BULLDOG PRIDE

Team and Family Handbook
2022-2023
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Letter</td>
<td>5</td>
</tr>
<tr>
<td>School Overview</td>
<td>6</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>10</td>
</tr>
<tr>
<td>Daily School Schedule</td>
<td>10</td>
</tr>
<tr>
<td>School Policies</td>
<td>14</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>35</td>
</tr>
<tr>
<td>Instructional Vision</td>
<td>35</td>
</tr>
<tr>
<td>Course of Studies</td>
<td>36</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>37</td>
</tr>
<tr>
<td>Promotion Requirements</td>
<td>39</td>
</tr>
<tr>
<td>ICAP Requirements</td>
<td>40</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>41</td>
</tr>
<tr>
<td>Grading Categories and Weights</td>
<td>42</td>
</tr>
<tr>
<td>Volume and Number of Assignments</td>
<td>44</td>
</tr>
<tr>
<td>Missing Assignments</td>
<td>45</td>
</tr>
<tr>
<td>Report Cards</td>
<td>45</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>45</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>45</td>
</tr>
<tr>
<td>Academic Supports</td>
<td>46</td>
</tr>
<tr>
<td>Core Values and Discipline</td>
<td>46</td>
</tr>
<tr>
<td>Behavior Management Overview</td>
<td>47</td>
</tr>
<tr>
<td>Scholars Meeting Expectations: GLUE Points</td>
<td>47</td>
</tr>
<tr>
<td>Facilities and Resource Policies</td>
<td>58</td>
</tr>
<tr>
<td>School Property</td>
<td>58</td>
</tr>
<tr>
<td>Internet and Computers Usage</td>
<td>58</td>
</tr>
</tbody>
</table>
Dear KTUP Scholars and Families,

I enthusiastically welcome you to KIPP Tulsa University Prep High School (KTUP)!
Whether you are returning KIPPsters or new, the message is the same: we are a team and family in place to support you. The handbook should serve as a guide for you as you navigate your way through KTUP. In it, you will find a clear set of expectations: expectations that we have for you and that you may have for us.

Based on the teacher, scholar, and parent feedback, you can expect to see changes regarding school culture, attendance, academic expectations, and operational procedures. As a school, our focus is to protect the learning environment and provide opportunities for scholars to feel welcomed, connected, and a part of the KIPP Tulsa Family. In this season, I encourage you to both ask and field questions, to seek and provide answers, to develop new friendships and sustain existing ones, and to value the unique experiences which members of our team and family bring on a daily basis. These times will challenge you as you dive into uncharted territory. It is our goal, that in these moments, you develop the strength to bounce back and learn from your mistakes.

This year we are holding students accountable to a professional expectation when it comes to behavior. We will continue a restorative approach to scholar discipline while preparing you for college. As a university prep high school, we work towards a restorative approach to discipline, which has evolved from restorative justice and the work being done at our middle school and our experiences over the years. Restorative justice is a new field of study that has the potential to positively influence human behavior and strengthen civil society around the world. It is our hope that with the continued restorative direction on discipline we are able to build a healthier school community, increase our social capital, repair harm, and restore relationships.

I am honored to continue in this work with you as the school leader of KIPP Tulsa University Prep High School. It is truly a privilege to be a part of a community where parents, teachers, and scholars care for each other and strive to build positive relationships that support academic and social growth. In this journey, we will be able to grow, lead, unite, and excel as a community!

Once again, welcome and welcome back! Let’s make significant gains this year and represent education!

To and through college,

Donterrio Marzett
School Leader
School Overview

About KIPP Tulsa University Prep High School

KIPP Tulsa University Prep High School was founded in 2018 with one mission – to see scholars achieve the academic and character skills to choose the life and path that they see for themselves. This includes preparing students to go to and through college. We believe all scholars, regardless of where they come from, will learn and achieve. We are committed to seeing them all graduate from high school and select the best pathway to increase their life opportunities and outcome.

KIPP Oklahoma Public Schools Mission Statement

Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose —college, career, and beyond—so they can lead fulfilling lives and build a more just world.

KIPP Tulsa University Prep School Vision

At KIPP Tulsa University Prep High School, we believe in choice-filled lives. We equip students with the social, emotional, and academic skills necessary to access a competitive world. We are creative, curious, courageous and critical thinkers. We expose the immense potential lying within and beyond ourselves. We live happy, joyful, love-filled lives. We face adversity with resilience, realistic optimism, and a growth mindset. Our alums will strengthen our community and challenge inequity. They will be masters of their own fate and lead lives of choice.

KIPP Tulsa Public Charter Schools Core Acts

1. We believe that ALL students WILL learn and be on course to college, career and beyond.
2. We give 100% every day.
3. We develop the whole student through strong academics, extracurriculars, character development, and college support.
4. We build strong relationships founded on love, trust, and respect.
5. We give our best to each other, those we serve, our community, and our own families.
6. We live the motto, “Team and Family always beats individual.”
7. We have open and honest conversations that drive results.
8. We act in a way that leaves a lasting impression.

9. We do what no one else is doing to accomplish what no one else has done.

10. We make the impossible possible.

At KIPP Tulsa, teachers, scholars, and families are all united around the same goal: college and a choice-filled life. We believe that an excellent college-preparatory education will set scholars up for success in whatever life path they choose. Through collective hard work and commitment, KIPP Tulsa scholars complete college at a rate that is above the national average for all scholars and four times higher than that of scholars from similar economic backgrounds.

Contact Information

KIPP Tulsa University Prep High School is located at 541 S 43rd W Ave, Tulsa, OK 74127. Our main office phone number is (918) 833-8822.

School Hours

KTUP front reception office hours are 7:30 am – 4:00 pm daily.

School Calendar

Please use the calendar to help ensure that your child is present every day in school. Please try not to plan medical/dental appointments or vacations during school days. Copies are available in the main office.

School Closings

If Tulsa Public Schools chooses to close its schools due to bad weather, then all KIPP Tulsa Public Charter Schools sites will also close. In the event that weather conditions become hazardous during the school day, parents will be advised on the next steps using the school’s electronic notification system (via phone call and/or text alert). Please refer to the school calendar for scheduled closings.

Visiting the School

KTUP welcomes and encourages parents/guardians to visit the school. Please follow the steps listed below to ensure a successful visit:

- Notify the teacher/administrator in advance of your visit to allow the appropriate accommodations.
- Upon arrival, report directly to the main office to sign in and obtain a visitor’s lanyard. The visitor’s lanyard is to be worn for the duration of your visit.
- Before departing the school, return to the main office and sign out.
If you plan on discussing your child’s progress with the teacher, this can only be done before or after school. Schedule a non-instructional time with the teacher to discuss your child’s progress.

Family Involvement

Research shows that the more involved parents or guardians are in their scholar’s education, the better that scholar will perform in school. We ask for parent/guardian support both in school and at home. In addition to what is outlined in the Commitment to KIPP Tulsa University Prep High School Agreement, parents have the opportunity to participate in school in the following ways:

- Volunteering at school (during the day or KTUP sponsored off campus events)
- Parent Academies (academic information for scholar success)
- Family Fun Nights/Events
- PTO Meetings
- Chaperone a field trip
- Recruitment (both staff and scholar)
- Parent Conferences
- Review, sign, and return progress reports and behavior reports
- Supporting scholars at their extracurricular events
- Donating supplies to the school

All families will be required to volunteer 12 hours each year per scholar. These volunteer hours can be done by any family member that is 18 or older. Hours can be earned by attending parent events at the school such as parent teacher conferences, parent teacher organization meetings, parent orientation, etc.

Civility Code

The school works very hard to maintain an orderly, respectful, and safe learning environment where all scholars, parents/guardians, teachers/staff, and other stakeholders adhere to civil conduct. No person shall:

- Use profane or obscene language toward school staff in any verbal or written communication.
- Make verbal or written threats towards scholars, parents, staff, and other stakeholders.
- Intentionally cause any physical / emotional harm toward another person or threaten to do so.
- Purposely damage or destroy any school property (both physical and electronic) or the property of any scholar, faculty, or staff member.
- Invading the personal space of another after being asked to move away.
- Disrupt the orderly conduct of classes, school programs, office business, or other activities.
- Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or disability.
- Refuse to comply with any reasonable request of identifiable school officials performing their duties.
- Willfully provoke others to commit criminal acts.
Violate any federal or state statute.

**Consequence ladder of civility code violators:**

1. **Immediate Request to Cease and Desist Behavior:** Staff member or designee will immediately notify the offending party to cease his/her conduct and speak in a civil tone. The incident will be reported to the site administrator.

2. **Termination of Activity:** If inappropriate behavior continues, the staff member or designee verbally notifies the offending party that the meeting, conference, telephone conversation, or any other activity is terminated. Additional communication regarding the matter may be followed up in writing, if appropriate. The incident is reported to the appropriate administrator.

3. **Request to Leave School Grounds/Report to Law Enforcement:** If the offending party continues to disrupt the civility of the meeting, conference, and school-sponsored activities (on and off-campus), or in cases of violence, threat, assault, battery, and other illegal action the following will occur:
   
   a. The school leader or designated site administrator may issue a formal warning notifying the offending party to promptly leave the campus or the school-sponsored activity.
   
   b. The school leader or designee will complete an Incident Report.
   
   c. The school leader will ban the offending party from the premises and school-sponsored activities.
   
   d. The school leader or designee will report the incident to law enforcement officials, if applicable.

**Appeal Procedures of School Ban:**

Any person banned from the school or school-sponsored activities may appeal to the Executive Director and adhere to the following procedures:

- A written appeal to the Executive Director must be made no later than 48 hours after the person has departed the campus or school-sponsored activity.
- An appeal hearing will be held with the banned party and School Leader, the Executive Director shall render a decision within 24 hours after the appeal is made, and this decision shall be binding.
- The decision of the Executive Director may be appealed to the KIPP Tulsa Board no later than 48 hours after the Executive Director rendered his/her decision.
- The Board shall consider and decide the appeal at its next scheduled board meeting. The Board’s decision is final.

Consequently, if a parent ever feels they or their scholars have been mistreated or treated in an unprofessional manner by a member of the school team, a school volunteer, or other supervising adult, the
parent should immediately contact the School Leader and/or Assistant School Leaders. We have an open-door policy and want to know about any areas of concern a parent has.

**Rights of a Non-Custodial Parent**

A parent who does not have primary physical custody of the child is assumed to have equal rights to make decisions regarding their child’s education, to pick up the child, and to participate in school activities.

- If a parent or guardian does not have legal rights to pick up or visit a child, the school must be given a copy of legal documents attesting to this fact.

**Attendance Policies**

**Daily School Schedule**

School begins each day at 8:00 and ends at 3:20 Monday-Thursday. Fridays will be an early release day beginning at 8:00 and release at 2:30. Classes begin promptly at 8:00 am. Any scholars arriving after that time are at risk of negatively affecting their grades, and will receive a tardy. If a scholar accrues more than five tardies in a semester, a parent conference is required to problem-solve how to consistently arrive at school on time.

**Scholar Attendance**

**Reporting Absences**

Attendance at school is the most basic requirement for learning and is critical to our scholars’ success and required for promotion. We believe that parents are ultimately responsible for getting their child to school every day. Parents are expected to ensure that their child is in school and excessive absences are considered a violation of the parent-school-scholar contract.

The parent/guardian must contact the school the night before or by 7:30 am on the day a scholar is going to be absent. If the scholar’s absence is not reported, the school will inform the scholar's parent/guardian of the scholar’s absence by telephone that same day. Please note that a parent’s calling to communicate the scholar’s absence does not excuse the scholar’s absence and is still an unexcused absence. The only excused absences are ones that are supported with a doctor’s note, school activities, etc.

Regular attendance is mandatory and poor attendance will not be tolerated. Any scholar who misses more than 10 instructional days per semester will not receive credit for classes, regardless of the current passing or failing grade.

**Excused and Unexcused Absences**

All absences, whether they’re excused or unexcused are still considered absences. Any day your child does
not attend school is considered an absence. For example, missing school due to a serious illness (with a doctor’s note), a death in the family, vacations, or suspensions are still considered being absent at KIPP Tulsa.

- **Doctor’s Excuse Notes:** Documentation of a doctor’s appointment is expected immediately upon the scholar’s return to school. **Doctor’s notes received after 10 business days of an appointment will not be accepted and, therefore, the absence will be considered unexcused.**
  - **Unexcused Absence Exemption:** Scholars absent for an extended period of time with a medically documented physical or mental impairment under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, or the Individuals with Disabilities Education Act will not be disciplined. To qualify for this exemption, the parent/guardian must provide documentation relating the absence to a disabling condition.

**Withdrawal:** If a scholar is **absent on the first days of school** and there has been no successful contact between the family and the school to explain his/her/their absence(s), that scholar will lose his/her/their seat at the school and will be unenrolled from the school.

- **Three or more absences during the school year:** If a child is absent for three consecutive days during the school year and there has been no successful contact between the family and the school to explain the absence, the school will mail home an official scholar absences report and notification.
  - If the scholar has not returned to school by the tenth consecutive day, the school will consider the scholar truant and contact the District Attorney’s Office as required by law.

**Out of School Suspensions:** Out of school suspensions are treated the same as absences and will count toward the 10 missed instructional days.

**Consequences for Absences**

**Exclusion from Extracurricular Activities:** Scholars who are absent for all or more than half of a school day are prohibited from participating in extracurricular activities or sporting events that day or night except with written consent from the School Leader.

**Six Absences in a Year:** The parent/guardian will receive a warning letter entitled **Notice of Attendance Concern** and will be required to meet with the Assistant School Leader and/or the School Leader.

