurance

Tulsa Honor Academy offers a 401K savings and retirement plan for all of its employees. The plan is offered through American Funds. Life Insurance policy is also optional for each employee through the same vendor [or the state](#). Detailed information about each plan is provided directly through American Funds and [the state, and it](#) is discussed during Summer Professional Development.

## Disability Insurance

Tulsa Honor Academy carries short-term disability insurance in accordance with Oklahoma State Law. Such insurance allows payment in the event of certain injuries, illnesses or other disabilities occurring outside of the workplace, including pregnancy. Any employee wishing to claim disability pay must file the appropriate reports and forms with [the necessary a the Head of School/Leadership Team member](#). The employee is also responsible for filing any other necessary forms, applications, or other information as required by the applicable government policies.

## Medicare

All employees are required by federal statute to participate in the federal government Medicare program. Medicare is currently deducted at 1.45% of gross salary earnings. The federal government has the authority to change this rate in the future without notice.

## Workers' Compensation Policy

All employees are covered by Workers' Compensation Insurance for job-related illnesses or injuries.

## Unemployment Compensation

Tulsa Honor Academy contributes to the Unemployment Compensation Plan administered by the State of Oklahoma.

## TIME AWAY FROM WORK

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Every individual employee has been hired in order to positively contribute to Tulsa Honor Academy. We operate a small school, with a small staff, which makes attendance of every staff member every day that much more important. That being said, we recognize that there are times throughout the year when employees must miss work.

### Personal Days

Every full-time employee is entitled to ten (10) paid personal leave days per school year beginning July 1 to be available for use over the following twelve (12) months. Employees hired after July 1 in any given year are granted a pro rata portion of the ten (10) personal leave days for that twelve (12) month period immediately upon the first day of employment. Should [an employee use](#) more than 10 days, each day missed will be deducted from [his/herself](#) pay. [The employee may also be put on an improvement plan; further disciplinary action, including dismissal, may take place.](#) The amount paid per day is calculated by annual salary before taxes, divided by the number of days [that](#) staff members are expected to report to work. For teachers, pay excludes holiday, fall, winter, spring, and summer breaks. For non-teaching staff members, pay excludes fall, winter, spring, and [one two weeks ten \(10\) days](#) in the [summer](#)June. Transferring unused PTO days to other employees is not [acceptable](#)permissible.

Personal days include sick days. If an employee is not able to report to work because of a sickness, or sickness to someone dependent



on them for care such as a parent, spouse, partner, or child, it is expected that the employee will contact the [Head of School Leadership Team](#) with as much advance notice as possible, and by 6 AM on the day of the absence, allowing enough time for the [Head of School Leadership Team](#) to find a [suitable](#) solution for the staff member's absence.

~~Friendly coverage will not be offered.~~ Personal days will be measured in quarter days. The following instances will count as portions of a personal day if an employee must be absent from duty. This includes professional development days.

- Absent < 2.5 hours = ¼ personal day
- Absent 2.5 to 5 hours = ½ personal day
- Absent 5 to 7.5 hours = ¾ personal day
- Absent 7.5 to 10 hours = 1 personal day

Personal days requested during State Testing will not be granted. Personal days requested on the last day before, or the first day back from a school break will not be granted.

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Unused personal leave days will roll-over from year to year up to five (5) total personal leave days.

### Jury Duty

All employees will be granted jury duty leave when summoned for jury duty. Employees summoned for jury duty should inform the [Head of School Principal or Executive Director](#) immediately so that alternative accommodations can be made. Employees will be paid regular wages for the first two weeks (10 workdays) of actual time served on jury duty. Thereafter, jury duty will be unpaid.

Employees are expected to return to work on any day or portion of a day they are released from jury duty.

### Bereavement Policy

Full-time employees are entitled to take up to three (3) consecutive days off, with pay, to tend to a family death. Employees may be granted additional time without pay or may use unused personal leave days for additional bereavement leave. For these purposes, family is defined as a spouse, domestic partner, child, parent, sibling, grandparent or grandchild.

### Military Leave

The Unified Services Employment and Re-employment Act (USERRA) provides job-protected leaves of absence to employees who serve in the military for up to five (5) years (cumulatively) and who are honorably discharged at the conclusion of their service. Such leave will be granted whether the service is voluntary or involuntary.

### Family Care, Maternity, [Paternity](#), and Adoption Leaves of Absence

Tulsa Honor Academy full-time employees who have completed at least ninety (90) days of continuous employment will be entitled to a leave of absence for family care, maternity, or adoption.

- Family Care Leave of Absence  
An employee may apply for a family-care leave of absence to care for certain members of one's immediate family (parents, children, spouse, domestic partner, siblings, and grandparents) due to the family member's serious health condition. Family care leave of absence may be authorized for four (4) paid weeks and up to eight (8) weeks total.
- Maternity Leave of Absence



An employee may apply for a maternity leave of absence due to pregnancy or childbirth. A maternity leave of absence may consist of two types of leave: 1) a disability leave of absence, (for the employee's period of actual disability), and 2) a family care leave of absence (for any additional period of time requested by the employee to care for the newborn child). Maternity leave of absence may be authorized for eight (8) paid weeks and up to twelve (12) weeks total. If the employee is disabled due to pregnancy for longer than twelve (12) weeks, the employee may continue to qualify for disability leave. The family care portion of a maternity leave must be concluded within the twelve (12) month period following the date of the child's birth. Employees seeking Maternity Leave must communicate with the [Head of School/Principal or Executive Director](#) no later than 4 weeks prior to the expected due date and together will arrange a plan for coverage due to the leave.

