Team & Family Handbook
2022-2023
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Dear KTCP Students and Families,

I excitedly welcome you to Kipp Tulsa College Preparatory (KTCP)! 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 will serve as a guide for you as we begin the 2021-2022 school year. Our goal is to have an exciting and academically excelled school year.

KTCP values itself with goals of academic achievement, school culture, as well as family and community engagement. As we welcome this new school year, the faculty and staff at KTCP want you to know that it is a privilege and an honor to work with your scholars.

It is a privilege and an honor to work with you as the School Leader here at KTCP. Loving the community the Kipp is embedded in and being a part of this worthy community where the parents, teachers, and students take pride in themselves with devout seriousness to build relationships that support academic and social growth.

To and through college,

Tiffany Corbbrey
School Leader
School Overview

About KIPP Tulsa College Preparatory
KIPP Tulsa was founded in 2005 with one mission – to see students to and through college completion. We believe all students, regardless of where they come from, would learn and achieve. We are committed to seeing them all climb the mountain toward a choice filled life.

Our Vision
KIPP Tulsa significantly impacts the college completion rate for students from educationally underserved communities in Tulsa. We meet the academic and social needs of our students to prepare them for college and life. Our alumni are respected for their values and well prepared for success in life. KIPP Tulsa is having a positive impact on education for all Tulsa Public School students by sharing our model, systems and lessons learned with our area public and charter school partners.

Mission Statement
To empower all students with the academic, character, and life skills necessary in high school, college, and the competitive world beyond.

KIPP Tulsa Core Acts

1. We believe that ALL students WILL learn and go TO and THROUGH college.
2. We give 100% every day.
3. We develop the whole student through strong academics, extra curriculars, 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, teachers, students, 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 students up for success in whatever life path they choose. Through collective hard work and commitment, KIPP students complete college at a rate that is above the national average for all students and four times higher than that of students from similar economic backgrounds.

Contact Information
KIPP Tulsa College Preparatory is located at 1661 E Virgin Street, Tulsa, OK 74106. Our main office phone number is (918) 794-8652 and our fax number is (918) 794-8712.

School Hours
KTCP front reception office hours are 7:30 am – 3:00 pm daily (Monday - Thursday) and 7:30- 1:30 on (Friday's) during the school year.
Summer Hours: 9:00 am – 3:00 pm Monday-Thursday and 9:00 am – 12:00 pm on Friday.

School Calendar
Please use the calendar to help ensure that your child is present every day in school. Please do not plan medical and dental appointments or vacations during school days. Copies are available in the main office.
School Closings
If Tulsa Public Schools closes due to bad weather, KTCP will also close. In the event that weather conditions become hazardous during the school day, parents will be advised using the school’s electronic notification system (via phone call or text alert). Please see the school calendar for scheduled closings.

Visiting the School
KTCP welcomes and encourages parents/guardians to visit the school. Please follow the below steps to ensure a successful visit:

● Notify the teacher in advance of your visit to allow the appropriate accommodations.
● Upon arrival, go directly to the main office to sign in and obtain a visitor’s name tag. The visitor’s name tag is to be worn for the duration of your visit.
● Before departing the school, go to the main office and sign out.
● Please note, schedule a non-instructional time with the teacher to discuss your child’s progress.

Family Involvement
Research demonstrates that the more involved parents or guardians are in their student’s education, the better that student 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 College Completion Agreement (12 engagement hours required), parents participate in school the following ways:

● Volunteering at school (during the day or KTCP sponsored off campus events)
● Parent Academy (academic information for student success)
● Family Fun Nights/Events
● PTO Meetings
● Chaperone a field trip
● Recruitment
● Parent Conferences
● Review, sign, and return progress reports and behavior reports
● Be test proctors for state testing
Civility Code
The school works very hard to maintain an orderly, respectful, and safe learning environment where all students, 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 students, 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 student, faculty, or staff member.
- Invading the personal space of another after being asked to move away.
- Disrupt the orderly conduct of classes, school programs, 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.

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.

Consequence ladder of civility code violators:

1. **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 students 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 Assistant School Leader and/or School Leader. We have an open-door policy and want to know about any areas of concern a parent has.
### 5th Grade

<table>
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<tr>
<th>Time</th>
<th>Subject/Activity</th>
<th>MIT</th>
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<td>Breakfast/Arrival</td>
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<td>STRIDE (Intervention)</td>
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### Daily School Schedule – Friday (Early Release)

#### 5th Grade

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<th>Clark Activity</th>
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#### 6th Grade

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<td>Band</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>11:10 - 11:30</td>
<td>LUNCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>11:30 - 11:45</td>
<td>RECESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>11:50 -12:35</td>
<td>Band</td>
<td>*Math 1</td>
<td>Social Studies</td>
<td>Reading</td>
<td>Math 2</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>12:40 - 1:30</td>
<td>Math 2</td>
<td>Band</td>
<td>Math 1</td>
<td>Social Studies</td>
<td>Reading</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>1:30 - 1:45</td>
<td>Dismissal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
### 7th Grade

<table>
<thead>
<tr>
<th>Time</th>
<th>subjects</th>
<th>ON PREP</th>
<th>Mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35-8:00</td>
<td>Breakfast/Arrival</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>8:00-8:35</td>
<td>DEAR (M,W,F) SEL (Tues &amp; Th)</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>8:40 - 9:25</td>
<td>PE *Reading Science Math Social Studies</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>9:30 - 10:15</td>
<td>Social Studies PE *Reading Science Math</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>10:20 - 11:05</td>
<td>Math Social Studies PE Reading Science</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>11:10 - 11:55</td>
<td>Science *Math Social Studies PE Reading</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>12:00 - 12:20</td>
<td>LUNCH</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>12:20 - 12:35</td>
<td>RECESS</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>12:40 - 1:30</td>
<td>Reading Science *Math Social Studies PE</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>1:30 - 1:45</td>
<td>Dismissal</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