**Ten Absences in a Year (Truancy):** The parent/guardian will receive a final warning letter entitled **Notice of Chronic Absenteeism/Truancy** and will be required to meet with the Assistant School Leader and School Leader. The scholar is considered truant and is at risk of not being promoted to the next grade. The school and/or the
KIPP Oklahoma Accountability Officer will also file a report with the District Attorney’s Office or other appropriate child services agency.

Arrival Procedures

Scholars will reach their personal best at KTUP by following these steps:

- **Show up on time, fully dressed according to the school dress code, and stay the entire school day.**
- The school day runs from **8:00 am – 3:20 pm** on **Monday, Tuesday, Wednesday, Thursday, and Friday** from **8:00 am – 2:30 pm.**
- Scholars may obtain breakfast from **7:40 am – 8:00 am** **scholars are considered late to school if they are not seated in their classroom by 8:00 am.**

Breakfast is served from **7:40 am – 8:00 am and is optional for all scholars. Scholars who choose not to eat can sit in the cafeteria, socialize in the commons area or go directly to their first hour class. Scholars are allowed to bring appropriate breakfast foods and must eat breakfast in the cafeteria. Scholars must immediately exit the cafeteria after eating breakfast. Breakfast will not be served after 8:00 am. Please ensure your scholar arrives on time. It is important that scholars have a healthy, balanced meal in order to withstand the academically rigorous program at KTUP.**

Dismissal Procedures

**Dismissal is at 3:20 pm except for Fridays at 2:30 pm.** Please make arrangements for your child to be picked up on time as it is unacceptable for any scholar to be picked up late. **We are unable to supervise scholars left at the school after 3:45 pm and after 3:00 pm on Fridays.**

The following will be implemented for late pick-ups:

- Your scholar will wait outside of the building for pickup.
- After three occurrences of late pick-ups, the school will file a report with the Department of Human Services.
- The police or other appropriate authorities will be called to pick up scholars who are left at school repeatedly or for an extended period of time.

Tardiness and Early Dismissal

Arriving at school on time and being present for the entire day is paramount to your scholar’s success. Learning begins the moment scholars walk through the door. Late arrival jeopardizes your scholar’s learning,
disrupts the learning environment of others, and puts your scholar at risk of falling behind due to missed instructional time.

Scholars should arrive at school at 7:40 in order to have time to eat breakfast. Should a scholar choose not to eat breakfast at school, they must be at the school and in their first period class by 8:00 so class may start promptly. **No tardies are excused. Three tardies are equivalent to a one-day absence.**

Please note the following:

- **Schedule appointments on early dismissal days** after 2:30 pm or outside of school time only.
- **Scholars will not be released prior to the end of the school day** unless there is a true emergency. Early pick-ups are disruptive to the learning environment.
- **The school is placed on lock-down 30 minutes prior to dismissal. No parents may enter the building.** This is to ensure preparation for dismissal and all scholars’ safety.
- **For a scholar to be dismissed early, the scholar must bring a note from the parent in the morning. We do not accept phone calls.**
- **An authorized adult must** come in to sign the scholar out; We will only release scholars to an adult over the age of 18 who is listed on the emergency contact form.

**Consequences for Tardiness and Early Dismissal**

- **Three Tardies and/or Early Dismissals in a Quarter:** The parent/guardian will receive a warning letter entitled *Notice of Attendance Concern*. **Three tardies are equivalent to a one-day absence.**
- **Six Tardies and/or Early Dismissal in a Quarter:** The parent/guardian will receive a warning letter entitled *Notice of Chronic Tardiness*. The family will be required to meet with the Assistant School Leader and/or School Leader.
School Policies

Dress Code

Scholars are expected to wear KIPP Tulsa Spirit Wear every day. At KTUP, we believe that school spirit leads to the pride we want to see in our scholars and in our community. This pride enables us to take ownership of our learning, our teammates, our family, and our community. Ultimately, we want our dress code to embody the spirit of KIPP Tulsa, our community, and place the focus back on our scholars’ learning and the academic environment. If there are special events/privileges earned and scholars do not have to follow the spirit wear dress code, then we will communicate with families via a flyer, email, or by phone.

The KTUP spirit wear dress code is a symbol of pride and unity at our school. KTUP scholars are the closest to college, and their dress should reflect this elevated status. KTUP scholars are required to abide by the KTUP spirit wear dress code every day when attending school. Scholars must remain in the dress code at all times while on campus. Scholars should arrive on campus wearing a KIPP branded shirt, jacket (if needed), closed-toe shoes, belt (if needed) and pants/shorts (mid-thigh length).

- **Shirt:** Any KIPP Tulsa long-sleeved or short-sleeved branded shirt.
- **Bottoms:** Jeans, slacks, khaki pants or shorts (no bedazzled, holes above the knee showing skin, or showing of undergarments). Styled rips are acceptable. Skirts and shorts must be at least mid-thigh. Pants must have belt loops. **Leggings, jeggings, runners, joggers, sweat pants, and cargo jean shorts are not permitted.**
- **Belt:** Any solid color.
- **Head Coverings and Headbands:** Full head coverings may only be worn for religious purposes. If scholars choose to wear a headband at school, they are only permitted to wear the KTUP-issued headband or headbands that are approved navy blue, orange, white, black, or grey. No other headbands, bandanas, head wraps, bonnets, wave caps, do-rags or scarves are allowed at school.
- **Shoes:** Any closed-toe shoe.
- **Additional KTUP Apparel:** Scholars may also purchase additional KIPP Tulsa approved items such as shirts, sweaters, and pullovers from the [online school spirit store](#). There will also be opportunities to purchase school spirit wear items occasionally throughout the school year in house. Students are able to wear KIPP Tulsa cardigans from previous years as well.
  - *Note: Scholars have the option to wear additional KTUP-approved items, and therefore non-KTUP jackets, hoodies, and sweatshirts are prohibited. Scholars are allowed to wear solid color full-zip jackets without hoods that are a solid orange, navy blue, white, or gray. Apparel with hoods are **not** apart of the dress code and should be placed in the scholar’s locker. Hoods are not be worn on a scholar’s head inside of the building.*
- **Personal Tech:** Smartwatches (FitBit, Apple Watches, etc.) and headphones, including wireless Bluetooth headphones, are not permitted as part of the KTUP dress code. Headphones should be stored in backpacks or appropriate cases and placed in locker. Cell phones must be placed in the student’s locker.

- **ID Badge:** Scholars are required to wear their ID badges at all times. IDs must be on a lanyard or other form of another clearly visible accessory (e.g. a belt-loop ID holder).

- **Accessories:** All accessories (stud piercings, necklaces, bracelets, tattoos, etc.) must be professional in style and not distracting from the learning environment. These items will be allowed at the discretion of the school leaders and may be required to be covered while at school.

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### Spirit Wear:

*KIPP Tulsa branded attire that is professionally made.*

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- Pants with large holes in it. Pants should not show undergarments or areas above the thigh
- Leggings, jeggings
- Overly tight-fitted tops, dresses, skirts, or pants
- Tank tops, halter tops, spaghetti-strapped tanks, strapless tops
- Low-cut, midriff-baring, sheer, or generally revealing tops – tops should not show undergarments
- Flip flops or other sandals
- Shoe heels higher than 2”
- Sunglasses or any eyewear not required by prescription (i.e. plastic frames)
- Hats, bandannas, or hair-wraps of any sort
- Joggers or sweatpants
- Athletic Shorts
- Shirts containing any inappropriate text or images (i.e. illegal, dangerous, or sexual innuendos)

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Administrators may use their judgment in asking scholars to remove or replace any clothing or grooming item deemed inappropriate.

Transportation Policy

Transportation to and from school is provided by KIPP Tulsa Public Charter Schools. Participation in bus transportation is a privilege and not a right. Scholars are expected to be respectful and responsible by following all behavioral expectations specified in the KTUP Family Handbook. The right to free transportation is dependent on a scholar’s good behavior and compliance with the driver’s directions while waiting for and riding the school bus.

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

- Scholars are to remain in their seats for the duration of the bus ride unless re-assigned by the bus driver or school administration. **At no time while the bus is in motion should a scholar be out of their seat.**
- Putting hands or other body parts out of the bus windows, throwing things on or out of bus windows, using inappropriate, loud, or aggressive language, and not obeying the bus driver are all infractions that jeopardize the safety of others and can result in ridership privileges being suspended or revoked.
- More serious behavior (i.e. bullying, fighting, etc.) will be investigated and consequences will be earned as if on the school campus.

At dismissal, scholars who ride the bus should go directly to their bus and board. Scholars should not wait for other scholars or linger and socialize in the bus area as the bus has a schedule to keep and prompt departure is important.

On the bus, scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver. Scholars should not communicate with scholars on other buses or any people outside the bus. Scholars who behave poorly on the bus compromise the safety of themselves and others. Poor bus behavior may result in suspension or termination of transportation services. **If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**

The Senior Director of Operations and the Assistant Principal of Student Culture will investigate all bus referrals. The following infractions will result in bus referrals, and the Assistant Principal of Student Culture will discuss the incident and referral with the specific bus driver.
Behaviors That Are Not Allowed on School Buses

- Disrespectful behavior towards the driver, another scholar, or anyone outside of the bus
- Defiance towards the bus driver
- Failure to identify/False impersonation
- Physical violence
- Abusive language (swearing)
- Eating non-approved items/drinks on the bus
- Yelling or screaming
- Bullying
- Fighting
- Failure to remain seated
- Threatening behavior
- Sexual behavior
- Possession of drugs, weapons, animals, fireworks, or stolen merchandise
- Any other violation of school policy

Progressive Steps for noncompliance

- **First Bus Referral:** Scholar issued a warning and parent phone call/assigned another seat
- **Second Bus Referral/Incident:** One-week suspension of bus riding privileges
- **Third Bus Referral/Incident:** One-month suspension of bus riding privileges
- **Fourth Bus Referral/Incident:** Two-month suspension of bus riding privileges
- **Fifth Bus Referral/Incident:** Remainder of the year suspension of bus riding privileges

The School Leadership Team reserves the right to skip steps in the bus referral progression for serious acts of misconduct. Parent conferences must occur prior to the scholar’s regaining bus privileges.
KTUP encourages families to review the importance of proper bus behavior and the consequences of misconduct. Failure to attend school as a result of lost bus privileges will be considered as absent.

Student Driving and Parking Policy

● All vehicles driven by students must be registered with the main office prior to driving to school. An updated record must be maintained in the main office if the student drives a vehicle other than the one registered in the office.
● Updated license and proof of insurance are required to be on file prior to a student driving to school.
● **ALL ELIGIBLE SENIORS AND JUNIORS CAN BE ISSUED PARKING PERMITS AT THE BEGINNING OF EACH SCHOOL YEAR, UPON RECEIVING THEIR LICENSE, OR LATER ENROLLMENTS. THIS IS GOVERNED BY AVAILABILITY IN THE LOT AND ELIGIBILITY ACCORDING TO THE DISCIPLINARY CODE.**
● Parking permits shall be hung on the rearview mirror while parked in our lot. Failure to register a vehicle and/or display the parking permit on any vehicle operated by a student and parked on school grounds shall be considered a violation of these rules and regulations, therefore, the vehicle will subject to be towed at the owner’s expense.
● Vehicles that are not parked in the assigned space shall also be considered a violation of these rules and regulations, therefore, the vehicle will subject to be towed at the owner’s expense.
● **PARKING PERMITS ARE NOT TO BE SOLD OR TRANSFERRED TO OTHER STUDENTS AND MUST BE RETURNED TO THE MAIN OFFICE.**

The following behaviors will result in loss of driving privileges: (The length of the loss of driving privileges will be determined by the offense committed by the student.)

1. Five unexcused tardies to school (per class period) will result in an automatic driving permit suspension for the semester.
2. Frequent reflections
3. Excessive suspensions
4. Leaving school property without permission
5. Any other person without a license operating the permitted vehicle.
6. Traffic or vehicle violation to and from school (principal’s discretion)

*Any driving suspension necessitates that the student re-applies for this privilege.*
No vehicle may be operated on school property in a careless, reckless, or noisy manner. This shall include but is not limited to excessive "revving" of engines, racing with another vehicle, failure to yield to pedestrians, "squealing" of tires, excessive loudness of radios, and excessive noise created by the operator or occupants of a vehicle.

By registering and/or parking a motor vehicle on the property of KIPP Tulsa University Prep High School, you are consenting to the possibility of a search of the vehicle based upon reasonable suspicion of the administration. The purpose is to prevent the use of the vehicle for illegal acts and to protect the safety and welfare of students and staff.

Eligible students who drive registered vehicles to school shall not be permitted to use, or allow the use of, their vehicles during the school day for any purpose unless permission is first obtained from the administration. No student is to drive to KTUP unless they have a school-issued permit. Violators will face multiple days of suspension and possible suspension of driving privileges.

Any student who is a passenger will also be subject to disciplinary procedures.

Any student smoking in a vehicle while on school property will result in disciplinary action, including the loss of driving privileges for the operator of the vehicle.

Eligible students who drive registered vehicles to school shall immediately park their vehicles in the assigned spaces upon arrival at school and proceed to the approved waiting areas prior to entering school. There shall be no loitering in the parking lot or sitting in parked vehicles before, during, or after school hours. Once drivers enter the school parking lot in the morning, they may not leave unless they are enrolled in Tulsa Technology Center or Tulsa Community College.

**STUDENT DRIVER DISCIPLINE**

Students must park on school property for reasons of safety and security. No student will be allowed to park off school property. Each violation will result in after-school reflection, and repeat offenders could be suspended.