- **Paternity Leave of Absence**

An employee may apply for a paternity leave of absence due to pregnancy or childbirth. A paternity leave of absence may consist of two types of leave: 1) a disability leave of absence, (for the employee's period of actual disability), and 2) a family care leave of absence (for any additional period of time requested by the employee to care for the newborn child). Paternity leave of absence may be authorized for four (4) paid weeks and up to eight (8) weeks total. The family care portion of a paternity leave must be concluded within the twelve (12) month period following the date of the child's birth. Employees seeking Paternity Leave must communicate with the [Head of School/Principal or Executive Director](#) no later than 4 weeks prior to the expected due date and together will arrange a plan for coverage due to the leave.

- **Adoption Leave of Absence**

An employee may apply for an adoption leave of absence for the adoption of a child or placement of a foster child in the employee's home. Adoption leave of absence may be authorized for four (4) paid weeks and up to eight (8) weeks total. The adoption leave of absence must be concluded within twelve (12) months following the date of the adoption or placement.

## Returns from Leave

If an employee returns to work at or before the scheduled expiration of a leave of absence and within twelve (12) weeks, he or she is entitled to return to the same or an equivalent job, if available, with no reduction in salary or benefits. If an employee requires more than one family care leave of absence in any rolling twelve (12) month period, then the employee's job will be held for a total of ninety (90) days. The ninety (90) day period will include all leave time used in connection with all family care leave taken during the previous twelve (12) months, not just the leave time used in connection with the current leave. Upon return the employee will present a doctor's note in order for the FMLA to be approved.

If an employee does not return to work at or before the scheduled expiration of the leave, the employee will be considered to have voluntarily resigned.

## WORKPLACE SAFETY AND ENVIRONMENT

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### Email and Internet

The school's email and other computer applications are intended for use by employees engaged in administrative or educational work. Employees who use these systems for personal communications are subject to the terms of this policy. The school reserves the right to review all email messages and Internet transaction, and users of the school's systems have no right to privacy in messages either sent or received. The use of obscene or harassing language when sending email message is strictly prohibited. Similarly, employees may not use the Internet to send, access, display, download or print pornographic or sexually explicit materials, derogatory, racial or religious messages, or other material that a reasonable person would find offensive. Such conduct may be grounds for discipline, up to and including termination.



## Drug and Alcohol Policy

Tulsa Honor Academy prohibits the possession, distribution or use of alcohol or any illegal narcotic, drug, or controlled substance on its premises or during any School activity. Employees who report to work under the influence of alcohol or of an illegal drug, narcotic, or controlled substance will be subject to disciplinary action, including immediate discharge.

## Use of Tobacco

Employees may not use any tobacco products on school grounds, anywhere off of school grounds that is visible from school grounds, or anywhere that it could be reasonably expected to encounter students during the school day. Any violation of this policy may result in disciplinary action.

## Dress Code

Teachers are expected to maintain the highest degree of professionalism throughout the workday. Business attire is expected for all employees on most days. Below is an outline of the type of attire expected for each type of day employees ~~are expected to report to work.~~

- **Regular School Day:** Professional Attire
- **Summer PD Days:** Professional Attire
- **PD days During School Year:** Jeans, t-shirt, polo, blouses, pull overs, cardigans, etc.
- **RCPU Days:** Professional Attire (the most presentable attire days of the year)
- **Saturday School:** Jeans, college T-shirt, THA T-shirt, polos, cardigans, etc.
- **College T-Shirt Days:** Jeans, college T-shirt, THA T-shirt, polos, cardigans, etc.
- **June (for non-teachers only):** Jeans, t-shirt, polo, blouses, pull overs, cardigans, etc.

## Moral and Ethical Expectations

Every employee must carry themselves as a role model for students at all times. All employees of Tulsa Honor Academy are expected to behave in a consistently moral and ethical manner. This includes posting vulgar, obscene or racial posts on social media while at work or outside of work.

## Personal Property

Teachers may bring their own property to school for use in their classroom or desk. The school is not responsible for any property lost or stolen during, or outside of school hours.

## Records Retention

All personnel files and payroll records are maintained under the provision of the Fair Information Practices Act. Employees may obtain access to their files by completing an access request form. Files must be obtained in the presence of ~~the Head of School or Director of Operations~~ Leadership Team member.

## Outside Employment

Helping students achieve their full academic potential, and working to help the school realize its mission will take a significant investment of time from every staff member. To that end, employment outside of the school is strongly discouraged. Any outside employment that an employee does decide to pursue must not conflict in any way with staff responsibilities within the school. Employees may not conduct

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outside work or use school property, equipment or facilities in connection with outside work whilst on school time.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age certain rights with respect to the student's education records. The Model Notification of Rights and the school's directory information public notice are posted in a public employee area and will be addressed in detail during faculty orientation.