### 8th Grade

<table>
<thead>
<tr>
<th>Time</th>
<th>subjects</th>
<th>ON PREP</th>
<th>Mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35-8:00</td>
<td>Breakfast/Arrival</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>8:00-8:35</td>
<td>DEAR (M,W,F) SEL (Tues &amp; Th)</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>8:40 - 9:25</td>
<td>*Math Science Reading Spanish Writing</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>9:30 - 10:15</td>
<td>Writing *Math Science Reading Spanish</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>10:20 - 11:05</td>
<td>Spanish Writing Math Science Reading</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>11:10 - 11:55</td>
<td>*Reading Spanish Writing Math Science</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>12:00 - 12:20</td>
<td>RECESS</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>12:20 - 12:35</td>
<td>LUNCH</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>12:40 - 1:30</td>
<td>Science *Reading Spanish Writing Math</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>1:30 - 1:45</td>
<td>Dismissal</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
Student Attendance

Reporting Absences

Attendance at school is the most basic requirement for learning and is critical to our students’ success. 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-student contract.

Parents/guardians must contact the school the night before or by 7:30 am on the day a student is absent. If the student’s absence is not reported, the school will contact the student’s parent/guardian of the student’s absence by automated phone message that same day.

Regular attendance is mandatory and poor attendance will not be tolerated.

Excused and Unexcused Absences

All Absences – “Excused” and “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 Excuse Notes: Documentation of a doctor’s appointment is expected immediately upon the student’s return to school. Doctor’s notes received after two weeks of an appointment will not be accepted and therefore, the absence is unexcused.

  o 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, and 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 student is absent for the first five days of school and there has been no successful contact between the family and the school to explain his or her absences, that student will lose his or her seat from the school and be considered un-enrolled 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 student absences report and notification.

  o If the student has not returned to school by the tenth consecutive day, the school will consider the student 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.

**Consequences for Absences**

**No Absences in a Year:** The scholar is celebrated and recognized for excellent attendance and commitment to college completion.

**Exempt from Extracurricular Activities:** Students who are absent for all or part of the 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 called to meet with the Director of School Operations and/or School Leader to review the Commitment to College Completion Contract.

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

**Arrival Procedures**

Students will reach their personal best at KTCP by following these steps:

- **Show up on time, fully dressed in their uniform and stay the entire school day.**
- The school day runs from 7:35 am – 3:00 pm on Monday, Tuesday, Wednesday, and Thursday, and from 7:35am – 1:30 pm on Friday.
- Students may obtain breakfast from 7:35 am – 7:55 am. *Students are considered late to school if they are not seated in their classroom by 7:45 am.*

Parents are asked to park across the street from the school in the church parking lot or at the park when picking up your student. Please avoid the school drive-thru to allow buses to flow through to pick up students and for the safety of the students.
Dismissal Procedures

Dismissal is at 3:00 pm except for Fridays at 1:30 pm. Please make arrangements for your child to be picked up on time as it is unacceptable for any student to be picked up late. We are unable to supervise students left at the school after 3:00 pm and 2:00 pm on Fridays.

The following will be implemented for late pick-ups:

- You must come into the building to retrieve your student.
- You will be fined a late fee of $1.00 per minute per student. Parents are to pay at the time of pick up.
- If this fee is not paid in full at the time of pick-up, parents will be billed the total amount on a monthly basis.
- Students will not be able to participate in extracurricular activities until the fines are paid in full.
- After three occurrences of late pick-ups, including a student who has lost bus privileges, the school will file a report with the Department of Human Services.
- The police or other appropriate authorities will be called to pick up students 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 are to be in advisory at 8:00 am; those arriving afterwards will not be permitted to enter the classroom until the beginning of the STRIDE period. No tardiness is excused. Three tardy occurrences are equivalent to one-day absence.

Please note the following:

- Schedule appointments on early dismissal days, after 1:30 pm or outside of school time only.
- Students 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 students’ safety.
- For a student to be dismissed early, the student 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 student out – we will only release students to an adult over the age of 18 who is listed on the emergency contact form.
Consequences for Tardiness and Early Dismissal

- **No Tardies and/or Early Dismissals in a Quarter:** Scholars are celebrated and recognized for being on time and for their commitment to college completion.

- **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 called to the school to meet with the Director of School Operations and/or School Leader.

School Policies

**Uniform Policy**

Students are expected to wear the full KTCP uniform every day. At KTCP, we believe that a strict uniform policy eliminates focus on materials items and places focus back on student learning and the academic environment. We strive to prepare students for the collegiate and professional environments, and uniform is one way to achieve that goal. If there are special events/privileges earned and students do not have to wear the uniform, we will communicate with families through via flyers or by phone.