Safe driving is required by all student drivers traveling to and from school. Verified incidents of moving violations, reckless or unlawful driving will result in the loss of driving privileges for a designated period as established by the administration. Students violating driving privileges will be sanctioned as follows:
1. **Leaving the lot before busses or out of turn**

   The parking lot dismissal was designed to allow busses to get students home so they may return to the middle school for pickup and to avoid accidents in the parking lot. Students failing to comply will receive a two week suspension of their privileges.

2. **Parking off campus**

   a. 1\(^{st}\) offense – 2 after school reflections (one hour each)
   b. 2\(^{nd}\) offense – Extended After-School Reflection (3 hours)
   c. 3\(^{rd}\) offense - loss of driving/parking privileges for the remainder of the school year and 1 day of suspension (if possessing a permit); 1 day suspension for each violation from the 3\(^{rd}\) offense (if not possessing a permit).

3. **Moving violations / Speeding Tickets** (Traveling to and from school)

   a. 1\(^{st}\) offense – Loss of driving/parking privileges to and from school for 45 consecutive school days and 1 day suspension.
   b. 2\(^{nd}\) offense – Loss of driving/parking privileges to and from school for the remainder of the school year and 1 day suspension.

4. **Reckless or unlawful driving** (On campus and in the vicinity of the high school or middle school)

   a. 1\(^{st}\) offense – Loss of driving/parking privileges for 45 days and 1 day suspension
   b. 2\(^{nd}\) offense – Loss of driving/parking privileges for 90 days and 1 day suspension
   c. 3\(^{rd}\) offense – Loss of driving/parking privileges for the remainder of the school year and 1 day suspension

   **d. If reckless driving poses a significant safety threat to others on campus or during school, then the offense will be treated as a tier 4 behavior which could result in a 45-day out-of-school suspension.**
Driving offenses can be carried to the next school year. Hence, a loss of driving/parking privileges for 45 days could be carried to the next school year. A loss of privileges for the remainder of the school year would be calculated for a minimum loss of 45 days if occurring during the 4th quarter period.

Food Policy

KTUP offers breakfast and lunch service to scholars. The school participates in the National School Lunch Program, which provides free and reduced price breakfast and lunch to eligible scholars. We encourage scholars who wish to bring their lunch to pack healthy food items. Their lunch should be able to be stored in their locker as a refrigerator is not provided for scholars.

**Breakfast is served from 7:40 am – 8:00 am and is optional for all scholars.** Scholars who choose not to eat will go directly to their first hour class and/or wait in the foyer outside of the student lounge. Scholars are allowed to bring appropriate breakfast foods and must eat breakfast in the cafeteria. Scholars must immediately exit the cafeteria after eating breakfast. Breakfast will not be served after 8:00 am. **Please ensure your scholar arrives on time.** It is important that scholars have a healthy, balanced meal in order to withstand the academically rigorous program at KTUP.

**Families are prohibited from dropping off lunch to scholars.** The office will not accept food for scholars. Such requests disturb the learning environment. However, KTUP encourages families to eat lunch with their scholars. Please follow the visitor policy when eating lunch with your scholar.

**Scholars may also consume water and/or drinks that meet the healthy drinks guidelines in the classroom. Only clear water bottles are allowed on campus.** KTUP teachers and staff reserve the right to verify the contents of a scholar’s water bottle.

If special food requirements are necessary for your scholar, notify the school office and classroom teachers. A doctor’s note for food allergies is REQUIRED.

Charged Meals Policy

Scholars who receive reduced-cost or full-cost meals who have negative balances on their scholar meal accounts are made aware of negative account balances and given the opportunity to pay, in-full, all negative balances owed.

KIPP Tulsa University Prep shall have in place the following Charged Meals Policy:

- Scholar accounts with a balance after meals have been charged for two (2) days: A letter is sent home notifying the family that the scholar has an outstanding balance on his/her/their account. The letter will be mailed home to the scholar’s address on record and a copy of the letter will be sent home with the scholar.

- After meals have been charged for five (5) days and the scholar’s meal account is negative in excess of $15.00, a parent meeting will be scheduled with the Senior Director of Operations to resolve any outstanding balances.
o Full payment must be made within one business day of this meeting or payment arrangements must be made to resolve the outstanding balance.

o Scholars with a negative meal account balance will not be allowed to purchase a la carte items including extra milk, drinks, cookies, ice cream or any other item that is considered as à la carte.

At any time, regardless of the scholar’s meal account balance, a parent may request that the school cafeteria or main office place a block on their child’s account that prohibits the purchase of à la carte items.

Negative Balances

Negative balances must be resolved before the beginning of the new school year. Returning scholars with a negative balance will not be able to charge additional meals if the negative balance exceeds $30.00.

- If a scholar is not returning, please note that official transcripts and scholar records will not be released until the account is paid in full.

The following are acceptable forms of payment:

- Cash: Payments can be brought to the front office.

- Check or Money Order made payable to: KIPP Tulsa Public Charter Schools

- Credit Card: Payments can be made via the phone or in-person www.myschoolaccount.com

Refunds

For any scholar withdrawn from the school, a written request for a refund of any money remaining in the scholar’s meal account must be submitted to the business office either by mail, in person, or via email at tboxley@kippok.org.

Check Policy

KIPP Oklahoma Public Schools does not accept checks for payment.

Birthday Celebrations

Birthdays are special days for scholars. Treats may be sent to school if prior arrangements have been made with the Grade Level Chair and/or Assistant Principal. Your request must be made a week in advance. Please
be sure to send enough treats for all scholars. Due to allergies, we require that all treats be store bought with a label that lists all ingredients.

**Medication Policy**

All scholars must have the following on file:

- **Up-to-date immunizations and vaccinations**
- **Health Information form**: This form identifies the scholar’s emergency contacts, health care providers, and gives the school permission to initiate emergency medical treatment in the absence of a parent/guardian.
- **Authorization to Dispense Medication Form**: KTUP must be informed of any prescription medication that a scholar is required to take at school. Parents must complete an Authorization to Dispense Medication form. All medication must be presented in its original container from the pharmacy and must be brought in by a parent/guardian or accompanied with a note from the parent. Scholars may not bring their own medicine, including over-the-counter medication, to school and may not keep their own medicine in their backpack, locker, classroom or elsewhere.
  - Breathing machines are included as medications and therefore the same stipulations apply.
  - Asthma inhalers are allowed on the scholar’s person.
  - Medical marijuana is prohibited on any KIPP Tulsa campus.

**Health and Illness**

Please do not send your scholar to school if he/she is experiencing the following:

- moderate-to-high fever
- Vomiting and/or diarrhea
- Signs of contagious disease
- Illness that prevents them from participating in activities

If school staff believe a scholar needs to see a doctor, is contagious, increases the risk of illness to other scholars, teachers, and staff, or requires extended individual adult attention that disrupts the safety and regular functioning of the learning environment, a parent will be contacted to pick up the scholar to take them home.

**Messages/Phone Calls**

It would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will reach scholars or teachers during the day. Scholars and teachers may not receive incoming phone calls or messages unless it is an emergency that requires immediate attention. Such
calls should be rare.

With permission from a staff member, scholars may use the office telephone to make urgent phone calls. Forgotten homework or lunch does not qualify as an urgent phone call. Classes will not be disrupted to deliver forgotten items.

Scholars are prohibited from using their cell phones to make calls and/or sending messages anytime during the school day. The office staff is available to connect scholars and families in the event of urgent events or emergencies.

Scholar Cell Phone Use Policy

While cell phones are often necessary before and after school hours, they represent an unnecessary distraction to learning during class time. At KTUP, cell phones and/or portable electronic devices are stored away in scholars lockers, especially during instruction. Scholars may be on their phones during transitions and lunchtime. When scholars are in the classroom, their cell phones must be stored away in their lockers. Scholars are responsible for their cell phones and the school will not be responsible for lost, damaged, or stolen phones. Additionally, smartwatches (FitBits, Apple Watches, etc.) are not permitted in the classroom.

All families must agree to one of the following options below:

- **Scholar’s cell phone will be left at home.** Scholars will not bring a cell phone to campus.
- **Scholar’s cell phone will be powered down or on silent.** Scholars will turn off their cell phones or place them on silent prior to entering the building. Scholars must place their cell phones in their locker.
- **Scholar’s cell phone is turned in to the main office.** The Operations team in the main office will secure any turned in phones and scholars may pick them up at the end of the school day.

Cell Phone Consequences: If a scholar is in possession of a phone outside the options above during the day (i.e. in class during instruction), then the scholar will be required to give up the phone, which will then be secured in the Lock Box in the main office. The scholar will automatically earn a Level 3 Phone Correction as documented in DeansList, resulting in lunch detention. Additionally, the school will notify the family of the violation (via phone or email) and reaffirm the Cell Phone Commitment policy. We will follow the following discipline ladder as it pertains to the unauthorize possession and/or use of cell phones.

1. **1st Offense -** Student will be able to pick up their phone from the main office at the end of the school day by signing for the phone.
2. 2nd Offense - Parent will be able to pick up the cell phone from the main office at the end of the school day by signing for the phone.
3. 3rd Offense - Parent will be able to pick up the phone from the main office on the last day of school, May 19, 2023 by signing for the phone.

**Non-School Related Items**

Scholars are not allowed to bring the following items on the bus or to school:

- Glass bottle
- Spinner/fidget (documentation must be provided if needed for health reasons)
- Excessive amounts of cash
- Toys, video games, game systems, and non-school related electronics unless approved by the administration
- Matches or lighters
- Cigarettes (including e-cigarettes), illegal substances
- Marijuana or vape pens
- Weapons (or toy weapons)
- Blankets
- Any other item identified as distracting to the learning environment by school leadership

Items that are confiscated will be held by the teacher and returned at the end of the school day. Repeated offenses will result in more severe consequences.

KTUP is not responsible or liable for any personal items that are brought on the bus or to school and are lost, broken, or stolen.

**Scholar Searches**

The school authorizes the School Leadership Team to conduct searches of scholars and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the scholar violated the law or the school’s Code of Conduct or otherwise constituted a threat to the health, safety, welfare, or morals of the school, other scholars, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state and federal constitutional rights, which are applicable to personal searches of scholars and searches of their possessions.

An authorized school official may search a scholar or the scholar’s belongings based upon information received from a reliable source. Individuals other than the school’s employees will be considered reliable sources if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently
from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. School employees will be considered reliable sources unless they are known to have previously supplied information that they knew was not accurate.

Scholars may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such a search. Reasonable individualized suspicion to conduct a search of a scholar or a scholar’s possessions and the scope of the particular search shall be based upon, among other things, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Scholars have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. The school exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school leadership.

**Drug Free Campus Policy**

KTUP has a vital interest in maintaining a safe, healthy, and productive workplace for all its scholars, staff, and stakeholders. Scholars under the influence or control of drugs or alcohol present safety and health risks to themselves and others, and negatively impact the KTUP commitment to our KIPPsters. It is the KTUP policy to maintain a learning environment free of drugs, alcohol, and other illegal substances. All scholars, staff, and stakeholders are responsible for complying with this policy. The provisions of this policy are also applicable to volunteers, contractors and contract personnel, who are similarly responsible for implementing and complying with applicable provisions of this policy and all other policies that are part of this Handbook.

**Definitions:**

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

“Controlled substances” means all forms of narcotics, hallucinogens, depressants, stimulants and other drugs whose use, possession or transfer is illegal, restricted or prohibited by law, including, but not limited to, the following:

- Marijuana / edibles
- Opiates/synthetic narcotics, including cocaine, hydrocodone, hydromorphone, meperidine, methadone, oxycodone, and propoxyphene
- Cocaine
- Phenyl Cyclizine (“PCP”);
● Amphetamines
● Barbiturates
● Methaqualone; and/or
● Any drug for which the U.S. Department of Health and Human Services, the Commissioner of Health or any other applicable governmental agency has developed an approved protocol and positive threshold level. “Legal drugs” means drugs prescribed by a physician, dentist, or other person licensed to prescribe or dispense drugs and controlled substances and over-the-counter medicines which have been legally obtained and which are being used in accordance with the recommended dosage and for the purposes for which they were prescribed or manufactured.

“For Cause” means KTUP reasonably suspects or determines that an individual has engaged, or is engaged in, conduct involving controlled substances, alcohol, or legal drugs in violation of this policy. KTUP’s determination that for cause suspicion exists should be based on specific, contemporaneous, articulable observations and reasonable inferences drawn from observable facts. The determination may be based upon, among other things, the following:

● Observations concerning the appearance, behavior, speech, or body odors of the individual;
● Observable phenomena such as the physical symptoms or manifestations of being under the influence of controlled substances or alcohol while on campus or at KTUP sponsored events;
● Indication of the chronic and withdrawal effects of controlled substances;
● Direct observations of conduct prohibited under this policy while on campus or at KTUP sponsored events;
● A reasonably credible report of conduct prohibited under this policy by an individual on duty or in the KTUP workplace;
● Evidence that an individual has tampered with any test for controlled substances or alcohol under this policy; or
● Evidence of prohibited conduct under this policy.

● **Prohibited Conduct:** KTUP will not tolerate the unlawful manufacture, possession, use, sale, transfer, or purchase of alcohol, intoxicants, controlled substances, or designer drugs on or off the KTUP campus, as defined above. The KTUP campus will be free from alcohol, illegal drugs (marijuana, cocaine, etc.) or drugs taken for non-medicinal
purposes.

Consequence of consumption and distribution of alcohol and illegal substance(s): A scholar found in possession of or using illegal or improperly prescribed over-the-counter drugs on campus or at KTUP sponsored events, or being under the influence of alcohol or illegal drugs on campus or at KTUP sponsored events will be subject to suspension and recommendation to Palmer Drug Treatment Program. The consumption, possession, or sale of alcoholic beverages is strictly prohibited during school hours and at KTUP sponsored events.