### Change of Personal Data

It is the responsibility of the employee to notify the Leadership Team of any change(s) in personal data that may have an impact on future employment verification.

### Dispute Resolution

It is the policy of Tulsa Honor Academy to treat employees in a fair and impartial manner. The school is firmly committed to the belief that undisclosed problems will remain unresolved and negatively affect the work environment at the school. Therefore, the school established the administrative review system that follows, the intent of which is to solve problems as fairly and informally as possible.

A grievance is any significant employee concern that arises in the application of personnel breaches or in violation of personnel practices, either between employees and their co-workers or between employer and employees. Employees who seek resolution of employment situations by using established procedures are assured that they will not be subjected to discrimination or retaliation or be penalized in any way for their use of these procedures.

Employees are encouraged to take complaints involving a co-worker directly to that person for discussion and resolution. If the two employees are unable to resolve their differences, they may at any time request a mediation meeting with their supervisor and/or the [Head of School/Executive Director](#) where both employees are present. The resolution of the [Head of School/Executive Director](#) shall be considered final.

The procedure set forth is intended to serve as a means for peaceful settlement of disputes that arise between employees and Tulsa Honor Academy.

- 1) In the event that an employee believes he or she has been treated unfairly, the employee should discuss the situation with his or her supervisor in an effort to resolve the issue.
- 2) If a resolution has not been reached through the discussion, the employee should present the written material to the [Head of School/Executive Director](#) within two (2) business days of receiving their supervisor's response. The employee must notify their supervisor of this action.
- 3) The [Head of School/Executive Director](#) will respond to both parties within two (2) business days of receiving the complaint.
- 4) If the [Head of School/Executive Director](#) cannot resolve the complaint, or if the complaint involves the [Head of School/Executive Director](#), the employee may present the complaint to the Board of Directors. The Board of Directors will review any complaint brought before it and will respond in writing to the parties concerned within fifteen (15) days of receiving the complaint. The decisions of the Board of Directors are final.
- 5) There will be no retaliation of any kind against an employee for bringing up complaints under this procedure.
- 6) At their own expense, employees may seek outside guidance in order to articulate a complaint as clearly as possible.

### Harassment Policy



Tulsa Honor Academy expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, military status or any other status protected by federal, state or local law. Harassment may include, but is not limited to, derogatory, vulgar or offensive comments or jokes, and distribution of written or graphic material containing such comments or jokes. Sexual harassment is considered to be:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements.
3. Sexually explicit or offensive pictures, greeting cards, articles, books, magazines, photos or cartoons.

The ~~Head of School~~Executive Director and other management personnel are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

Employees who experience any job-related harassment based on their sex, race, national origin, disability, or another factor protected by law, or believe that they have been treated in an unlawful, discriminatory manner, should report the incident to their supervisor or to the ~~Head of School~~Executive Director. Complaints will be investigated promptly, and will be kept confidential to the extent possible.

If Tulsa Honor Academy determines that an employee has engaged in inappropriate, harassing or unlawful discriminatory conduct, disciplinary action may be taken against the offending employee, up to and including termination of employment.

Tulsa Honor Academy prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

### Anti-Discrimination Policy

Tulsa Honor Academy works relentlessly to empower students of all racial and ethnic backgrounds to achieve their full potential. The adult community of the school will model the best practices and professional behavior of a diverse team.

Any grievance regarding discrimination shall be handled through the ~~Head of School~~Executive Director and in consultation with the Board of Directors when appropriate. The complainant should contact the EEOC officer, who shall provide information and assistance on filing and pursuing the complaint.

Specifically, no person within Tulsa Honor Academy shall intentionally commit any of the following acts for reasons prohibited by this policy:

- Discriminate in the recruitment, hiring, training, compensation, benefits, promotion, transfer termination, lay-off, reduction in workforce, or any other terms or conditions of employment.
- Make any comments, display or distribute any materials that constitute unlawful harassment based on an individual's membership in a legally protected class.
- Deny a person any service or other program benefits based on the individual's legally protected classification.
- A Tulsa Honor Academy employee who has become aware of violations of this provision has the affirmative obligation to report the conduct to their immediate supervisor, or if the supervisor is engrossed in the conduct, to another member of the management team.



It is the policy of Tulsa Honor Academy Charter School's students, faculty, and volunteers to provide information and program services to any and all interested parties in need of said services and for those interested in serving in a volunteer capacity, without regard to race, color, sexual orientation, age, national origin, handicap, gender, and/or ability to pay.

### Accommodations of Individuals with Disabilities

Qualified individuals with a disability may make a request for reasonable accommodation to the [Head of School/Leadership Team](#). On receipt of an accommodation request, [a Leadership Team Member](#) ~~the Head of School~~ will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential reasonable accommodation that Tulsa Honor Academy might make to help overcome those limitations.

Tulsa Honor Academy may request medical certification from the individual's doctor in order to verify the disability and the precise nature of the limitations.