*Students may not change out of the KTCP uniform at any point during the school day. The KIPP Tulsa College Preparatory dress code is non-negotiable. The dress code is strictly enforced from 7am-5pm beginning with entry into the school.*

**Bottoms: Year round**

<table>
<thead>
<tr>
<th>Color</th>
<th>Navy Blue or khaki or approved plaid (skirts only) purchased at C&amp;J Uniforms. (no cargo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td><strong>Pants:</strong> must have belt loops and be straight or boot cut. No skinny pants!</td>
</tr>
<tr>
<td></td>
<td><strong>Skirts:</strong> must be knee length or longer and no slits.</td>
</tr>
<tr>
<td>Fit</td>
<td>- Bottoms must not be too baggy or too tight nor torn or frayed.</td>
</tr>
<tr>
<td></td>
<td>- Bottoms must be worn at or between hip and waist level.</td>
</tr>
<tr>
<td>Prohibited Items</td>
<td>Denim/jean material</td>
</tr>
<tr>
<td></td>
<td>Skinny pants</td>
</tr>
<tr>
<td></td>
<td>Joggers</td>
</tr>
<tr>
<td></td>
<td>Leggings</td>
</tr>
<tr>
<td></td>
<td>Spandex pants (We recognize some pants may contain spandex but do not fit tight to the body.)</td>
</tr>
<tr>
<td></td>
<td>Capri pants</td>
</tr>
<tr>
<td></td>
<td>Corduroys</td>
</tr>
<tr>
<td></td>
<td>Cargo pants</td>
</tr>
<tr>
<td></td>
<td>Shorts</td>
</tr>
</tbody>
</table>
**Polo Tops: Spirit wear Fridays**

<table>
<thead>
<tr>
<th>Color</th>
<th>Heather Grey (8th grade), Orange (7th grade), Light Blue (6th grade), Navy blue (5th grade) with logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Approved embroidered logo.</td>
</tr>
<tr>
<td>Undershirt</td>
<td>- White short-sleeved or long-sleeved shirt under the polo.</td>
</tr>
<tr>
<td></td>
<td>- No visible logos.</td>
</tr>
<tr>
<td>Style</td>
<td>Shirts must be tucked in at all times.</td>
</tr>
<tr>
<td>Prohibited Items</td>
<td>Sweatshirts, Hoodies, Coats/outer jackets</td>
</tr>
</tbody>
</table>

**Cardigans/Sweater Vest: Year round**

<table>
<thead>
<tr>
<th>Color</th>
<th>Navy Blue or heather grey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Embroidered logo</td>
</tr>
<tr>
<td>Fit</td>
<td>- Long-sleeved button-down cardigan</td>
</tr>
<tr>
<td></td>
<td>- Sweater vest</td>
</tr>
<tr>
<td></td>
<td>- Collegiate sweater cardigan</td>
</tr>
<tr>
<td>Shirt</td>
<td>Ladies: White short- or long-sleeved peter pan style blouse or oxford style shirt (long enough to be tucked in)</td>
</tr>
<tr>
<td></td>
<td>Gentlemen: White short- or long-sleeved oxford style shirt (long enough to be tucked in)</td>
</tr>
<tr>
<td></td>
<td>*White undershirts without logos may only be worn under shirts.</td>
</tr>
<tr>
<td>Prohibited Items</td>
<td>Sweatshirts, Hoodies, Coats/outer jackets</td>
</tr>
</tbody>
</table>

**Half-zipped Fleece/Open cardigan: Year round**

| Color                        | Navy Blue with embroidered logo – purchase at C&J Uniforms                                              |
### Format
- Embroidered logo

### Fit
- Long-sleeved half zipped fleece

### Shirt
- **Ladies:** White short- or long-sleeved peter pan style blouse or oxford style shirt (long enough to be tucked in)
- **Gentlemen:** White short- or long-sleeved oxford style shirt (long enough to be tucked in)

*White undershirts without logos may only be worn under shirts.*

### ID badge, Ties, Belts, Socks, Shoes

<table>
<thead>
<tr>
<th>ID badge</th>
<th>Must be worn on lanyard around neck only</th>
</tr>
</thead>
</table>
| Ties     | **Ladies:** long tie, bow tie, or cross tie  
          | *Colors:* navy blue solid, orange solid, or striped navy blue/orange  
          | **Gentlemen:** long tie or bow tie  
          | *Colors:* navy blue solid, orange solid, or striped navy blue/orange |

| Belts    | - Black or brown only  
          | - Designs, sparkles, beads, sequins, studs are permitted if they are black or brown unless they create a distraction.  
          | - Students must wear a belt daily.  
          | - All pants must have belt loops. |

| Socks, Tights, Leggings | - Socks can be any color or any pattern.  
                          | - Tights and leggings can only be solid white, black, navy, or grey. No writing logos, or designs.  
                          | - Pants cannot be tucked into socks.  
                          | - Joggers are not permitted under skirts. |

| Shoes | - Black, brown, or white closed toe dress shoes, tennis shoes, or boots only.  
       | - Shoelaces must match shoes. |

### Jewelry and Make-up

| Earrings (Girls only) | Studs only  
                       | Prohibited: Hoops or dangling earrings  
                       | Earrings for boys  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Piercings</td>
<td>Visible body piercings are not allowed.</td>
</tr>
</tbody>
</table>
| Necklaces             | All necklaces must be tucked inside the shirt.  
                       | Prohibited: multiple chains necklaces and scarves |
Make-up, body lotion, and scented sprays

**Ladies:** Lip gloss and chapstick are permitted unless they create a distraction. Deodorant is to be applied in the restroom only. Prohibited: Perfume, scented lotions and body spray, make-up