Smoke and Tobacco-Free Campus

The entire KTUP campus is smoke-free. No individuals, including staff, visitors, or parents, are to be using any type of tobacco or legally obtained marijuana products on campus at any time, inside or outside. Electronic cigarettes are also banned. Violators of this policy will be asked to refrain from smoking. If non-compliance to this policy continues, violators will be denied access to the building and/or asked to leave the premises.

Suspicion of Child Abuse and Neglect

All KTUP staff are mandatory reporters of suspected abuse and/or neglect. Staff members who know or have reasonable cause to suspect child maltreatment as a result of neglect, abuse, including educational abuse wherein a parent/guardian denies education of a scholar by failing to ensure the scholar’s attendance at school, must be reported immediately.

Staff members must adhere to the following protocol when suspected child maltreatment has occurred:

- Notify a member of the School Leadership Team
- Call the Oklahoma Department of Human Services Abuse Hotline at 1-800-522-3511
  - In the event that a teacher is the reporting team member, the teacher must call the hotline to report the incident with school leadership present
- Complete a KTUP Incident Report and/or email School Leadership a formal statement of the incident

When calling the hotline, please have the following information (or as much as known):

- Victim’s name, date of birth, and address
- Perpetrator’s name, date of birth or age, and address
- Type of injury or harm is done to the victim
- Description of the incident (time/date, location in which it occurred, indication of intention to harm)
- Names and ages of other children or adults in the household
- Language spoken by parents
● Knowledge of any weapons (guns, knives, watchdogs) that may be present in the home

In addition to these steps, the School Leadership Team must complete the following protocol immediately after notifying DHS:

● Notify Tulsa Police Department Child Crisis Unit (918-586-6050) or appropriate law enforcement agency

In the event the Department of Human Services and law enforcement visit the school to interview the scholar, the following protocol should be followed to the best of the capacity of the leadership team:

● Prepare printed copies of the scholar’s demographic page from PowerSchool
● Ensure one team member from the School Leadership Team is in the room with the scholar at all times, preferably the staff member who made the initial report
● In collaboration with designated agencies, assess the most appropriate transportation and/or location for the child when school is dismissed
● Note: Protected personally identifiable information will be shared with agencies in accordance with FERPA guidelines. The law prohibits suppression, modifications, or edits to a report. Additionally, a mandated reporter’s refusal to report suspected child abuse and neglect can result in license suspension or revocation, and misdemeanor conviction. False reports to the hotline are also a misdemeanor. Anyone reporting in “good faith” is immune from criminal or civil liability.

Non-Discrimination Policy

Every member of our team has the right to learn in an environment free from harassment and/or discrimination based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, parental status, marital status, homeless status, or disability. Harassing conduct by any team or family member will not be tolerated. All KIPPsters are guaranteed equal access to educational and extracurricular programs and activities.

Make complaints with the School Leader and/or Assistant School Leader.

All complaints will be kept confidential and investigated in a timely manner. Knowingly suppressing false complaints may result in legal or administrative action against the complainant. Retaliation against complainants is prohibited.
Bullying, Harassment, and Intimidation Policy

KTUP endeavors to foster a safe and secure school environment where all scholars are comfortable and treated with due respect. Threats, intimidation, harassment, and bullying are not tolerated and offenders are subject to disciplinary action and referral to law enforcement.

The school reserves the right to discipline scholars’ off campus behavior that threatens the safety and well being of a scholar or KTUP staff member.

Bullying is the use of coercion or intimidation to obtain control over another person to cause physical, mental, or emotional harm to another person.

Bullying can be verbal, physical, sexual, or electronic harassment over an extended period of time.

- **Verbal harassment** includes threats, gestures, slurs based on someone’s ethnic, racial, religious background/ability, or other aspect of their identity, obscene language, slander, swearing, name-calling.
- **Physical harassment** involves stealing, shoving, hitting, pushing, slapping, spitting, tripping, fighting, and destroying property.
- **Sexual harassment** includes subjecting another person to unwanted sexual attention, coerces another individual into sexual activity, and/or punishes his or her refusal. It can be manifested in writing, verbally, or physically.
- **Cyber bullying** involves an individual or group engaged in the electronic transmission of images or communication intended to harm, intimidate, harass, insult, or humiliate an individual via email, text messages, blogs, Facebook, Instagram, SnapChat, Wikipedia, Twitter, Xanga, Piczo, instant messaging.

The accusation of bullying and harassment are serious and all cases will be kept confidential and given immediate attention. **A scholar should report bullying and harassment incidents immediately to an instructor and/or to the School Leader or the Assistant School Leader.**

All complaints are investigated and parties involved will be informed of the outcome. False complaints may result in legal or administrative action against the complainant. No person may retaliate against a complainant.

Scholar Records

KTUP abides by the Family Educational Rights & Privacy Act (FERPA) by affording parents and scholars under 18 years of age certain rights regarding the scholar’s records. Parents/guardians of scholars under the age of 18 have the right to review, inspect, and copy scholar records. This act also protects the scholar and the scholar’s family from invasion of privacy.

Parents and guardians may submit a written request to review their scholar’s records to the Director of School Operations. The written request should stipulate the specific records to be disclosed and the purpose of the
request. Parents will schedule a time to retrieve copies of the records with the Director of School Operations. Appointments shall occur within five business days of the original request.

**Restroom Policy**

The procedures for using the restrooms at KTUP must be followed in order to ensure the safety of scholars. It is vital that scholars understand and follow the procedures in order to ensure staff can monitor their location in the event of an emergency.

Scholars are encouraged to utilize the restroom during breakfast, lunch, and passing periods. Scholars are not permitted to use the restroom during direct instruction unless it’s an emergency. Permission to use the restroom will be given during independent work time so they do not miss key instruction.

Scholars must ask and wait for permission from the teacher to use the restroom. Scholars are encouraged to use the restrooms that are within the classrooms first. However, if the scholar need to leave the room, then they must submit a pass to their teacher using the Smart Pass system, wait for the teacher to approve it, before the scholar is permitted to leave the classroom. Only one scholar from the class may be out of class at any given time.

*If a scholar has a medical need to use the restroom more frequently, medical documentation is required from a physician and will be kept on file.*

In the event scholar behavior becomes unsafe, they will lose the privilege of being dismissed as needed and will be limited to times when their safety can be explicitly monitored by an adult.

**Student Send Home and Clearance for Return (COVID-19)**

**Policy Statement**

This policy provides guidelines for the dismissal of students who develop symptoms of an infectious disease in a school building. It also provides guidelines for students to return to school after suspected or confirmed cases of COVID-19 or exposure to COVID-19. In order to protect the health of students and staff in our schools, this policy was created based on guidance published by the Centers for Disease Control and Prevention (CDC) and set forth by the State of Oklahoma Health and Education departments.

**Objective/Purpose**

The health and safety of our students and staff is our primary priority and guiding principle behind our student dismissal and return to school policy. As such, we have created this policy to ensure that students who develop symptoms of COVID-19 at school are closely observed, separated, and dismissed accordingly, and that students who return to school after suspected or confirmed cases of COVID-19 or exposure to COVID-19 are safe to do so, both for themselves and for the rest of the community.
Scope/Audience/Eligibility

This policy applies to all students who present with symptoms during the school day, otherwise develop suspected or confirmed cases of COVID-19, or are exposed to people with confirmed cases of COVID-19.

Process

According to the CDC, people with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

No staff member should attempt to diagnose any illness of a student but should refer suspected cases to the nurse immediately.

Process for Students Who Present with Symptoms During the School Day:

Parents and guardians are our first line of defense and prevention. Please be diligent regarding your student’s health. **If your student presents any of the above listed symptoms please keep them at home. Students who arrive at school with symptoms will be sent home immediately upon arrival.** Please contact your student’s physician, the Tulsa City County Health Department, OU Physicians Tulsa or OSU Medical School for a COVID Test. Students who develop any of the above symptoms during the school day will be sent or escorted to the nurse’s office and quarantined until a parent or guardian comes to pick them up. These measures are taken as a necessary precaution to prevent outbreak and further spread and are taken at the discretion of administrative staff.

In all cases where the student is suspected to have COVID-19, every effort should be made to contact the parent/guardian and/or family physician immediately. Parents/guardians will be requested to pick up their student. Students should not be sent home alone if a parent/guardian is unable to pick up their student or provide such transportation. A student will not be taken home unless it is known that someone is there to
receive him/her. In extreme emergencies, the school nurse or leader may decide to call 911, contacting parents/guardians in advance if at all possible.

According to the CDC, people with the following symptoms may have COVID-19 and require immediate, emergency medical care:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

The school leader (or designated staff member) will individually inform teachers from whose classrooms a student has been separated. The school nurse or leader will follow the steps outlined in the escalation process for communicating news of student exposure. Student rights and confidentiality will be protected in accordance with law.

<table>
<thead>
<tr>
<th>Pick Up</th>
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<tbody>
<tr>
<td>Family will be notified via phone call.</td>
<td>Operations personnel monitors student symptoms until pick-up, and provides updates to family as needed</td>
</tr>
<tr>
<td>Schools make every effort to reach family immediately, including emergency contacts, until they reach an adult.</td>
<td>Adult must sign the KIPP Tulsa Re-Entry Policy naming re-entry requirements</td>
</tr>
<tr>
<td>An authorized adult must pick up the student within two hours of school contact.</td>
<td>Schools keep the signed letter in the student’s health file.</td>
</tr>
<tr>
<td>Operations personnel monitors student symptoms until pick-up, and provides updates to family as needed</td>
<td>Families also receive a photocopy of the signed letter.</td>
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<tr>
<th>Return to School</th>
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<tr>
<td>Scholars must take a COVID test and present that information to the main office.</td>
<td>Scholars should monitor their symptoms from the initial day of experiencing the symptoms. Scholars should return to school 5 days after the initial day.</td>
</tr>
<tr>
<td>A dated doctor’s note is strongly encouraged for attendance purposes</td>
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**Process for Students Who Develop Symptoms Outside of School:**

After developing any of the above symptoms, with or without a positive COVID-19 test result, a student may return to school with a note from a doctor’s office under the following conditions, following CDC guidelines:

- 3 days since resolution of fever without the use of fever-reducing medications AND
Symptoms improved AND
- 5 days since symptoms first appeared.

Depending on the student’s healthcare provider’s advice and availability of testing, the student might get tested to see if they still have COVID-19 after a positive COVID-19 test result. If they will be tested, they can return to school when they have no fever without the use of fever-reducing medications, their symptoms have improved, and they receive two negative test results in a row, at least 24 hours apart.

**Process for Students Who Test Positive for COVID-19 with No Symptoms:**

After testing positive for COVID-19 with no symptoms, a student may return to school with a note from a doctor’s office under the following conditions, following CDC guidelines:

- 5 days have passed since the test, if no symptoms develop.

Depending on the student’s healthcare provider’s advice and availability of testing, the student might get tested to see if they still have COVID-19. If they will be tested, they can return to school after they receive two negative test results in a row, at least 24 hours apart.

If they develop symptoms after testing positive, they must follow the guidance above for Students Who Develop Symptoms Outside of School.

**Process for Students Who Have Been in Contact with Someone with COVID-19:**

Additionally, any student who has been in contact with someone with COVID-19 must get tested and closely monitor their symptoms and should continue to wear their mask. If in those initial days the student develops symptoms or tests positive for COVID-19 with no symptoms, they must follow the guidance above.

In any of the above scenarios, students and families must inform their school’s Operations Associate of the details of the situation. The Operations Associate will then communicate with school leadership as needed.

**Questions**

If you have any questions about this policy, please refer them to our Senior Director of Operations, Mr. Thomas Boxley at 918-833-8822
Academic Policies

Overview of Academic Strategy

A complete outline of the Academic, Grading, and Curricular policies are further outlined in the KIPP Tulsa University Prep High School Academic and Curriculum Handbook. The purpose of this section is to provide a general overview of the systems and structures at KTUP.

Without a doubt, teaching in a high school context is extremely challenging. Unlike middle school, teachers are servants of multiple high-stakes assessments with real-life consequences for scholars: failing to meet a college-ready threshold on the ACT undermines their college options and not having exposure to AP-level rigor prior to graduation reduces scholars’ chances of persisting in college. Therefore, it is imperative that we have a coherent, integrated strategy to ensure instruction at our schools is consistent in quality.

Instructional Vision

At KIPP Tulsa, we believe choice-filled lives are enabled by educational attainment. We believe that scholars deserve and thrive in inquiry-based classrooms facilitated by content-area experts. Scholars possess the skills to prove arguments with reason and critical thought, both through discussion and in writing. Teachers are experts in the facilitation of learning through intense lesson internalization and monitoring scholars’ progress. Data analysis is the engine that drives all academic decision-making - before scholars ever enter a classroom, in the learning moment, and upon assessment of learning. Scholars leave KTUP equipped with the academic skills to access rigorous university curriculum.

Ultimately, our vision for instruction is simple, though attaining it is complex. To prepare scholars for college we clearly outline the standards of excellence, course of studies, and instructional methods they will experience at KTUP.