### Workplace Searches

To safeguard the safety and property of our employees, students and Tulsa Honor Academy, the school reserves the right to inspect any packages, parcels, purses, handbags, briefcases, or any other possession or articles carried to and from work areas. All aspects of a workplace search of an employee will be conducted in consideration of the employee's privacy right(s). Provided, however, and as may be provided elsewhere in school policy, an employee shall not have any rights of privacy to school property, including but not limited to a computer, desk, [and](#) locker. It is considered to be part of each employee's job at Tulsa Honor Academy to cooperate fully with such searches. Refusal to cooperate may lead to disciplinary action, up to and including [discharge/dismissal](#).

### Corrective Action

Tulsa Honor Academy expects the highest quality performance from all employees. An employee's failure to meet these expectations may result in disciplinary action up to and including dismissal. All forms of substandard performance, work of unacceptable quality or quantity, excessive absenteeism or tardiness, failure to meet deadlines excessively, violations of school policies or procedures, misconduct, insubordination, any other form of improper conduct, and conduct which presents even the appearance of impropriety may result in disciplinary action up to and including [discharge/dismissal](#).

Most performance problems will be addressed using progressive discipline, which may include an oral warning, a written warning, a probation period and then [discharge/dismissal](#). In cases of serious misconduct, however, certain steps of the progressive discipline process may be skipped or immediate [discharge-dismissal](#) may be warranted.



# Scholar and Family Handbook

~~2017~~2018 - ~~2018~~2019

Acknowledgements:

*This document and the systems and practices contained herein owe greatly to Liberty Collegiate Academy Charter School, Excel Academy Charter School and the Noble Network of Charter Schools.*



~~April 15~~ March 10, 2017 ~~2018~~

Dear Tulsa Honor Academy Scholars and Families,

Hello! We are honored to welcome the class of ~~2030~~ 2029 and welcome back the classes of 2029, 2028, and 2027 (5<sup>th</sup>, 6<sup>th</sup>, ~~and~~ 7<sup>th</sup>, and 8<sup>th</sup> grade scholars) to Tulsa Honor Academy Charter School. The following pages will help you become familiar with school procedures, policies, and practices and should serve as a resource for scholars and parents from the first day of school through the last.

While we cannot say this handbook will answer all of your questions, we do know there is a lot of valuable information in here, so please take some time to read it carefully. In fact, read it twice or even three times! We're sure that your success as a Tulsa Honor Academy scholar will be that much greater as you become more and more familiar with the school.

In this handbook, you'll learn a lot of different things about Tulsa Honor Academy Charter School. Our school is very different than most. You will want to be as prepared as possible for day one as a Tulsa Honor Knight. You'll learn about your teachers, your classes, and most importantly, your responsibilities as scholars. We expect a lot from you. In turn, you can expect a lot from us. Always remember the opportunity you have to be part of the first group of scholars to attend a school in its infancy, one that will be here for a long time to come. That's exciting. We know you'll make the most of it.

Remember, if you ever have any questions, or feel unsure about what to do or where to go, ask any teacher or staff member. We're sure they'll have the answer. We hope you enjoy learning about your school. We enjoyed putting this handbook together for you.

Sincerely,

<del>Ms. Elsie P. Urueta</del>	<del>Mrs. Kate Freudenheim</del>	<del>Mr. Gustavo Ibarra</del>
<del>Head of School</del>	<del>Assistant School Director</del>	<del>Director of Operations</del>
<u>Tulsa Honor Academy Leadership Team</u>		



*\*Please note that additions and changes to school policies and this Handbook may be added. You will be notified of these changes through our school bulletins, so please read all school written correspondence carefully.*

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## MISSION, VALUES, AND BELIEFS

### I. MISSION AND VISION

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

The vision of Tulsa Honor Academy is for 100% of our scholars to go to and graduate from college. These college graduates will then serve as engaged citizens who will serve as the next generation of leaders in our communities and in this country. This journey begins in the 5<sup>th</sup> grade. We are in constant pursuit of excellence. We believe that through structured and rigorous academics and a disciplined character development we will see excellent results.

**Commented [EU1]:** Should this match the vision statement listed on our website?

**Commented [KF2R1]:** Yes! Is this the vision that we recently tweaked?

### 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 scholar 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 fulfil 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**

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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.

### **IV. COMMUNITY CONTRACT**

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As a shared commitment to our mutual responsibilities, all scholars, parents/guardians and teachers agree to sign a community contract. This contract outlines the commitments that each member of our community makes in our shared pursuit of success for our scholars.



## SCHOOL POLICIES AND PROCEDURES

### I. HOURS OF OPERATION

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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.

On Monday through Thursdays, the regular school day is from ~~7:45~~8:00am – 4:30pm. On Fridays, the regular school day is from ~~7:45~~8:00am – 1:00pm.

The school building will be open to scholars at ~~7:20~~8:00am Monday – Friday. Please make sure scholars are NOT dropped off prior to ~~7:35~~8:00 as there will not be supervision during that time. Breakfast will be available to scholars between ~~7:20-35~~ – ~~7:45~~8:00am. **Scholars who are not seated in advisory with materials out by ~~7:45~~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 1:15pm 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 1:15 pm on Fridays will have to sign their scholar out. Late pick up will be tracked. We want to always provide adult supervision to ensure our scholars' safety but are unable to do that afterhours.

### II. INCLEMENT WEATHER CLOSINGS

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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.

### III. ATTENDANCE POLICY

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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. 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. While we appreciate a call or note from a parent/guardian or doctor explaining the absence, the scholar is still considered (and marked) absent from school.