**Gentlemen:** Chap stick is permitted unless they create a distraction. Deodorant is to be applied in the restroom only. Prohibited: Cologne, scented lotions and body spray, make-up

| Wrist Wear | • Only one watch on either wrist is permitted. If the watch causes a distraction (beeping during class, playing games, etc.) it will be taken and a parent will have to pick it up.  
| | • The following items are prohibited: gloves, bangles, bracelets, non-KIPP issued plastic bands, slogan bands, smart watch, and any item that is not a wristwatch or medically required. |

**Hair, Head and Body Accessories**

**Head Coverings and Accessories**

- Headbands of any color may be worn.
- No hats or other head coverings are permitted:
  - Scarves*
  - Hairnets or satin bonnets
  - Headbands with large attached items (flowers, logos, etc.)
  - Bandanas
  - Hair Sponge
  - Metal hair pick

*Except where mandated by religious or medical requirements

**Tattoos**

- No visible (permanent or non-permanent) tattoos or body markings of any kind (including Sharpie marker) are permitted.

**Hair Color**

- Natural hair color is preferred and recommended.
- The following hair colors: Pink, purple, green, blue yellow, or any variation of the colors are allowed to be worn during the school day.
  - Violators of this policy will be given one week to change their hair color to its natural state.

**Backpacks and purses**

- Backpacks, purses, fanny packs, and wristlets are prohibited in the classroom and should remain in lockers at all times.
### Spirit Wear/Collegiate Wear Day/Game Day/KIPP Sponsored Events:
*KIPP Tulsa, college, and university attire that is professionally made.*

<table>
<thead>
<tr>
<th>You CAN wear</th>
<th>You CANNOT wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>● KIPP Tulsa, college/university professionally made t-shirt, long sleeve shirt, sweatshirt, or hoodie (hood not worn on head)</td>
<td>● Leggings/jeggings</td>
</tr>
<tr>
<td>● Sneakers</td>
<td>● Overly tight-fitted tops, dresses, skirts, or pants</td>
</tr>
<tr>
<td>● Boots</td>
<td>● Tank tops, halter tops, spaghetti-strapped tanks, strapless tops</td>
</tr>
<tr>
<td>● ID must be visible, on lanyard around neck</td>
<td>● Low-cut, midriff-baring, sheer, or generally revealing tops – tops should not show undergarments</td>
</tr>
<tr>
<td>● Stud/post earrings (girls only)</td>
<td>● Flip flops or other sandals</td>
</tr>
<tr>
<td></td>
<td>● Shoe heels higher than 2”</td>
</tr>
<tr>
<td></td>
<td>● Sunglasses or any eyewear not required by prescription (i.e. plastic frames)</td>
</tr>
<tr>
<td></td>
<td>● Hats, bandannas, or hair-wraps of any sort</td>
</tr>
<tr>
<td></td>
<td>● Joggers or sweat pants</td>
</tr>
<tr>
<td></td>
<td>● Shorts</td>
</tr>
<tr>
<td></td>
<td>● Nose, eyebrow, and belly rings</td>
</tr>
<tr>
<td></td>
<td>● Shirts containing any inappropriate text or images (i.e. illegal, dangerous, or sexual innuendos)</td>
</tr>
</tbody>
</table>

### Free Dress:
*Attire that is professionally made.*

<table>
<thead>
<tr>
<th>You CAN wear</th>
<th>You CANNOT wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Professionally made t-shirt, long sleeve shirt, sweatshirt, or hoodie (hood not worn on head)</td>
<td>● Ripped/torn pants</td>
</tr>
<tr>
<td>● Jeans with no holes, rips, or fraying</td>
<td>● Leggings/jeggings</td>
</tr>
<tr>
<td>● Joggers or sweatpants</td>
<td>● Overly tight-fitted tops, dresses, skirts, or pants</td>
</tr>
<tr>
<td>● Sneakers</td>
<td>● Tank tops, halter tops, spaghetti-strapped tanks, strapless tops</td>
</tr>
<tr>
<td></td>
<td>● Low-cut, midriff-baring, sheer, or generally revealing tops – tops should not show undergarments</td>
</tr>
<tr>
<td></td>
<td>● Flip flops or other sandals</td>
</tr>
<tr>
<td></td>
<td>● Shoe heels higher than 2”</td>
</tr>
</tbody>
</table>
- Boots
- Boat shoes
- ID must be visible, on lanyard around neck
- Stud/post earrings (girls only)
- Sunglasses or any eyewear not required by prescription (i.e. plastic frames)
- Hats, bandannas, or hair-wraps of any sort
- Shorts
- Nose, eyebrow, and belly rings
- Shirts containing any inappropriate text or images (i.e. illegal, dangerous, or sexual innuendos)

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

Transportation Policy
Busing to and from KIPP Tulsa is provided by Tulsa Public Schools. Participation in bus transportation is a privilege. Students are expected to be respectful and responsible by following all behavioral expectations specified in the KTCP Family Handbook. The right to free transportation is dependent on a student’s good behavior while waiting for and riding the school bus.

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

- Students will be given assigned seats. Students are to sit in and remain in these seats unless reassigned by the bus driver or school administration.
- Failing to be in the assigned seat, putting hands out of the bus, throwing things, using inappropriate, loud, or aggressive language and not obeying the bus driver are all infractions, as well as those listed in the Family Handbook.
- More serious behavior (i.e. bullying, fighting, etc.) will be investigated and consequences will be earned as if on the school campus.