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<tr>
<th>College Readiness Indicators</th>
<th>Academic Health</th>
<th>College Readiness</th>
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<tbody>
<tr>
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<td>• 85% above 2.5 GPA</td>
<td>• 75% at 21+ on the ACT by graduation</td>
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<td></td>
<td>• 70% above 3.0 GPA</td>
<td>• 35% at 24+ on the ACT by graduation</td>
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<table>
<thead>
<tr>
<th>Instructional Design</th>
<th>Course of Studies</th>
<th>Time</th>
<th>Curriculum &amp; Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 4 Years of ELA</td>
<td>• 45-minute periods</td>
<td>• CCRS Standards</td>
</tr>
<tr>
<td></td>
<td>• 4 Years of Math</td>
<td>• Teachers have two 45-minute periods off daily or one 75-minute for planning and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3 Years of Science</td>
<td></td>
<td>○ Exit Tickets</td>
</tr>
<tr>
<td></td>
<td>• 3 Years of History</td>
<td></td>
<td>○ Quizzes</td>
</tr>
<tr>
<td></td>
<td>• Every scholar will enroll</td>
<td></td>
<td>○ Unit Assessments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• AP For All Curriculum</td>
</tr>
</tbody>
</table>

### Course of Studies

<table>
<thead>
<tr>
<th>Subject</th>
<th>OK Graduation Required Credits</th>
<th>KTUP Graduation Required Credits</th>
<th>KTUP Course Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>3 (Algebra I and above)</td>
<td>4</td>
<td>Algebra Foundations&lt;br&gt;Algebra 1 or Advanced Algebra 1&lt;br&gt;Geometry or Advanced Geometry&lt;br&gt;Algebra 2 or Advanced Algebra 2&lt;br&gt;Math of Finance&lt;br&gt;AP Calculus AB*</td>
</tr>
<tr>
<td>Language Arts</td>
<td>4</td>
<td>4</td>
<td>English I or Advanced English I Composition&lt;br&gt;English II or Advanced English II&lt;br&gt;English III or AP English Language*&lt;br&gt;College Prep English&lt;br&gt;English 1113 - TCC*</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>3</td>
<td>3</td>
<td>Biology or Advanced Biology&lt;br&gt;Chemistry or AP Chemistry&lt;br&gt;Physics or AP Physics&lt;br&gt;Environmental Science or AP Environmental Science*</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>3</td>
<td>½ Oklahoma History&lt;br&gt;½ U.S. Government&lt;br&gt;World History or AP World History*&lt;br&gt;US History or AP US History*</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
<td>2</td>
<td>Spanish I Non-Native&lt;br&gt;Spanish II Non-Native&lt;br&gt;AP Spanish*</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>2</td>
<td>2</td>
<td>Computer Science I&lt;br&gt;Computer Science II&lt;br&gt;AP Computer Science Principles*&lt;br&gt;AP Computer Science A*</td>
</tr>
<tr>
<td>Additional Unit</td>
<td>1</td>
<td>1</td>
<td>One additional course from above, or AP course</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td>1</td>
<td>Music Appreciation&lt;br&gt;Band&lt;br&gt;Marching Band&lt;br&gt;Speech and Debate&lt;br&gt;Photography</td>
</tr>
<tr>
<td>PE and Wellness</td>
<td>0</td>
<td>0</td>
<td>PE&lt;br&gt;Marching Band</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>6</td>
<td>Introduction to Sociology&lt;br&gt;Journalism&lt;br&gt;Multicultural Studies&lt;br&gt;Sewing&lt;br&gt;Varsity Athletics</td>
</tr>
</tbody>
</table>

**Additional Graduation Requirements**

**PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. § 11-103.6H**

Scholars shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act and any additional course requirements or recommended elective courses as may be established by the State Board of Education and the district school board.

**CPR/AED REQUIREMENT 70 O.S. §1210.199**

All scholars enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator at least once between the 9th grade and graduation.
SENIOR INTERNSHIP
All scholars enrolled in KIPP Tulsa as a senior shall participate in the senior internship program completing approximately 40 hours in a field of their choice during the senior internship week outlined by KIPP Tulsa University Prep High School.

Graduation Requirements

Graduation in Oklahoma is based on earning the outlined course credits and taking required college-reading assessments. For the 2022-2023 school year, scholars will take assessments in English Language Arts, Mathematics and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every scholar Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires scholars to be tested in U.S. History during high school.¹

Scholars with Special Needs: Graduation requirements will be adjusted in accordance with Individualized Education Plans (IEPs)/504 Accommodations on an individual basis for scholars. Additionally, KIPP Tulsa High will also utilize Credit Flexibility when it is appropriate to meet the needs of our scholars. There may also be instances where scholars with severe disabilities may have the scores of OSDE state tests waived so as to not impact their progress towards earning a degree equivalent to their peers. A more comprehensive indicator of support available to scholars with special needs is available in the Scholar Support Handbook.

<table>
<thead>
<tr>
<th>KTUP Course of Study 22-23</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>ELA</strong></td>
</tr>
<tr>
<td><strong>Math</strong></td>
</tr>
<tr>
<td><strong>Science</strong></td>
</tr>
<tr>
<td><strong>College Readiness</strong></td>
</tr>
<tr>
<td><strong>Spanish</strong></td>
</tr>
</tbody>
</table>

¹ Oklahoma State Department of Education; College Preparatory/Work Ready Curriculum Graduation Requirements Graduation Class of 2022; 70 O.S. §11-103.6; OAC 210:35-25-2

37

| Computer Science | Computer Science I | Computer Science I  
|                 |                 | AP Computer Science Principles  
|                 |                 | Computer Science II  
|                 |                 | AP Computer Science Principles  
|                 |                 | AP Computer Science A  
| Fine Arts       | Band             | Band             
|                 | Music Appreciation | Music Appreciation  
|                 | Marching Band     | Marching Band     
|                 | Photography       | Photography       
|                 | Speech and Debate | Speech and Debate  
|                 |                   |                   
|                 |                   |                   
|                 |                   |                   

* If available
Promotion Requirements

Scholars may not “drag” more than two credits into the subsequent academic year (one elective credit and one core credit). Therefore, scholars must pass a full year of three different core classes and a full year of one elective credit. Scholars who fail electives may be required to take a supplemental online course or find an alternative program. Full credits are assigned on an annual basis and therefore each semester is .5 credit.

<table>
<thead>
<tr>
<th>Promote</th>
<th>Attend Summer Academy/Credit Recovery Options</th>
<th>Retain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Status</td>
<td>Scholar has earned all required credits necessary to be promoted</td>
<td>Scholar has earned all but one required core and one elective credit to-date</td>
</tr>
<tr>
<td>Promotion Status</td>
<td>Scholar will be promoted to the next grade</td>
<td>Scholar will be promoted to the next grade regardless of Summer Academy outcome</td>
</tr>
<tr>
<td>Graduation Cohort</td>
<td>Remains the same</td>
<td>Remains the same, scholar must recover credit prior to graduation</td>
</tr>
<tr>
<td>National Cohort</td>
<td></td>
<td>Remains the same</td>
</tr>
</tbody>
</table>
ICAP Requirements

A. As used in this section, "Individual Career and Academic Plan (ICAP)" means an individualized plan developed by the student and the student's parent or legal guardian, in collaboration with their school counselors, school administrators, teachers and other school personnel, that is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including, but not limited to, military careers, apprenticeship programs, career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce.

B. As part of the multi-measures approach to high school graduation recommended by the State Board of Education, pursuant to Section 5 of House Bill No. 3218 passed by the Legislature in the 2nd Session of the 55th Legislature, the Board shall adopt a new statewide system of college and career planning tools which shall be known as the "Individual Career Academic Plan (ICAP)". The Board shall work cooperatively with school districts to incorporate the ICAP into graduation requirements.

1. Beginning with students entering the ninth grade in the 2019-2020 school year, each student shall be required to complete the process of an ICAP in order to graduate from a public high school with a standard diploma. Each year thereafter, students shall annually update their ICAP. The ICAP shall include, but not be limited to:

   a. career- and college-interest surveys,
   b. written postsecondary and workforce goals and information of progress toward these goals,
   c. intentional sequence of courses that reflect progress toward the postsecondary goal,
   d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
   e. experience in-service learning and/or work environment activities.

2. The ICAP system shall be implemented according to the following schedule:

   a. for the 2017-2018 school year, the Oklahoma State Department of Education shall work with school districts, the Oklahoma State Regents for Higher Education and the Oklahoma State Board of Career and Technology Education to develop individual career academic planning tools for students in grades six through twelve,
   b. for the 2018-2019 school year, the Department shall incorporate the ICAP as described in paragraph 1 of this subsection on a pilot program basis, and

c. for the 2019-2020 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the ICAP as described in paragraph 1 of this subsection for all students entering the ninth grade.

C. Nothing in this section shall be construed to prevent a district from implementing the ICAP for students in earlier grades.

D. ICAPs for students with disabilities, as defined in the Individuals with Disabilities Education Act (IDEA), P.L. No. 105-17, shall take into account and work in cooperation with the student’s individualized education program (IEP) or Section 504 Plan as defined by the Rehabilitation Act of 1973, P.L. No. 93-112.


Grading Policies

All core content area classes are graded on a 4.0 unweighted scale and a 4.33 grading scale. KIPP High Schools offer D’s, however, they do not help scholars build a compelling college application nor reflect acceptable mastery of taught content.

GPA is a critical factor in high school in ways that it is less applicable in a scholar’s elementary and middle school years. First, GPA is a major factor when colleges determine an applicant’s potential and too low a GPA can eliminate an application early in the admission process. In some cases, simply having a minimum GPA in high school may allow for automatic admission to a college or university. Second, GPA is also a major factor when scholars apply for financial aid, grants, and scholarships. Allowing scholars to pass with a D will result in both a low cumulative GPA and will imply unsatisfactory mastery of content. KIPP Tulsa deploys a variety of intervention processes and academic health evaluation cycles to support scholars in maintaining passing grades and a strong GPA. It is imperative that the school and family share like-minded views by holding scholars accountable to achieving grades that are a “C” or better.

Note: AP Courses follow this GPA scale (there is not an AP GPA “bump.”)

<table>
<thead>
<tr>
<th>Table 5 GPA Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Grade</strong></td>
</tr>
<tr>
<td>A+</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>A-</td>
</tr>
<tr>
<td>B+</td>
</tr>
</tbody>
</table>
Grading Categories and Weights

KTUP teachers employ a common set of grading categories for all academic courses. The school employs common grading categories and weights to ensure school-wide consistency, preserve the distinctive nature of each course, codify the rigor of college-preparatory coursework, and effectively communicate academic expectations to scholars and families. The names and weights of each category, as well as the appropriate categorizations of typical assignments and assessments, are detailed in the table below.

<table>
<thead>
<tr>
<th>Assignment Types</th>
<th>Homework</th>
<th>Classwork</th>
<th>Formative Assessment (Quizzes and ExitTickets)</th>
<th>Summative Assessment (Tests/Unit Assessments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen &amp; Sophomores</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Juniors &amp; Seniors</td>
<td>15%</td>
<td>20%</td>
<td>30%</td>
<td>35%</td>
</tr>
<tr>
<td>Any of the following when assigned for out of class completion:</td>
<td></td>
<td></td>
<td>• High Priority Exit Tickets</td>
<td>• Interim Assessments</td>
</tr>
<tr>
<td>• Independent practice problems or exercises</td>
<td></td>
<td></td>
<td>• Rough Drafts</td>
<td>• End-of-Module/End of Unit Assessments</td>
</tr>
<tr>
<td>• Notes/Annotations</td>
<td></td>
<td></td>
<td>• Weekly Mastery Quizzes</td>
<td>• CIA (Curriculum Imbedded Assessments)</td>
</tr>
<tr>
<td>• Questions</td>
<td></td>
<td></td>
<td>• Selected problems or questions from a homework or</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Readings</th>
<th>Exit Tickets</th>
<th>classwork assignment</th>
<th>Final drafts of paper or labs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions</td>
<td></td>
<td>Seminar write-ups</td>
</tr>
<tr>
<td></td>
<td>Readings</td>
<td></td>
<td>Summative seminar rubrics</td>
</tr>
<tr>
<td></td>
<td>Group-Work Rubrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Participation or Seminar Rubrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do Now Responses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Growth. Leadership. Unity. Excellence.**
Volume and Number of Assignments

Teachers have to strike a balance between several factors when grading: providing scholars with meaningful and timely feedback; gathering data on scholar performance and mastery; ensuring that course grades are accurate and holistic reflections of scholar performance; accounting for completion of assignments. Moreover, teachers must avoid two contrary dangers:

- **The “semester killer”**: a low grade carries a disproportionate amount of weight in the final quarterly percentage because so few grades exist in the same grading category.
- **Grade “noise”**: an excessively high number of assignments such that the value of assignments is undermined by the sheer volume of other grades. An excessively high number of grades can be an indicator of an over-reliance on checks for completion in lieu of a more meaningful and substantive evaluation of scholar performance on assignments.

Given the complexity and importance of accurate, fair, meaningful grading, the following are the expectations for KTUP for the minimum number of grades per category each week.

### Freshmen and sophomores gradebook non-negotiables

<table>
<thead>
<tr>
<th>Category</th>
<th>Homework</th>
<th>Class Performance</th>
<th>Formative Assessments</th>
<th>Summative Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>no more than 50% of assignments may be graded for completion</td>
<td>no more than 33% of assignments may be graded for completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number per week</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>as noted in scope and sequence</td>
</tr>
<tr>
<td></td>
<td>*1 for electives</td>
<td>*2 for electives</td>
<td>*1 for electives</td>
<td></td>
</tr>
</tbody>
</table>

### Juniors and Seniors gradebook non-negotiables

<table>
<thead>
<tr>
<th>Category</th>
<th>Homework</th>
<th>Class Performance</th>
<th>Formative Assessments</th>
<th>Summative Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>no more than 50% of assignments may be graded for completion</td>
<td>no more than 33% of assignments may be graded for completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number per week</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>as noted in scope and sequence</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*1 for electives</td>
<td></td>
</tr>
</tbody>
</table>

Missing Assignments

Assignments that are not completed or submitted when a scholar was present will be recorded in the gradebook as an “0.” Teachers will “tag” the missing assignment using the “Missing” tag in the gradebook. Scholars will have five business days to submit missing assignments for late credit. This does not change scholars’ grades, as an M is worth 0 points, but it does indicate that the assignment is no longer able to be submitted for credit.