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

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**Early Pickups:** Scholars are expected to stay in school until the very end of the day (4:30 pm for regular dismissal; 1:00 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 prior notification.

**Extra-Curricular 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 [Head of School/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 Assistant.

#### B. Tardies

At Tulsa Honor Academy, the learning begins from the moment scholars walk in the door. For instance, scholars read and complete challenging critical thinking problems during breakfast. 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 7:45:00am. Scholars arriving after 7:45:00am, 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

Scholars who arrive to school after first period begins and miss up to two full class periods are marked as having an Incomplete Day. This policy applies to both late arrivals and early dismissals. Two (2) incomplete days are counted on a scholar's record as one (1) absence.

**Early Dismissal Guidelines:** Unless a parent or guardian has contacted the school in advance and provided a signed note to the school explaining the situation, and the school has granted permission, no scholar will be dismissed early from school. In addition, 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 an 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.** 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.

#### 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 multiple day suspension.



**E. Promotion Policy**

**Scholars who accumulate 20 or more absences in a given school year will be candidates for retention.** 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, ~~and~~ 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 Head of School (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.

**IV. GRADING POLICY**

Tulsa Honor Academy 5<sup>th</sup> and 6<sup>th</sup> grade scholars take five (5)6 academic classes each year: ELA, Math, Science, Social Studies, and Physical Education, Engineering, and an Elective. 7<sup>th</sup> grade scholars take six (6) classes: ELA, Math Science, Social Studies, Physical Education, Engineering, and an Elective. All scholars also take one-two (24) character enrichment class: Advisory (a character development class) and Focus (an academic intervention course). 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 the academic classes is as follows:

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

The grading scale for the enrichment classes is 70% or higher is Passing, less than 70% is Failing.

**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: 65% 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, such as binder quizzes, that assess mastery of Scholarly Habits. Grades related to Scholarly Habits, such as participation and organization grades should be quantifiable (i.e. not subjective).



**3. Interim Assessment Component: 25% of overall grade:** The Interim Assessment Component measures scholar mastery on the end of quarter through Interim Exams 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.

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.

**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 compiled in a folder on the scholar's desk. This folder will be delivered to the main office and will be available for families to pick up between 4:00 – 5:00 pm. **We strongly encourage scholars or their families to pick up this folder between 3:00 - 4:00 pm or 4:45 – 5:00 on the day of the absence if the scholar is absent on Monday through Thursday or from 1:30 - 4:30 pm on Friday 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.

**Scholars Return to School from Being Absent:** Scholars who are absent must report to the main office immediately upon the first day of their return to school.

If a scholar is absent, late, or dismissed early for any reason, all missed homework assignments are due:

- By ~~7:00~~ **8:00 am** on the day of the scholar's return, for purposes of assigning Homework Club.
- By ~~8:15~~ **8:00 am** on the day following the scholar's return, for the purposes of academic credit.  
(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 by Friday morning at ~~7:00~~ **8:00 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 meet with the school Head of School 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. Any work that is turned in after the established due date will be given a penalty in the grade book. 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 In School Suspension. 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.

### V. PROMOTION POLICY

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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

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 (that includes all classes except **for Advisory or Focus**) or a 70% or better in advisory 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 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

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.

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

### VI. HOMEWORK POLICY

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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 planners,



- 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
- Read independently for 30 minutes, and
- Show completed homework assignments to a parent and receive signatures on D.E.A.R. (Drop Everything And Read) Logs **or** any assignment that requires parent signatures only if the parent feels that the completed homework meets Tulsa Honor Academy’s high standards.

**Commented [EU3]:** Mrs. Acosta started asking for signatures on assignments and has gotten success. Do you want to give this options to other teachers?

**Commented [KF4R3]:** Again, I don’t love it for everyday assignments. I prefer this to be reserved for significant things like getting tests signed, letters home, etc.

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.

## VII. COMMUNITY SERVICE REQUIREMENT

One component of the Tulsa Honor Academy’s broader vision for scholar success is to graduate scholar 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:

### Classes of 2028 - 2030 (current 7<sup>6</sup><sup>th</sup> – 5<sup>th</sup> grade)

- 5<sup>th</sup> grade scholars: 5 hours
- 6<sup>th</sup> grade scholars: 10 hours
- 7<sup>th</sup> grade scholars: 10 hours
- 8<sup>th</sup> grade scholars: 15 hours

### Class of 2027 (current 7<sup>8</sup><sup>th</sup> grade)

- 5<sup>th</sup> grade scholars: 5 hours
- 6<sup>th</sup> grade scholars: 5 hours
- 7<sup>th</sup> grade scholars: 10 hours
- 8<sup>th</sup> grade scholars: 10 hours

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

Scholars who do not meet these requirements by the end of 8<sup>th</sup> 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.