At dismissal, students should go directly to their bus, greet the bus driver, and have a seat; students should not wait for other students or linger and socialize in the bus area. Students may not wait for a sibling, friend, or teacher.
On the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students should not communicate with students on other buses or any people outside the bus. Students 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 Director of School Operations (DSO) and Dean of Students (DOS) will investigate all bus referrals. The following infractions will result in bus referrals, and the Director of School Operations will discuss the incident and referral with the specific bus driver.

- Disrespectful behavior towards the driver or another student.
- Defiance towards the bus driver.
- Failure to identify.
- Physical violence and/or abusive language (swearing).
- Eating on the bus.
- Yelling or screaming.
- Failure to remain seated.
- Threatening behavior.
- Possession of drugs, glass, weapons, animals, fireworks, or stolen merchandise.
- Any other violation of school policy.

Consequences for Bus Referrals

- **First Bus Referral:** Students issued a warning; bus drivers may switch the student’s assigned seat and the DSO will make a parent phone call.

- **Second Bus Referral:** Students will receive one-week (to and from school) bus suspension and the parent must arrange alternative transportation. A parent conference will be held with the DSO and Dean to review bus riding privileges and consequences for future referrals.

- **Third Bus Referral:** Students will be removed from the bus for one month (to and from school) and parents are responsible for alternative transportation. A parent conference will be held with the DSO and Dean to review bus riding privileges and consequences for future referrals.

- **Fourth Bus Referral:** Students will be removed from the bus for the rest of the current school year (to and from school) and the parent must arrange alternative transportation. A parent conference will be held with the DSO and Dean to review the consequences and plans for alternative transportation.
The Administrative Team reserves the right to skip steps in the bus referral progression for serious acts of misconduct. Parent conferences must occur prior to the student regaining bus privileges.

**KTCP 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 absences.

**Food Policy**
KTCP offers breakfast and lunch service to students. The school participates in the National School Lunch Program, which provides free and reduced priced breakfast and lunch to eligible students. We encourage students who wish to bring their lunch to pack healthy food items.

**Breakfast is served from 7:35 am – 7:55 am and is optional for all students.** Breakfast will not be served after 7:55 am. **Please ensure your student arrives on time.** It is important that students have a healthy, balanced meal in order to withstand the academically rigorous program at KTCP.

**Families and food delivery service providers are prohibited from dropping off lunch for students.** The office will not accept food for students. Such requests disturb the learning environment. However, KTCP encourages families to eat lunch with their students. Please follow the visitor policy when eating lunch with your student.

Students may also consume water in the classroom. Only clear water bottles are allowed on campus, KTCP teachers and staff reserve the right to verify the contents of a student’s water bottle.

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

**Charged Meals Policy**
Students who receive reduced-cost or full-cost meals who have negative balances on their student meal accounts are made aware of negative account balances and given the opportunity to pay, in-full, all negative balances owed.

KIPP Tulsa Academy College Preparatory, Inc. shall have in place the following Charged Meals Policy:

- **Student accounts with a $0 balance, after meals have been charged for two (2) days, a letter is sent home, notifying the family that the student has an outstanding balance on his/her account. The letter will be mailed home to the student’s address on record and a copy of the letter will be sent home with the student.**

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

Students 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 published as a la carte.

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

**Negative Balances**

Negative balances must be resolved before the beginning of the new school year. Returning students with a negative balance will not be able to charge additional meals and/or participate in extracurricular activities if the negative balance exceeds $30.00.

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

The following are acceptable forms of payment:

- **Cash:** Payments can be brought into the front office.

- **Check or Money Order made payable to:** KIPP Tulsa College Preparatory
  1661 E Virgin Street
  Tulsa, OK 74106
  Attn: M. Burke

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

**Refunds**

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

**NSF Checks**

- Checks returned by the bank for NSF requires a letter sent to inform the parents from the Business Office.
- Payments for NSF checks must be in the form of cash, cashier’s check, or money order.
- Payment must be received within 10 days of the date of the letter.
If the payment is not received timely, the matter may be turned over to the District Attorney’s office and the amount will be immediately reversed from the student’s meal account.

**Student Activity Fee**
The student activity fee will be $25 and will be due by October 1, 2019. The fee will cover school incentives, campus field trips, testing incentives, etc. End of the year field lessons and 8th grade activities are not included within this activity fee.

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

Prohibited items include: Balloons, flowers, banner, tiaras, and any other items deemed to be a distraction to the learning environment.

Students are prohibited from bringing Valentine items (balloons, teddy bears, cards, candy, flowers, etc.) to school. Such items are a distraction to the learning environment.

Items delivered to the school will not be accepted. The school will strictly enforce this policy.

**Medication Policy**
All students must have the following on file:

- **Up-to-date immunizations and vaccinations**
- **Health Information form**: This form identifies the student’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**: KTCP must be informed of any prescription medication that a student 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. Students 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.
  - Asthma inhalers and breathing machines are included as medications and therefore the same stipulations apply.

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

- Moderate-to-high fever
- Vomiting or Diarrhea
- Signs of contagious disease
- Illness that prevents them from participating in activities
If school staff believe a student needs to see a doctor, is contagious, increases the risk of illness to team and family, requires extended individual adult attention that disrupts the safety and regular functioning of the learning environment, a parent will be contacted to pick up and take the student 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 students or teachers during the day. **Students and teachers may not receive incoming phone calls or messages unless it is an emergency that requires immediate attention. Such calls should be very rare.**
With permission from a staff member, students 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.
**Students are prohibited from using their cellphones anytime during the school day.**

**Student Cell Phone Use Policy**
- Students' cell phones must remain powered off (not on silent or vibrate) and in their lockers for the entire school day.
- Text messaging is prohibited during school hours.
- The first violation of this policy will result in confiscation of the device to be returned to a parent/guardian after 3:00 pm weekdays except for Fridays after 1:30 pm.