- Freshman and sophomores’ late work can earn a maximum of 60% of the credit.
- Junior and seniors’ late work can earn a maximum of 40% of the credit.

At the end of each school day, teachers will post a link to their class materials in a weekly calendar for all scholars to access. This will empower scholars to take responsibility for their own missing assignments and complete them in a timely manner. Teachers may also place a physical copy in a designated place in the room for students to access make up work.

Any scholar with an excused absence will have the number of days s/he was absent to make up missed work. For example, if a scholar was absent for 3 days, s/he has 3 days to turn in all assignments before the late credit policy applies.

Report Cards

Report cards are distributed twice a year, at the end of each semester. If you do not receive your child’s report card you must contact the school. If any money is owed at the end of the school year (for missing library books, outstanding meal costs or for any other school related issue) you will not receive a report card until the fine has been paid. Parents also have access to check their scholar’s grades regularly by logging in to PowerSchool.

Parent Conferences

Within each semester, we will hold parent conferences with families. Conferences are strongly encouraged for all families. Parents are also eligible to earn 1 hour of volunteer hours by attending parent-teacher conferences. The purpose of parent conferences is to set goals, monitor progress towards goals, and celebrate success.

Progress Reports

Parents will receive a weekly written progress report to inform them of their scholar’s progress. If your scholar is failing a class the progress report needs to be signed and returned to their teacher. Families are encouraged to reach out to teachers with questions and concerns regarding grades. If a scholar fails to return a signed progress report to school, the scholar will serve after-school reflection until their report is brought
to school, signed.

**Academic Supports**

- **Chromebook:** Every KTUP scholar will receive a personal chromebook to use throughout his or her time at KTUP. More information can be found in the Chromebook Commitment document.

- **Tutoring:** Scholars may receive additional academic assistance daily. Participation may be voluntary or involuntary, as it will be assigned by teachers for scholars needing extra help. Scholars should understand tutoring is not punishment, but an opportunity to increase their academic performance. Attendance is mandatory and skipping tutoring has the same consequences as skipping a core academic course. Check the office for tutoring schedules.

  If scholars are being a distraction or not following directions, they will be asked to leave. If misconduct continues, teachers reserve the right to ban scholars from tutoring.

  When tutoring ends, teachers will escort scholars outside to be picked up at the designated time. **Arrive on time to pick up your scholar as teachers will not be available after 5PM. Continued late arrivals will result in your scholar not being allowed to stay for tutoring.**

**Core Values and Discipline**

A complete outline of the Culture and Discipline policies are further outlined in the KIPP Tulsa University Prep High School School Response to Behavior Plan. The purpose of this section is to provide a general overview of the systems and structures at KTUP.

**Core Beliefs**

Each scholar is a unique individual with unique personal, emotional, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique scholar and unique situation. The outcomes for scholars learning from their mistakes increase dramatically when scholars see a reasonable connection between their behavior and the resulting consequences.

The KIPP Tulsa University Prep High School staff dedicates itself to following a set of core beliefs that provide a guide for addressing scholar discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help scholars see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.
1. I believe that every attempt should be made to maintain the dignity of both the adult and the scholar.
2. I believe that scholars should be guided and expected to solve the problem they create without making problems for anyone else.
3. I believe that scholars should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. I believe that scholars should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
5. I believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school staff.
6. I believe that it is best if a scholar does most of the thinking.
7. I believe that there should be a logical connection between misbehavior and resulting consequences.

Behavior Management Overview

The KTUP goal is to provide a positive, safe learning environment in order for scholar learning to be maximized. Behaviors at KTUP are either classroom managed or office managed. The matrix below is not intended to address the entire spectrum of scholar behavior. The Administrative Team reserves the right to address misconduct that is not specifically included in this discipline policy.

This code applies to actions of scholars during school hours, before and after school, while on school property, while traveling in school vehicles funded by KTUP, while participating on any team or group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any computer or IT devices. This code also applies to actions of scholars before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in school.

Please be advised, KIPP Tulsa Public Charter Schools employees should not spank, paddle, swat or otherwise touch a scholar as a consequence. This is considered corporal punishment. Our charter authorization does not include provisions that allow for use of the aforementioned consequences. Please direct any questions or concerns to your School Leader.

Scholars Meeting Expectations: GLUE Points

The KTUP staff is focused on reinforcing positive behavior by distributing GLUE Points to scholars displaying core values of KTUP: Growth. Leadership. Unity. Excellence. Learning to have respect is one of the best ways scholars can prepare for college and a career as well as feel safe, joyful, valued, and appreciated at school. Showing respect means taking care of yourself, and being aware of how your actions affect others and the environment.

GLUE Examples and Expectations
### Scholars

<table>
<thead>
<tr>
<th>Respect Self</th>
<th>Respect Others</th>
<th>Respect the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Come to class on time and prepared</td>
<td>- Allow others to learn without disruption</td>
<td>- Reduce, reuse and recycle waste</td>
</tr>
<tr>
<td>- Start work promptly</td>
<td>- Listen when others are speaking</td>
<td>- Put trash in the trash can</td>
</tr>
<tr>
<td>- Work to the best of your ability</td>
<td>- Behave in a safe and considerate manner</td>
<td>- Take care of the furniture, buildings and plants at school</td>
</tr>
<tr>
<td>- Ask for help when you need it</td>
<td>- Take care of the property of others</td>
<td>- Treat Chromebooks and school technology with care.</td>
</tr>
<tr>
<td>- Make good use of the academic, cultural and sporting opportunities provided</td>
<td>- Accept those with differing backgrounds, culture, and ability</td>
<td></td>
</tr>
<tr>
<td>- Use proper hygiene daily</td>
<td>- Tell an adult or peer thank daily</td>
<td></td>
</tr>
</tbody>
</table>

Scholars will support these expectations by:

- Accepting responsibility for their own behavior and its consequences
- Accepting the right of teachers to set rules to support learning
- Participating in peace circles, restorative conversations, and restorative conferences with peers and staff
- Making public apologies to repair the harm

### Staff

<table>
<thead>
<tr>
<th>Respect Self</th>
<th>Respect Others</th>
<th>Respect the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Come to class on time and prepared</td>
<td>- Set clear expectations in the classroom</td>
<td>- Provide a safe, orderly, caring learning environment</td>
</tr>
<tr>
<td>- Start class promptly</td>
<td>- Redirect misbehavior in a timely manner</td>
<td>- Put trash in the trash can</td>
</tr>
<tr>
<td>- Teach to the best of your ability</td>
<td>- Listen to scholars when they are speaking</td>
<td>- Take care of the furniture, buildings and plants at school</td>
</tr>
<tr>
<td>- Get proper rest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Give 100% daily
- Admit your wrongs
- Ask for help when you need it

- Speak in a safe and considerate manner
- Accept those with differing backgrounds, culture, and ability
- Think the best of each scholar
- Tell a scholar, staff, or parent thank you daily

Staff will support these expectations by:

- Showing enthusiasm for their content areas
- Showing commitment, preparedness and professionalism in their work
- Encouraging each scholar to develop to their full potential
- Establishing clear guidelines for classroom behavior, and make sure that these are met
- Maintaining regular and open communication with scholars and their families
- Leading peace circles and participating in restorative conversations, and restorative conference

### Parents

<table>
<thead>
<tr>
<th>Respect Self</th>
<th>Respect Others</th>
<th>Respect the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Regularly attend school events</td>
<td>● Volunteer at the school</td>
<td>● Reduce, reuse, and recycle waste</td>
</tr>
<tr>
<td>● Advocate for yourself</td>
<td>● Set a consistent bedtime and wake up time for your scholar</td>
<td>● Put trash in the trash can</td>
</tr>
<tr>
<td>● Read and review the Family Handbook often</td>
<td>● Drop your scholar off at school on time daily</td>
<td>● Take care of the furniture, buildings and plants at school</td>
</tr>
<tr>
<td>● Stay informed about happenings at KTUP</td>
<td>● Pick your scholar up from school on time daily</td>
<td>● Park in the car lane</td>
</tr>
</tbody>
</table>
Parents and caregivers will support these expectations by:

- Ensuring that their child attends school on time and regularly
- Sending scholars well prepared for school daily
- Taking an active interest in their child’s school work and homework
- Supporting school activities
- Communicating with the school
- Arriving on time to retrieve their scholar from school
- Participating in peace circles, restorative conversations, and restorative conferences with peers and staff

**Throughout the school year we will work to celebrate scholars successfully demonstrating the 3R’s with individual scholar recognition, privileges, celebrations, shout-outs, field trips, free dress passes, and other activities.**
Response to Negative Behavior: Corrections

KTUP staff responds to misbehavior that is frequent or intense enough that general management strategies are not effective. **Misbehavior is either classroom managed for minor infractions or office managed for major infractions.**

| Classroom Managed - Minor Corrections  
  (Level 1 & 2) | Dean/Office Managed - Major Corrections  
  (Level 3) |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>● Littering</td>
<td>● Bullying (including cyber bullying)</td>
</tr>
<tr>
<td>● Playing with fidget spinners</td>
<td>● Verbal and sexual harassment</td>
</tr>
<tr>
<td>● Unprepared for class</td>
<td>● Theft/ or possession of stolen property</td>
</tr>
<tr>
<td>● Play fighting (including in a joking manner)</td>
<td>● Fighting</td>
</tr>
<tr>
<td>● Name calling</td>
<td>● Skipping class</td>
</tr>
<tr>
<td>● Talking during drills (fire, tornado, etc.)</td>
<td>● Skipping school</td>
</tr>
<tr>
<td>● Not returning a Dean’s List report, Progress report, or other notices</td>
<td>● Skipping after-school reflection</td>
</tr>
<tr>
<td>● Property damage</td>
<td>● Inappropriate use of technology</td>
</tr>
<tr>
<td>● Cell phones (possession/use)</td>
<td>● Malicious gossip</td>
</tr>
<tr>
<td>● Food and/or drink visible (except for water)</td>
<td>● Pattern of cheating</td>
</tr>
<tr>
<td>● Leaving area messy (any common area)</td>
<td>● Plagiarism</td>
</tr>
<tr>
<td>● Tardy to class</td>
<td>● Public displays of affection</td>
</tr>
<tr>
<td>● In hallway without pass</td>
<td>● Pattern of non-compliance</td>
</tr>
<tr>
<td>● Public displays of affection</td>
<td>● Trespassing</td>
</tr>
<tr>
<td>● Dress code violation</td>
<td>● Refusal to serve previously earned consequence</td>
</tr>
<tr>
<td>● Skipping lunch reflection</td>
<td>● Destruction of property</td>
</tr>
<tr>
<td>● Inappropriate use of technology</td>
<td>● Failure to identify</td>
</tr>
<tr>
<td>● Making loud and distracting noises</td>
<td>● Physically and/or verbally aggressive</td>
</tr>
<tr>
<td>● Blurring out</td>
<td>● Non-compliance</td>
</tr>
<tr>
<td>● Out of seat</td>
<td></td>
</tr>
</tbody>
</table>
Corrective Disciplinary Consequences

Restorative Practices: KTUP uses restorative practices, which is a process of building school culture that relies on relationships, empathy, responsibility, and the empowerment of scholars to resolve problems and to treat conflicts as teachable moments. Restorative Practices remove reward and punishment as the focus in the discipline process and provide tools for scholars to be proactive and reflective in efforts to change their behavior. Restorative practices involve matching appropriate responses and logical consequences to scholar misbehavior. Overall, restorative practices and logical consequences to scholar misbehavior are usually specific to scholars and situations.

All of our corrective disciplinary consequences below implement restorative practice principles.

Reflective/ Restorative Assignment: Reflection and self-processing is vital to shaping a well-rounded and self-aware scholar. KIPPsters may be given time to reflect in written format when non-scholarly behaviors are shown. This may include handwriting our KIPP Motivator, a pre-written motivational credo, or producing an essay that speaks to solutions or strategies that the scholar can implement to be a stronger student.

Phone Call: We value the family-school partnership and believe that a scholar’s success depends on all parties involved, we often use phone calls or texts home to communicate various topics to parents/guardians. These can include, but are not limited to, missing homework and scholar misbehavior. If we call (or if we have the scholar call), it is to get your help in redirecting the scholar so that he/she is on track and ready to learn. Please help us by talking with your scholar briefly on the phone and following up with him/her at home.

Behavior Lunch Reflection: Scholars forfeit their free time during lunch/recess to silently reflect upon their misbehavior. This action may also be accompanied by a phone call home, essay prompts, or discipline paragraphs.

Community Service: A series of tasks to be completed during school, after-school, or on Saturday by the misbehaving scholar. The service hours include but are not limited to cleaning the inside and outside of the building, collecting trash, cleaning vandalized items, etc.

Restorative Conversations/Conferences often happen between scholars and staff members, but can occur scholar-to-scholar, staff member to scholar or family members, etc. The goal of the restorative conversation is to help both parties reflect on what happened and how to move forward in a way that builds trust and healthy relationships. In a restorative conversation some version of the following questions may be asked:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?
- What are you taking away from this conversation?
After-school Reflection: Reflection will be held after school from 3:30pm – 4:30 pm. It is a silent time for scholars to reflect upon their misbehavior and determine an improvement plan. Parents are responsible for providing transportation. No late arrivals will be accepted.