## VIII. SCHOOL SUPPLIES

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

To Be Checked Daily in Advisory*	Bring on August 1 <sup>st</sup> to leave at school	Suggested Home Supplies
4 sharpened pencils 3 highlighters, all different colors 2 <b>black or blue ballpoint</b> pens 1 portable eraser	<del>2</del> packs of white computer paper <del>10-8</del> packs of Post It notes 4 boxes of tissues 2 hand sanitizer bottles <del>2</del> packs of 3x5 in. notecards	5 3” binders (1 per subject) 1 big pencil sharpener Back up HW Folders (see HW description in first category)



1 **HW Folder** (~~This can be the color or design of your choice, but must have two pockets and it must be intact and professional. If you choose to bring a binder as your HW, it must no larger than 1/4 an inch~~THA will provide the first HW Folder of the year. Regular maintenance will be necessary. Families will be responsible for replacing damaged or lost HW Folders.)

The following is a list of supplies **scholars in each grade** are expected to **bring on August 1<sup>st</sup> to leave at school** in addition to the list above:

5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<del>Sandwich size Zip Lock bags</del>	<del>Quart sized Zip Lock bags</del>	<del>Gallon sized Zip Lock bags</del>	<u>Zip Lock bags or any size</u>
2 containers of Clorox wipes	2 rolls of scotch tape	1 set of Band-Aids	

**A. Items to be Checked Every Morning in Advisory**

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 and/or a tardy.

Please note the following:

- Pencils should be sharpened prior to class with scholars' personal pencil sharpeners which are kept at home. 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/sharpies 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.

**IX. 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 Assistant 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 7:45am. 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 \$1.71 per meal.

Commented [EU5]: Check with Gus

Commented [EU6]: Check with Gus

#### B. School Lunch

Scholars may either purchase lunch from the school or bring their own lunches from home. THA ~~may not~~ have access to its own kitchen; ~~therefore, the food may be prepared off campus by an outside vendor. Regardless, even if we do have access to the kitchen, we won't have a cafeteria. However, we do not have access to the cafeteria.~~ That means, ~~while all~~ regardless of where the food is prepared ~~in the school's kitchen~~, all food will be delivered to the classrooms and scholars will eat lunch there or in designated area.

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 \$3.61 per meal.

Commented [EU7]: Check with Gus

Commented [EU8]: Check with Gus

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.

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 nutritiously 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
- Scholars are allowed to bring water bottles, but they must be clear and they must contain clear liquid only.

**Commented [KF9]:** Should we include that beverages should be in a clear bottle containing clear liquid?

#### D. Afternoon Snack

A nutritious, afternoon snack will be provided to scholars during afternoon break and/or Focus 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.

## X. DRESS CODE

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Tulsa Honor Academy has a strict, non-negotiable 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. 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.

Infractions of the dress code will result in consequences. **Warnings will not be given.** Infractions of the dress code that can be fixed immediately (ex: untucked shirt) will result in the scholars earning a demerit. Infractions of the dress code that cannot be immediately fixed (ex: missing belt) will result in scholars earning 2 demerits. Additional demerits may be earned if scholar cannot address the dress code problem. **Additionally, scholars who are out of dress code are not allowed to attend their classes. Families of scholars who are not in dress code will be contacted and required to bring the proper attire to school.**

#### B. Purchase of Clothing

Polo shirts, gym uniforms, and optional quarter zips MUST be purchased only from the school’s main office.

**NOTE: Exceptions to the dress code will not be made due to untimely ordering or receipt of the uniform except in rare cases where it is a direct result of action or inaction on the part of the vendor.**



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. Please note that Tulsa Honor Academy is NOT a vendor of school uniform; however, the school will stock and sell uniforms on site.

~~There are two dress codes at Tulsa Honor Academy. They are the **School Dress Code** and the **Fitness Dress Code**. Every scholar is required to have both.~~ Scholars wear at the Fitness uniform during Physical education class which is different than the standard uniform worn during instructional time.

(Lower Middle School is 5<sup>th</sup> and 6<sup>th</sup> grade. Upper Middle School is 7<sup>th</sup> and 8<sup>th</sup> grade.)

### C. Dress Code Policy

#### 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** 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 polo shirts from the school main office.**

#### 2. Quarter Zip Pullover Sweaters

- Scholars are not required to wear these items 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.**
- Any other form of outerwear (sweatshirts, hoodies, coats, jackets, etc.) is not allowed and should be stored in scholars' cubbies immediately upon entering the building.
- Wearing the quarter zip tied around the waist is not permitted.

#### 3. Pants/Skirts

- Boys must wear khaki **dress** pants.
- Girls must wear khaki **dress** pants or khaki dress skirts.
- Shorts, skorts, 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 pocket on the outside (like jeans) 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 regardless of if there are belt loops.

#### 4. Shoes and Socks

- Scholars must wear dress shoes that are **completely black**.
- Dress shoes may not have any logo visible on the exterior of the shoe.
- Shoelaces and all parts of the shoe (including any stitching) must be black with no other colors or logos.
- Girls' 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.
- Boots, flip-flops, stilettos, stacks, platform shoes, gym shoes, sandals, and open-toed shoes are not permitted.
- Please note that even solid black sneakers are prohibited under this policy.
- Shoes with laces must be laced up, with tongue inside, and tied securely.



- Pant legs must be worn over the shoe.
- **5<sup>th</sup> and 6<sup>th</sup> graders** 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.
- **7<sup>th</sup> graders** Upper Middle School scholars must wear socks. Socks may be of any color or design.