The school is not responsible for the loss, theft or damage to any device. All confiscated devices are returned to the parent/guardian only.
**Each offense is logged and on the third and final offense, KTCP will send the electronic device to the KTPCS regional office to be held for the remainder of the year and will be returned the last day of school.** Parents/guardians may petition the Executive Director for release of the phone.

**Non-School Related Items**
Students are not allowed to bring the following items on the bus or to school:

- Gum, candy, sunflower seeds
- Glass bottle or any liquid other than water (juice, soda, etc.)
- Spinner/fidget (documentation must be provided if needed for health or other reasons)
- Excessive amounts of cash
- Sharpie or permanent markers
- Toys, video games, game systems, and non-school related electronics
- Matches or lighters
- Cigarettes (including e-cigarettes), illegal substances
- Weapons (or toy weapons)
- Blankets
- Sponge hairbrush, metal hair picks
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.

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

**Student Searches**
The school authorizes the School Leader and the Dean of Students to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in the evidence that the student 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 students, 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 students and searches of their possessions.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the school’s employees, will be considered reliable informants 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 informants unless they are known to have previously supplied information that they knew was not accurate.

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

Students 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 officials.

**Drug Free Campus Policy**

KTCP has a vital interest in maintaining a safe, healthy, and productive workplace for all its students, staff, and stakeholders. Students under the influence or control of drugs or alcohol present safety and health risks to themselves and others, and negatively impact KTCP’s commitment to our KIPPsters. It is KTCP’s policy to maintain a learning environment free of drugs and alcohol. All students, 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
- Opiates/synthetic narcotics, including cocaine, hydrocodone, hydromorphone, meperidine, methadone, oxycodone, and propoxyphene
- Cocaine
- Phencyclidine (“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 KTCP 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. KTCP’s determination for cause of 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 KTCP 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 KTCP sponsored events;

● A reasonably credible report of conduct prohibited under this policy by an individual on duty or on KTCP’s 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** KTCP will not tolerate the unlawful manufacture, possession, use, sale, transfer, or purchase of alcohol, intoxicants, controlled substances or designer drugs on or off KTCP’s campus, as defined above. KTCP’s 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 student found in possession of or using illegal or improperly prescribed or over-the-counter drugs on campus or at KTCP sponsored events, or being under the influence of alcohol or illegal drugs on campus or at KTCP 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 KTCP sponsored events.

**Smoke and Tobacco Free Campus**

KTCP building and its campus are smoke free. No individuals, including staff, visitors, or parents, are to be using any type of tobacco products on campus at any time, inside or outside. Electronic cigarettes are also banned. Violators of this policy will be asking to refrain from smoking. If non-compliant, violators will be denied access to the building and/or asked to leave the premises.

**Suspicion of Child Abuse and Neglect**
All KTCP 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 student by failing to ensure the student’s attendance at school, must be reported immediately.

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

- Notify the Dean of Students
- Call the Oklahoma Department of Human Services abuse hotline at 1-800-522-3511 together with the Dean or School Leader.
- Complete a KTCP incident report
- Final report given to the School Leader

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 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 in the household
- Language spoken by parents

The law prohibits the 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 and family member will not be tolerated. All KIPPsters are guaranteed equal access to educational and extracurricular programs and activities.

Make complaints with the Assistant School Leaders and/or School Leader. All complaints will be kept confidential and investigated in a timely manner. Knowingly false complaints may result in legal or administrative action against the complainant. Retaliation against complainants is prohibited.

**Bullying, Harassment, and Intimidation Policy**

KTCP endeavors to foster a safe and secure school environment where all students 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 students’ off campus behavior that threatens the safety and well-being of a student or KTCP staff.

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 or ability, 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 individual attention. A student should report bullying and harassment incidents immediately to the Dean of Students.

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.

**Student Records**

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

Parents and guardians may submit a written request to review their student’s records to the Operations Manager. 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 Operations Manager. Appointments shall occur within three business days of the original request.

**Restroom Policy**

Students are encouraged to utilize the restroom during breakfast, lunch, and electives. Exceptions are periods directly following homeroom and lunch. Students are not permitted to use the restroom during direct instruction unless there is an emergency. Permission to use the restroom will be given during independent work class time so they do not miss key instruction.

Students must ask and wait for permission from the teacher to use the restroom. Students must wear the restroom pass around their neck and complete the sign out/ sign in the restroom log in their agendas. The teacher’s signature is required. Before entering the restroom, students are to show the
restroom monitor their restroom log sheet in their agendas. Only one student from the class may be out of class at any given time. **Students are prohibited from sharing restroom logs and/or agendas.** Violators will receive consequences. **Forgotten, missing, or lost agendas will prevent students from utilizing the restroom during classroom time.**

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

**Academic Policies**

**Grading**

Grading scales, meaning the amount each category is weighted, vary by content departments. The school year is broken into two semesters. At the end of each semester, students will receive a report card.

**GRADING SCALE:**

- **90-100:** Students receiving an ‘A’ demonstrate a deep mastery of the content and skills that have been taught.
- **80-89:** Students receiving a ‘B’ demonstrate a solid mastery of the content and skills taught.
- **70-79:** Students receiving a ‘C’ have some skill or content deficits. The quality of their work is average and meets the requirements.
- **60-69:** Students receiving a ‘D’ have some significant skill or content deficits.
- **59 & below:** Students receiving an ‘F’ have significant skill or content deficits. These deficits require additional instructional resources and student effort. Students with ‘F’ grades may be candidates for retention.