Suspension: Scholar short and long-term suspensions are the remedies of last resort. However, by creating the following standards and procedures for suspensions, KIPP Tulsa will ensure that no scholar presents a danger to people or property, disrupts school activities, or threatens campus peace, safety or security. The School Leader of KIPP Tulsa or his/her designee may suspend a scholar following the KIPP Oklahoma Behavior Matrix (see below). Prior to suspending a scholar, the School Leader or designee shall hold an informal conference with the scholar to:

- Notify the scholar of the accusations against him/her;
- Allow the scholar to relate his/her version of the incident; and
- Determine whether the scholar’s conduct warrants suspension.

### Behavior Matrix: Negative Behaviors

<table>
<thead>
<tr>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Owns</td>
</tr>
<tr>
<td>● Off-task or disengaged behavior (tapping on a desk, staring off into space, playing in backpack)</td>
</tr>
<tr>
<td>● Omission of please, thank you, sir, ma’am</td>
</tr>
<tr>
<td>● Talking out of turn</td>
</tr>
<tr>
<td>● Failing to track the speaker</td>
</tr>
<tr>
<td>● Immediately correctable uniform issues</td>
</tr>
<tr>
<td>● Leaving seat without permission</td>
</tr>
<tr>
<td>● Incomplete homework</td>
</tr>
<tr>
<td>● Missing supplies</td>
</tr>
<tr>
<td>● Missing homework</td>
</tr>
<tr>
<td>● Gum, candy, food in class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moderate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Owns</td>
</tr>
<tr>
<td>● Minor infractions that occur more than once</td>
</tr>
<tr>
<td>● Head down on desk</td>
</tr>
<tr>
<td>● Refusal to answer a question or participate in a class discussion</td>
</tr>
<tr>
<td>● Purposely disrespectful behavior (rolling eyes, smacking teeth, etc.) towards a teacher, staff member, or other student</td>
</tr>
<tr>
<td>● Takes out cell phone(s) while in class or on campus without permission, but does not use the device</td>
</tr>
<tr>
<td>● Putting a teammate down</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP/DOS Owns</td>
</tr>
<tr>
<td>● Moderate infractions that occur more than once</td>
</tr>
<tr>
<td>● Using profanity towards another student, staff member, or faculty member</td>
</tr>
<tr>
<td>● Failure to follow explicit directions (e.g. asked to go to the office and student refuses)</td>
</tr>
<tr>
<td>● Uses a phone without permission while in class</td>
</tr>
<tr>
<td>● Having a temper tantrum</td>
</tr>
<tr>
<td>● Repeatedly does not have homework</td>
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</table>

<table>
<thead>
<tr>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOS/SL/OE Owns</td>
</tr>
<tr>
<td>● Major infractions that occur more than once</td>
</tr>
<tr>
<td>● Insubordination that is a safety issue</td>
</tr>
<tr>
<td>● Vandalism</td>
</tr>
<tr>
<td>● Leaving campus without permission</td>
</tr>
<tr>
<td>● Stealing</td>
</tr>
<tr>
<td>● Cheating</td>
</tr>
<tr>
<td>● Fights</td>
</tr>
<tr>
<td>● Sexual activity on campus</td>
</tr>
<tr>
<td>● Bullying/Cyberbullying</td>
</tr>
<tr>
<td>● Sexual Harassment</td>
</tr>
<tr>
<td>● Drugs or weapons on campus</td>
</tr>
</tbody>
</table>

**Reporting:** Teacher documents behavior in tracking systems.

**Minimum Consequences:**
- 1st Offense: Logical Consequence
- 2nd Offense: Logical Consequence
- 3rd Offense: Student Conference with Grade Level Chair
- 4th Offense: Follow Moderate Behavior Matrix

*Behaviors in this category receive a LiveSchool/Deanslist deduction (items in the top section may receive a warning at grades K-2).

*Logical Consequence Example:
Students who missed homework

**Reporting:** Teacher documents behavior in tracking system; notifies AP or DOS.

**Minimum Consequences:**
- 1st Offense: Parent Conference with Admin
- 2nd Offense: 1-Day OSS
- 3rd Offense: 3-Day OSS
- 4th Offense: Follow Severe Behavior Matrix

*All students who are suspended must have a parent conference to return.

*Students with IEPs and/or 504 plans will be further evaluated for an appropriate consequence in accordance with their IEP.

**Minimum Consequences:**
- 1st Offense: 5-Day OSS
- 2nd Offense: 10 Day OSS
- 3rd Offense: 20 Day OSS
- 4th Offense: 45 Day OSS

*All students who are suspended must have a parent conference to return.

* Detailed behavioral plan that will be maintained for no less than 30 instructional days. Students who exhibit any of the behaviors listed in the category must be removed from weekly/monthly rewards for the respective week/month.
If the School Leader or designee determines the scholar’s conduct warrants suspension, the School Leader or designee will be empowered to impose an alternative in-school placement or short-term out-of-school suspension. An alternative in-school placement is defined as the removal of a scholar from her/his classes, for a period not exceeding five (5) consecutive school days, to a location on the school premises that is supervised by appropriate personnel. A scholar under alternative in-school placement will be required to work on classroom assignments and will be counted present on the attendance register. If a scholar is removed from the regular classroom for more than one-half the school day, a written notice of this alternative in-school placement will be sent to the parents/guardian with a copy to the KIPP Tulsa scholar files (a copy will also be sent to KIPP Tulsa’s Special Education Coordinator if the scholar has an IEP). The School Leader will immediately attempt to schedule a conference with the parents/guardian to discuss the inappropriate behavior and a plan for remediation.

If the School Leader or designee determines the scholar’s conduct warrants an out-of-school suspension, the School Leader or designee will notify the scholar’s parents/guardians that the scholar has been suspended before the scholar is sent home. At this time, the School Leader or designee will also notify the scholar’s parents/guardians of:

- The period of suspension
- The grounds for the suspension
- The time and place for a conference with the School Leader or designee
- The opportunity to appeal the suspension decision directly with the School Leader or designee during the conference with the school leader or designee or at any point during the period of suspension.

*In alignment with restorative practices, scholars will be given an opportunity to repair the harm with others by participating in a restorative conference facilitated by an Administrative Team member or designee.*

**Emergency Actions**

In an emergency, the School Leader of KIPP Tulsa may order the immediate suspension of a scholar for up to five (5) days if the scholar’s presence threatens the health, safety, or welfare of himself/herself or other scholars or faculty. If a scholar is suspended in an “emergency” situation without the opportunity for notice of the allegations against him/her, the School Leader shall:
● Notify the scholar of the allegations, and
● Provide the scholar with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three (3) days
● Provide the scholar and/or parent/guardian an opportunity to appeal the suspension decision directly with the school leader or designee

A scholar may receive credit for work missed during the period of suspension if the scholar makes up work missed within the same number of days the scholar was absent.

**Limits on Short-Term Suspension**

Alternative in-school placements and/or short-term out-of-school suspensions at KIPP Tulsa will not exceed five (5) consecutive school days, and no more than 20 days in any school year. However, for any scholar found in possession of a firearm while on school property, in a school bus, or other vehicle used for the transportation of scholars or teachers, shall be suspended for a period of at least one calendar year. At the end of this one-year suspension, the scholar will be required to re-apply to attend KIPP Tulsa and be subject to the same admission lottery regulations and processes.

**Long-Term Suspension**

The School Leader of KIPP Tulsa may recommend long-term suspension of a scholar to the school’s Executive Director and its Board of Directors or a designated committee thereof. The School Leader’s recommendations shall specify the reasons, identified in the scholar Handbook, for a scholar’s long-term suspension. Concurrent with such a recommendation, and prior to any long-term suspension action, the School Leader shall provide the scholar’s parents/guardians with written notice of:

- The reasons for the proposed long-term suspension.
- The date and location for a hearing before KIPP Tulsa’s Board of Directors’ Committee.
- A copy of the documentary evidence to be presented at the Disciplinary Hearing.

Except when state or federal law requires immediate long-term suspension, KIPP Tulsa shall conduct the hearing within five (5) days after the date of the notice, unless the parents/guardians and School Leader agree in writing to an alternate time. The scholar shall be entitled to one postponement of the hearing, not to exceed ten (10) business days of the originally scheduled hearing date.

The notice shall further state that the scholar may:

- Be present at the hearing
- Have an opportunity to present evidence
- Have an opportunity to examine/question the school’s evidence and witnesses (the Executive Director and Board of Directors have the authority to limit unproductively long or irrelevant questioning)
● Be accompanied by his/her parents/guardians
● Be represented by an attorney.

The notice shall also state that failure to request an alternative time prior to 48 hours of the original hearing date and time or failure to attend the scheduled hearing constitutes a waiver of further rights in the matter.

**Due Process and Appeal**

As provided above, KIPP Tulsa shall make a good faith effort to inform the scholar and the scholar’s parents/guardians of the time and place for the hearing, and the school shall hold the hearing regardless of whether the scholar, the scholar’s parents/guardians, or another adult representing the scholar attends. Promptly following a disciplinary hearing, the School Leader will notify the scholar and the scholar’s parents/guardians, in writing, of the Board’s decision.

The scholar and/or the parents/guardians shall have the right to appeal the Disciplinary Hearing Committee’s decision to the full KIPP Tulsa Board of Directors. The appeal should be based on whether or not the procedures were followed correctly and/or on new evidence that was unavailable at the time of the disciplinary hearing. The request for appeal must be received by the School Leader within 10 days following the date of the notification of the Committee’s decision and should include the basis for appeal. The Board Chair shall schedule a special meeting of the Board of Directors within 10 days of the receipt of the request for appeal.

**Records and Reports**

● While technical rules of evidence will not apply to any such hearing, evidence will be admitted and used as proof only if it is the kind of evidence upon which reasonable persons could rely in the conduct of serious affairs. Findings by the Board shall be based solely on the evidence and testimony presented at the hearing.

● The School Leader or designated staff member will keep written records of each hearing containing the date of the hearing, the names of the persons present, and the time and duration of the hearing.

● A record of the hearing will be made by means that permit a reasonably accurate written recording of the hearing. Any decision by the Board to suspend a scholar long-term shall be made within five (5) business days after the conclusion of the hearing. The School Leader shall promptly send written notice of his/her and the Board's decision to the scholar and the scholar's parents / guardian.

● The scholars and/or parent/guardian shall have the right to appeal the decision to KIPP Tulsa’s full Board of Directors as outlined above.
Record-Keeping

KIPP Tulsa will maintain written records of all suspensions, including the name of the scholar, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a scholar has been suspended or placed in alternative in-school placement for disciplinary reasons.

Procedural Safeguards for Scholars with Disabilities

Special education is specifically designed instruction provided to meet the unique needs of any scholar with a disability. Special education services include specifically designed instruction, support, equipment, related services, assistive technology, and anything else needed by the scholar to meaningfully benefit from his or her regular education program.

Federal and state law provide certain procedural rights and protections relating to discipline of scholars who have been identified under such law as having special needs based on a disability. KTUP may suspend scholars with disabilities for a total of 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Scholars can receive a long-term suspension, which exceeds 10 days under certain circumstances.

The following procedures are applied in the event of a long term suspension recommendation:

- Parent/guardian receives written notice of consequence being considered and the date of the Individualized Education Program (IEP) meeting scheduled within 10 days of the decision to discipline the scholar.
- The IEP team:
  - Assesses information from parents/guardians, observations of the scholar, evaluations and diagnostic results, the scholar’s IEP and placement to determine whether the misconduct is related to the scholar’s disability.
  - Review and revise, if applicable, the behavior intervention plan (BIP) or, as applicable, develop a functional behavior assessment (FBA) and intervention plan to address the misconduct.
  - Establish the appropriateness of a temporary alternative educational setting, and as specified, include in the IEP those services and modifications that will allow the scholar to continue participation in the general curriculum and address the behavior so it will not recur.
Counseling Services

KTUP and CREOKS Behavioral Health Services are in partnership to create a strong support for scholars who experience mental health challenges that impact their learning. CREOKS agency is embedded within the school building. Teacher and the Dean of scholars and Families will refer scholars who might benefit from working with a counselor. Parents/guardians will be notified of any referrals made by KTUP and will be kept informed of their child’s progress as deemed appropriate by the KTUP Administration.

Outside mental health agencies are prohibited from meeting with KIPPsters during the school day. Parents are encouraged to schedule sessions after school. Early release for appointments is considered absences and is highly discouraged as it disrupts the scholar’s learning.

For more information, contact the Assistant Principal of Student Culture at 918-833-8822.

Facilities and Resource Policies

School Property

Respect for the environment includes taking care and responsibility for our school building and grounds, equipment including all technology, books, and all other items furnished by KTUP for scholar use. Intentional damage to school property may result in detention or suspension. Consequences for violation may include financial restitution to the school and/or completing community service at the discretion of the School Leader.

Internet and Computers Usage

The use of computers, other technology (iPads, tablets, cameras, etc.), and the Internet is a privilege and will be removed upon misuse. The Internet is a powerful educational tool; it is also an unregulated space that contains materials unsuited to the school setting. For this reason, KTUP will make every reasonable effort to ensure that the resources are used responsibly, and will further require that every scholar and parent sign the accompanying Chromebook Commitment before access is granted. Parents are prohibited from utilizing their scholar’s email to contact other scholars. Scholar emails are subject to search policies.

Scholars will have the opportunity to engage with the curriculum through the use of personal Chromebooks. In order to ensure scholar safety and the sustainability of Chromebooks, KTUP has guidance on the usage and responsibilities involved with using technology.