#### 5. Belts

- Solid black belts must be worn at all times.
- 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 (ie: glittered, heart-shaped, etc).
- What is over-sized or distracting is determined at the sole discretion of Tulsa Honor Academy staff.

#### 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.
- **5<sup>th</sup> and 6<sup>th</sup> grade** Lower Middle School scholars must wear white or black socks with no patterns or logos.
- **7<sup>th</sup> grade** Upper Middle School scholars must wear socks. Socks may be of any color or design.
- 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.)

#### 7. Accessories and Makeup

- Boys may not wear any earrings.
- Girls 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 eye ware are not permitted.
- **5<sup>th</sup> and 6<sup>th</sup> grade** Lower Middle School scholars are prohibited to wear wristbands and multiple or distracting wrist wear. (This includes hair ties on the wrist or watches.)
- **7<sup>th</sup> grade** 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 accessories are not permitted.
- What is over-sized or distracting is determined in the sole discretion of Tulsa Honor Academy staff.

#### 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.
- Girls are allowed to wear small purple, white, black, silver, gold, khaki, or gray headbands or bows that match the schools’ colors/uniforms as long as they are not distracting.
- What is oversized or distracting is determined in sole discretion of Tulsa Honor Academy Staff.

#### 9. Hair

- Hair can be colored or highlighted only in a natural human hair color.
- No designs of any kind are permitted to be in the hair or on the face (including in the eyebrows).
- Distracting hairstyles – as determined by the sole discretion of the school – are not permitted. Examples of prohibited/distracting hairstyles include Mohawks.
- The only acceptable “design” is one line down the side of the head use to part the hair.

#### 10. Tattoos



- No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted. This includes writing in pen on skin or other markings.

**11. Distracting Clothing**

- Clothing or jewelry that is determined by any teacher or staff member to distract from the learning process is not permitted. (This includes ~~7<sup>th</sup> grade~~ Upper Middle School scholars socks.)

**12. 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).



## SCHOLAR CODE OF CONDUCT

### I. PURPOSE

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

- ensure that our school is a respectful 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

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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

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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 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

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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, such as ordering lunch from a restaurant, watching a movie or taking a field trip. 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

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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. Failure to disagree respectfully 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.

#### A. Demerits

Teachers avoid giving warnings, instead we believe the demerit is the warning. Alongside the demerit, scholars are given very specific instructions and chances to self-correct. 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/Head of School](#) and/or Dean. It is up to the teacher's discretion as to the number of demerits for a rule infraction, except as prescribed by the list below:

### 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	1 demerit	1IN
Possession of pop, candy or junk food at any time	1 demerit (and confiscation)	1PC
Dress code violations that can be corrected immediately (such as an untucked shirt)	1 demerit (no warnings)	1DC
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
Nonverbal Communication: Including making faces and/or distracting classmates	1 demerit	1NV
Blurting out	1 demerit	1TB
Getting out of seat without permission	1 demerit	1GS
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
Tardy to school: More than 5 minutes	2 demerits	2TS
Inappropriate Hallway Behavior	2 demerits	2 HB
Dress code violations that cannot be corrected immediately (such as no belt or incorrect shoes)	2 demerits	2DC
<u>Dress code rental</u>	<u>2 demerits</u>	<u>2DCR</u>
<u>Missing Progress Report</u>	<u>4 demerits</u>	<u>4PR</u>
Foul language or Inappropriate Language	4 demerits	4FL
Eating or drinking outside of breakfast, lunch or snack time	4 demerit	4ED
Leaving class to use the bathroom in excess of emergency passes	4 demerits	4BP
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	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 demerit	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)	4PE



	until parent retrieves item from school)	
Disciplinary Referral: removal from class	4 demerits	4DR
Other inappropriate behavior at the discretion of staff	1,2, or 4 demerits	1,2,4IB

**B. Detention**

If a scholar earns 4 demerits in a given day, the scholar will serve a detention.

Detentions are served during lunch. Scholars who earn a detention/four demerits before 11:00 must serve their detention on that same day. Scholars who earn detention after 11:00 will serve detention on 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 11:00 am each school day. This means that if a scholar has earned only 2 demerits by Thursday at 11:00 am, they start Thursday 11:01 with 0 demerits. Demerits are always counted and tracked on the weekly progress reports. After School Setentions are reserved as additional consequences as determined by the Dean of Students.

**C. In-School Suspension**

At times, particular infractions warrant consequences that are more severe than detention, but less severe than Out of School Suspension. Therefore, Tulsa Honor Academy has an In-School Suspension 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 In School Suspension from the community include, but are not limited to:

- **5<sup>th</sup> and 6<sup>th</sup> Grade Lower Middle School:** Three (3) detentions in one week
- **7<sup>th</sup> Grade Upper Middle School:** Two (2) 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)**
- Lying
- Mid-level disrespect to team or faculty
- Mid-level forging, cheating, plagiarism or dishonesty
- Repeated disruptions of a similar nature
- Communicating with scholars who are currently on In-School Suspension

**I.S.S. Requirements:** In the morning, scholars will need to check in with Head of School and/or Dean who will reiterate the expectations of In-School Suspension. Scholars on In School Suspension 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 selected class activities, as determined by each teacher
- Not participate in enrichment
- 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)
- 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.
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Violation of the requirements of In-School Suspension may result in additional days of In School Suspension or an out of school suspension. Scholars will not be allowed to participate in field trips, extra-curricular activities and other class rewards while In-School Suspended.