**Honor Roll**

KTCP has an honor roll, and we recognize student academic success each semester. At KTCP, we determine whether or not students make the honor roll by averaging their grades for all of their core academic classes.

- **Principal’s List:** KIPPsters earning a 3.7 to 4.0 GPA and "A" average in all academic subjects.
- **Dean’s List:** KIPPsters earning a 3.5 to 3.7 GPA in all academic subjects.
- **Honor Roll**: KIPPsters earning a 3.4 to 3.0 GPA in all academic subjects.

  * This is calculated by averaging the overall grades in all core academic classes.

### Credit Recovery

<table>
<thead>
<tr>
<th></th>
<th>Ongoing</th>
<th>First Formal Checkpoint</th>
<th>2nd Formal Checkpoint</th>
<th>Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekly; Progress Reports</strong></td>
<td>1st Semester PTC &amp; 2nd PTC</td>
<td>(2 weeks before the end of the year; grades should be finalized)</td>
<td><strong>Deadline: May 13, 2022</strong></td>
<td>By First Week of August</td>
</tr>
<tr>
<td><strong>5th &amp; 6th</strong></td>
<td>Students invited to in-school or after-school interventions to address failing grades.</td>
<td>After School Tutorial Study Island (during intervention blocks, at home and a summer option)</td>
<td>Study Island @ home KTCP Summer School</td>
<td>Proof of credit recovery must be submitted prior to the start of the next school year. Failure to complete credit recovery means an automatic meeting with the School Leader to determine the student’s promotion status. Note: A School Leader may decide to retain a student who has not made up credits.</td>
</tr>
</tbody>
</table>
| **7th & 8th**          | Study Island KTCP Summer School Tulsa Tech Online Courses  
  - FRL→ $25 after completing form  
  - Not FRL→ $125  
  and/or  
  Public Option (if available)  
  **Note:** you can only make up ½ a credit (aka a semester) | Tulsa Tech Online Courses  
  - FRL→ $25 after completing form  
  - Not FRL→ $125  
  and/or  
  Public Option (if available)  
  **Note:** you can only make up ½ a credit (aka a semester) | |

### KIPP Tulsa Promotion Criteria

At KTCP, we believe that students will be promoted if they demonstrate that they are prepared to be successful in the next grade.
For students who qualify for special education, the goals on an Individual Education Plan will be considered for promotion to the next grade.

Through weekly progress reports, regular communication with teachers, and semester report cards, we expect to keep families up-to-date on student progress so that recommendations for promotion are a team decision.

8th Grade End of Year Activities

At KTCP, we are excited to celebrate the progression of our students toward college with our end of year activities. We celebrate the end of our KIPPsters’ time in middle school and their movement to high school. The end of year activities requirements will be different from the end of year field lesson. In order to participate in the end of year activities, students and parents must fulfill the following requirements throughout the academic year:

Students must have a 2.0 or higher GPA (*8th grade year only*)
No suspensions
No more than 8 absences  
  o 3 tardies are equivalent to 1 absence
Parents must complete all 12 school engagement hours by April 1st

* KTCP reserves the right to withhold students from participating in year-end activities and promotion due to student behaviors.

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.

Parent Conferences

Each semester, we will hold parent conferences with families. Conferences are mandatory for all families. The purpose of parent conferences is to set goals, monitor progress towards goals, and celebrate success.

Progress Reports

Parents will receive weekly written progress reports 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 student fails to return a signed progress report to school, the student will serve recess and/or after-school reflection until their report is brought to school.

**Academic Supports**

- **Agenda:** At the beginning of the year, each student is given a free agenda. KIPPsters are expected to record their assignments in this agenda *daily*. Every child must have an agenda. The cost to replace a lost or damaged agenda is $7 to be purchased in the main office.

- **Academic Intervention:** Students will have small group instruction in math, reading, science, or writing via an extra support course four days a week. Student placement is determined by assessment data and teacher observation. Students will receive targeted support specific to their individual needs.

- **Tutoring:** Students may receive additional academic assistance daily. Participation may be voluntary or involuntary, as it will be assigned by teachers for students needing extra help. Students 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 students are being a distraction or not following directions, they will be asked to leave. If misconduct continues, teachers reserve the right to ban students from tutoring.*

  When tutoring ends, teachers will escort students outside and wait with them during pick-up. **Arrive on time to pick up your student. Continued late arrivals, will result in your student being banned from tutoring.**

- **Saturday School:** Students have the opportunity to receive extra support targeted to their individual needs, above and beyond what is offered during the course of a school day or week. Students are assigned Saturday School based on their assessment data and teacher observation. This is not a punishment, but a chance to enhance students’ learning.

  Attendance is mandatory and students are expected to arrive on time. School rules and KIPP/Collegiate wear applies. Violators will be sent home and given consequences.

  Families will be notified in advance of assignment to Saturday School. The School Leader and/or Assistant School Leaders have discretion in the assignment of Saturday School to students.
Make-up Work

Students at KTCP can complete make-up work after an absence from school (see attendance policy). If a student is present at school and fails to complete a classwork or homework assignment, he/she will receive a zero on that assignment (Exceptions will be made at teacher’s/ school administration discretion.)

- Collect missed work from each class and schedule any make-up tests with each teacher.
- Homework will be available the following day.
- Students must complete the work within a number of days equivalent to the number of days of school missed. We do not accept late work.