- Chromebooks are property of KIPP Tulsa University Prep High School and are intended to be used as learning tools. KTUP reserves the right to block access to websites deemed to be non academic in nature.
● Scholars are only permitted to use Chromebooks administered by KTUP for academic purposes while on campus.
● It is required that scholars bring their assigned Chromebook, charged and ready, to school each day. Failure to bring a Chromebook will result in a loaner computer given for the day in exchange for collateral (ID, phone, keys, etc.) and will result in a lunch detention.
● Scholars are responsible for the security and condition of their Chromebook and charger. Chromebooks should be kept secure and away from food and liquids. No elements of the keyboard or casing should be removed or intentionally altered. It is expected that scholars will demonstrate a good faith effort to keep their Chromebooks in like-new condition (i.e. not throwing, dropping, breaking off keys or case elements, writing on screen or case, lending to family or younger siblings, etc.).
● Chromebook accounts (Gmail, Google Drive, etc.) and passwords are not to be shared for any reason. No scholar is ever permitted to be logged in to another scholar’s Chromebook, or use another scholar’s log on, with or without permission.
● Chromebooks that are lost, stolen, or damaged will result in financial loss to our school. If technology is lost, stolen or damaged it is the responsibility of the student/parent to report this as soon as it happens. The following represents costs associated with loss or damage of Chromebooks:

☐ Replacement of Unit - $300.00
☐ Broken or Cracked Screen - $75.00
☐ Broken Keyboard - $50.00
☐ Lost or Broken Charger - $40.00

Acceptable and Unacceptable Uses

Our purpose in providing internet connectivity is to support learning consistent with our academic programs. We expect scholars to use the Internet to pursue intellectual activities, to access libraries and other resources, and to further their education at KTUP. A scholar’s online conduct, including email and/or messaging, is ALWAYS subject to search and is held to the standards set forth in the general code of scholar conduct at KTUP.

Some parts of the Internet contain material that is not suited for scholars and is not supportive of educational activities. Scholars are not allowed to use the Internet at KTUP to access such materials, including sites containing inappropriate or obscene content. It is likewise improper to use the Internet in any manner that supports any illegal or unethical activity, or for commercial or for-profit purposes, or for any purpose that conflicts with the mission of KTUP or its status as an Oklahoma Public School.

We utilize robust technology to filter and monitor Internet activity and prevent scholar exposure to inappropriate materials. However, we do not have the ability to guarantee the appropriateness of all materials.

accessed by scholars on the Internet. It is the responsibility of the scholar to exercise good judgment when searching the internet.

Although the following list is not intended to be comprehensive, it provides a sampling of some of the unacceptable uses of the Internet that could result in the suspension or revocation of a scholar’s on-line privileges:

- Using the Internet for any illegal activity, including violation of copyright or other laws (copyrighted material may not be placed on the system without the author’s permission and users may download copyrighted material for their own use only).
- Revealing any personally identifiable information about yourself or any other scholar or staff member on a social networking website or chat room.
- Cyber-bullying (defined as traditional bullying using any electronic media).
- Sending or displaying offensive pictures or graphics, using obscene language, or harassing, insulting, threatening or abusing others.
- Any online activity that encourages the use of drugs, alcohol or tobacco, or that promotes unethical practices or any activity prohibited by law or KTUP policy.
- Posting, sending or displaying any personal identification information of any minor without parental consent.
- Attempting to gain unauthorized access to resources or entities, including the use of third-party websites that allow any type of “backdoor” or “work around” access to otherwise blocked sites.
- Invading the privacy of others or using an account owned by another user.
- Posting anonymous messages or messages with a false identity.
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends degrades others.
- Playing unauthorized games on the Internet.
- Computer piracy, hacking, or any tampering with hardware or software.
- Activities that allow a computer or network to become infected with a virus or other destructive influence.

• Downloading applications or programs without approval from teachers or administrators.

• Copying or downloading copyrighted material without authorization from the copyright holder or prior approval from the teacher.

• Plagiarizing information obtained from the Internet without proper citation.

• Scholars should never share their passwords or use another person’s password. Suspected acceptable use policy violations should be reported to teachers immediately.

Lost and Found

The school’s lost and found is located in the cafeteria. Items not claimed at the end of the month are donated to charitable organizations.

Athletics and Scholar Organizations

KTUP encourages KIPPsters to join athletic and scholar organizations. As participation is a privilege and not a right, scholars must be in good academic standing (passing all classes), are in good behavioral standing (no negative balances) and are continuously upholding the school’s core values (no disciplinary referrals). The school determines eligibility. All school policies and the scholar code of conduct apply to athletic and scholar organization activities, practices, games, and transportation to and from the event.

Physical

In accordance with Oklahoma regulations to play sports with the school, scholars must have a physical by a qualified physician on file. The school will advise you of specific requirements that scholars must meet before enrollment.

Commitment to Athletics

As scholar-athletes at KIPP Tulsa University Prep High School (KTUP) you will be held to a strict academic and behavioral standard. Your main goal at this school is to excel in academics. Participating in sports is a privilege, not a right. Throughout the year you will be given the opportunity to earn your spot on a team as well as the right to play. When you become a part of a team, you have made a commitment not only to your coach and your school, but also to all of your teammates and yourself. It is imperative that you practice and play together to ensure you are exhibiting the deeper meaning of “Team and Family.” A team will never succeed unless all members join together to reach one goal. In compliance with Title IX of the Education Amendments of 1972, KTUP is committed to ensuring equal opportunity, equal access to services, programs and activities without
regard to an individual's race, color, national origin, sex, religion, age, disability, gender, gender identity, sexual orientation, predisposing genetic characteristics.

**No Pass No Play Rule**

AT KTUP, our BIG GOAL is that 100% of our scholar-Athletes end the school year by meeting and exceeding their ACT growth goals and a 3.0 GPA or higher.

**Scholar Academic Eligibility During a Semester**

1. Eligibility for scholars will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.
2. KIPP will run eligibility checks on Monday mornings. scholars must be passing all classes at the time of the eligibility check.
3. The period of probation and ineligibility will always begin on Monday (The day the “scholar Behavior and Academic Tracker” is checked).
4. Any scholar suspended during the duration of a week will be ineligible to play in games or competitions for that week and the following week of play. scholars may not practice or compete while suspended.
5. The ineligibility period will begin on Mondays and end on Sundays.

**Scholars With Individualized Education Programs or Plans in Special Education Classes**

- A scholar who is enrolled in special education classes and has an Individualized Education Program or Plan (IEP) who does not meet the above academic eligibility requirements may be permitted to participate under this rule, if the scholar has been certified by KTUP School Leader, Assistant School Leaders, Athletic Director and Grade Level Teachers as doing a quality of work consistent with the expectations and objectives of their IEP.

**Behavioral Consequences**

The KTUP School Leader, Assistant School Leader, Dean of Students and Families and the Athletic Director will determine suspension of games. A scholar may receive a minimal half of a game suspension, and maximum dismissal from the team at the discretion of KTUP Leadership Team and Athletic Director for displaying behaviors resulting in disciplinary referrals, detention, skipping, fighting, bullying, disrespect to staff, or out of school suspension.

**Attendance Policy**

All scholar-athletes need to be at school on time EVERYDAY. Tardies and absences may result in physical training, reduction of playing time or up to dismissal from the team. All practices and games are mandatory.
You can only miss a practice or game for academic reasons. Any absence can result in a reduction of your playing time. If you are absent from school, you need to call your coach to notify him/her. Absences or failure to call your coach will result in a consequence chosen by the coach (loss of playing time, physical training etc.).

**Scholar-Athletes Code of Conduct**

As a KTUP scholar-athlete, you are expected to maintain a self-discipline that is above and beyond reproach. When your opponents cross the line of fair play, it is your responsibility to maintain it. When any situation occurs that is unsportsmanlike, you should report it immediately to your Coach or the Athletic Director.

Athletes are to serve as positive representatives for their team, coaches, school, district, and community during competitions and engage in positive interactions with opponents, referees, coaches and administrators.

**Parents Code of Conduct**

As a KTUP parent, you are a representative of our school and its expectations. We expect that every parent will uphold our “team and family” motto, and exercise self-discipline during all competitions. We believe in motivating our team to win by encouraging our team, not discouraging the competition.

Spectators are to refrain from inappropriate behaviors such as:

- Verbal/physical abuse of officials and coaches.
- Berating players, coaches or other spectators.
- Interruption of contest by entering the playing area and/or disruptive behavior.
- Pulling your child during a game and/or from the team before the season has concluded without meeting with the Athletic Director.

*If any of the above expectations are violated, the School Leader, Assistant School Leader, Dean of Students and Families, or Athletic Director may review the scholar's membership on the team.*
KIPP Tulsa University Prep High School - Bus Rider Information/Application

Complete this form ONLY if scholar rides a bus

Scholar behavior on the bus plays a major role in determining just how safe the bus ride will be. It is essential that the bus driver be able to concentrate on driving the bus and not be distracted by disruptive behavior. THE RIGHT OF ALL scholars TO RIDE THE BUS IS CONDITIONAL ON THEIR GOOD BEHAVIOR AND OBSERVANCE OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS. Scholars who violate any of the bus behavioral codes will be reported to the Assistant Transportation Director and appropriate building administrator/principal. If the Assistant Transportation Director determines that the action of the scholar endangered the safety of the bus or other scholars, scholars will lose their bus privileges. If the scholar is denied bus privileges, PERMISSION TO RIDE AGAIN MAY BE GRANTED when:

1. The scholar completes all special assigned requirements, and
2. The parent/guardian agrees to a behavior contract.

Riding a school bus is an extension of the school day with scholars being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the school bus. Video and audio recordings can be used to monitor scholar behavior. Only school officials and school security officers are permitted to view video recordings, which have been recorded to monitor scholar behavior.

Dissemination of Rules to Parents and Scholars
The Family Handbook provides the safety and behavior code for bus riders and will be given to all eligible bus riders each year. Parent(s) are to review the policy with their scholars, sign, and return the application for school bus transportation to the school. Scholars who do not return this permission slip, will not be allowed to ride the bus.

Please sign in ink and return this form to your child’s school for permission to ride the school bus. No scholar should have more than one application for school bus transportation. This is known as “Bus Hopping”. If a scholar needs an application for more than one bus, they must have prior approval from the Transportation Office and KTUP.

Scholar:
I have read and understand the regulations and responsibilities of scholars riding KTUP School buses and agree as a passenger to abide by them.

(Please Print Scholars Name Here)   (Scholars Grade)   (Date of Birth)   (Route Number)

For Parent or Guardian of Scholar:
I have read and understand the regulations and responsibilities of scholars riding KTUP School buses and agree to assume full responsibility for my child’s conduct on said buses.

(Parent/Guardian Signature)   (Home Address)

__________________________   ______________________
(Home Phone)   (Work/Emergency Phone)   (Today’s Date)
Consent for the Release of Protected Health Information

I, ______________________ - SSN: _______________ - DOB: ______________

AUTHORIZE THE PERSON / ORGANIZATION SET FORTH BELOW, TO RECEIVE MY PROTECTED HEALTH INFORMATION

(I understand that "Protected Health Information" is confidential health information that identifies me)

Name of Agency or Person: CREOKS
Phone: 918-382-7300
Address: 4636 S Harvard
Fax: 918-382-7302

Name of Agency or Person: KIPP Tulsa University Prep High School
Phone: 918-833-8822

CREOKS can Obtain and Release the following information:

*******PLEASE CHECK INFORMATION TO BE SHARED*******
At least one entry must be selected to finalize this form.

- Psychological Testing Results
- Discharge Summary
- Physical Health History
- Consultation
- Treatment Plan
- Lab Work
- Medications
- Physician Reports
- Entire Medical Record (includes all records except Psychotherapy Notes including Initial Assessment, and Alcohol or Drug Abuse Records**)

Other
**Psychotherapy Notes, including Initial Assessment, and Alcohol or Drug Abuse Records Require a Separate and Specific Release**

From: ______________________ To: ________________________

I understand and acknowledge the information authorized for release may include records that indicate the presence of a communicable/noncommunicable disease or venereal disease, which may include, but is not limited to, diseases such as hepatitis, syphilis, gonorrhea and the human immunodeficiency virus also known as acquired immune deficiency syndrome (AIDS).

Creoks Behavioral Health Services does not release information obtained from external sources such as, but not limited to, hospital discharge information and school records.

Drug/alcohol abuse records: The confidentiality of drug/alcohol abuse records is protected by federal law. Federal regulations (42 C.F.R. Part 2) prohibits you from making any further disclosure of records without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. General authorization for release of medical or other information is not sufficient for this purpose.

I release Creoks, its agents and employees, from any liability in connection with the use or disclosure of the protected health information. Creoks will not be compensated by the recipient of the protected health information, except for the possible cost of copying.

I understand that my records are protected under federal and state confidentiality regulations and cannot be released without my written consent unless otherwise provided for in those laws and regulations. I further acknowledge that the information to be released was fully explained to me and this consent was given of my own free will and voluntary. I also understand that I or my legal representative may revoke this consent at any time in writing unless action has already been taken prior to receipt of said revocation. A release may be revoked by contacting your Creoks clinician or director. I understand that services are not contingent upon or influenced by the consumer’s decision to permit the release of information. I understand that upon written request to Creoks I may inspect or obtain a copy of the protected health information shared pursuant to this release. I understand that if the person/organization authorized to receive my protected health information is not subject to privacy regulations, the privacy regulations may no longer protect the information released.

This consent expires automatically in 1 year from date signed or when event is completed.

___________________________________________________________________________
Parent/Guardian                                  Date

___________________________________________________________________________
Clinician                                      Date