The number of days on In-School Suspension, determined by a school administrator, will be appropriately matched with the severity of the behavioral infraction.



**Scholar Notification:** If a scholar is assigned In-School Suspension, he/she will be notified by staff member the day before, or the day of, In School Suspension.

**Parental Notification:** Parents of those scholars who have been assigned In School Suspension will be contacted by a computerized telephone message. In some instances, a parent conference will be requested.

#### D. Out of School Suspension

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

- Gross disrespect of a fellow scholar
- Gross disrespect of 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
- Behaviors that are a physical danger to others, including rough play, fighting, or extreme force in P.E.
- Egging on or promoting violence
- Using abusive, vulgar or profane language
- Bullying
- **Making verbal or physical threats, empty or otherwise**
- Setting off false alarms
- Gambling
- **Forgery, plagiarism, or cheating (including forging a parent's signature on school documents)**
- Lying
- Leaving school grounds without permission
- Being charged with a felony
- Being referred for disciplinary action three times in a given week
- Failure to meet individual In School Suspension requirements
- Repeated offenses for which the scholar has already earned In School Suspension

**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 Head of School 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 Head of School and/or Dean, 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.

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

- The scholar may have to write a letter of apology and publicly present this letter to 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.

Once the above conditions are met, the scholar will be welcomed back into the community. If a scholar has not met the above requirements, he or she may earn In School Suspension.



Scholars are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member at the school daily between 4:00-5:00pm. 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.

#### E. Long Term Suspension

Long term suspension is defined as the exclusion from Tulsa Honor Academy on a permanent elongated period at the discretion of the Head of School. Oklahoma law (state statute §70-24-101.3) provides the Head of with the authority to expel scholars without Board involvement for the following behaviors:

- a. **Drugs & Tabaco** – 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 Head of School reserves the right to request that the Board of Directors hold an expulsion hearing and consider the scholar for expulsion for a specific, severe behavioral infraction or for repeated disregard of school policies and procedures.

Specifically, regarding the latter, **a family meeting will be required for reentry into the Tulsa Honor Academy community after a scholar has been Out of School Suspended.**

**A contract will be made between the scholar and school once a scholar has been Out of School Suspended for six incidents.** A scholar's breach of this contract may lead to the recommendation of an expulsion hearing.

Whenever an expulsion 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 expulsion 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.

## VI. PROCEDURAL SAFEGUARDS FOR SCHOLARS WITH DISABILITIES

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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 do not count toward the 10 day limit. The Head of School has 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 expulsion, the following apply:

2. 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.
3. 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 an expulsion hearing if they are in violation of any Zero Tolerance offense. All scholars will be ensured a due process expulsion hearing.



## VII. BUS BEHAVIOR

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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 OTHER'S WORK

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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 other's work may result in In School Suspension, Suspension, loss of academic credit, and/or other consequences.

## IX. SCHOLAR SEARCHES

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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

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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

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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.



## 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 on file the following forms:

- **Annual Physical Exam.** This exam, performed by a medical professional, informs the school of the scholar's current physical state. It also gives the Physical Education (P.E.) teacher information regarding any medical concerns that may affect the scholar's ability to participate in the P.E. program.
- **Health Information Form.** This form provides important information about a scholar's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.
- **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 ~~(other than Tylenol and ibuprofen, which the school will stock in the main office)~~ 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.
- **7<sup>th</sup> graders 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**

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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 Head of School 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 sixty (60) 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 three (3) 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 Head of School 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**

Tulsa Honor Academy, with certain exceptions, will obtain your written consent prior to the disclosure of personally identifiable information from scholar education records.

However, the School may disclose appropriately designated "directory information without a parent's written consent, unless [the parent has] advised the School to the contrary in accordance with School procedures."

"Directory information" which is information that would not generally be considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The term "directory information" may include the following:



1. Scholar's name
2. Address
3. Telephone listing
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Dates of attendance
9. Grade level
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Most recent school attended

Tulsa Honor Academy has not included any of the above listed categories of scholar information within the term "directory information." As a result, unless a parent or eligible scholar notifies the School in writing within thirty (30) calendar days of enrollment of each school year of their election to have the School release any of the above information (each category of information must be specifically requested), the School will not disclose any information which may be considered "directory information."

#### **IV. MANDATED REPORTER POLICY**

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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 Head of School or Assistant School Leader, 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, Head of School/Assistant School Leader will assist both the faculty member and scholar in understanding the ramifications of the call. The Head of School/Assistant School Leader 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

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### 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

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### 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 Head of School;
- 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 Head of School; 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 Head of School 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 Head of School.

#### 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 disk drive. Tulsa Honor Academy reserves the right to examine all data stored on diskettes involved in the user's use of Tulsa Honor Academy's internet service.

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, expulsion (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.





## APPENDIX

### ACKNOWLEDGEMENT OF RECEIPT SCHOLAR AND FAMILY HANDBOOK

~~2017~~2018 - ~~2018~~2019

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

\_\_\_\_\_  
Date