Core Values and Discipline
Core Beliefs

Each student 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 student 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 College Preparatory staff dedicates itself to following a set of core beliefs that provide a guide for addressing student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students 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 student.
2. I believe that students should be guided and expected to solve the problem they create without making problems for anyone else.
3. I believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. I believe that students 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 student does most of the thinking.
7. I believe that there should be a logical connection between misbehavior and resulting consequences.

**Behavior Management Overview**

KTCP’s goal is to provide a positive, safe learning environment in order for student learning to be maximized. Behaviors at KTCP are either classroom managed or office managed. The matrix below is not intended to address the entire spectrum of student 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 students during school hours, before and after school, while on school property, while traveling in school vehicles funded by KTCP, 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 students before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in school.

**Students Meeting Expectations: Gannas**

The KTCP staff is focused on reinforcing positive behavior by distributing gannas to students displaying the 3R’s: **Respect Self. Respect Others. Respect the Environment.** Learning to have respect is one of the best ways students 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.

<table>
<thead>
<tr>
<th><strong>The 3 R’s Examples and Expectations</strong></th>
<th><strong>Respect the Environment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respect Self</strong></td>
<td><strong>Allow others to learn without disruption</strong></td>
</tr>
<tr>
<td>● Come to class on time and prepared</td>
<td>● Reduce, reuse and recycle waste</td>
</tr>
<tr>
<td>● Start work promptly</td>
<td>● Put trash in the trash can</td>
</tr>
<tr>
<td>● Work to the best of your ability</td>
<td></td>
</tr>
<tr>
<td>● Ask for help when you need it</td>
<td></td>
</tr>
<tr>
<td><strong>Respect Others</strong></td>
<td><strong>Listen when others are speaking</strong></td>
</tr>
<tr>
<td>● Behave in a safe and considerate manner</td>
<td></td>
</tr>
<tr>
<td><strong>Respect the Environment</strong></td>
<td></td>
</tr>
</tbody>
</table>
- Make good use of the academic, cultural and sporting opportunities provided
- Use proper hygiene daily

- Take care of the property of others
- Accept those with differing backgrounds, culture, and ability
- Tell an adult or peer thankyou daily

Students 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

<table>
<thead>
<tr>
<th>Staff</th>
<th>Respect Self</th>
<th>Respect Others</th>
<th>Respect the Environment</th>
</tr>
</thead>
</table>
|       | ● Come to class on time and prepared  
       | ● Start class promptly  
       | ● Teach to the best of your ability  
       | ● Get proper rest  
       | ● Give 100% daily  
       | ● Admit your wrongs  
       | ● Ask for help when you need it  
       | ● Set clear expectations in the classroom  
       | ● Redirect misbehavior in a timely manner  
       | ● Listen to students when they are speaking  
       | ● Speak in a safe and considerate manner  
       | ● Accept those with differing backgrounds, culture, and ability  
       | ● Provide a safe, orderly, caring learning environment  
       | ● Put trash in the trash can  
       | ● Take care of the furniture, buildings and plants at school  |
Think the best of each student

Tell a student, 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 student 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 students and their families
- Leading peace circles and participating in restorative conversations, and restorative conference

<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 bed time and wake up time for your child</td>
<td>• Put trash in the trash can</td>
</tr>
<tr>
<td>• Read and review the Family Handbook often</td>
<td>• Drop your student 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 KTCP</td>
<td>• Pick your student up from school on time daily</td>
<td>• Park in the car lane</td>
</tr>
<tr>
<td>• Admit your wrongs</td>
<td>• Attend school events</td>
<td></td>
</tr>
<tr>
<td>• Ask for help when you need it</td>
<td>• Think the best of staff members</td>
<td></td>
</tr>
</tbody>
</table>

Parents

- Respect Self
  - Regularly attend school events
  - Advocate for yourself
  - Read and review the Family Handbook often
  - Stay informed about happenings at KTCP
  - Admit your wrongs
  - Ask for help when you need it

- Respect Others
  - Volunteer at the school
  - Set a consistent bed time and wake up time for your child
  - Drop your student off at school on time daily
  - Pick your student up from school on time daily
  - Attend school events
  - Think the best of staff members

- Reduce, reuse, and recycle waste
  - Put trash in the trash can
  - Take care of the furniture, buildings and plants at school
  - Park in the car lane
Parents and caregivers will support these expectations by:

- Ensuring that their child attends school on time and regularly
- Sending students 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 student from school
- Participating in peace circles, restorative conversations, and restorative conferences with peers and staff

Throughout the school year we will work to celebrate student successfully demonstrating the 3R’s with individual student recognition, privileges, celebrations, shout-outs, field trips, spirit wear passes, and other activities.

Response to Negative Behavior: Infractions
KTCP 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.**

<table>
<thead>
<tr>
<th>Classroom Managed - Minor Infraction</th>
<th>Office Managed - Major Infraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Littering</td>
<td>Bullying (including cyber bullying and malicious gossip)</td>
</tr>
<tr>
<td>Chewing gum</td>
<td>Verbal and sexual harassment</td>
</tr>
<tr>
<td>Playing with fidget spinners</td>
<td>Theft/or possession of stolen property</td>
</tr>
<tr>
<td>Unprepared for class</td>
<td>Fighting</td>
</tr>
<tr>
<td>Play fighting (including in a joking manner)</td>
<td>Skipping class</td>
</tr>
<tr>
<td>Name calling</td>
<td>Skipping school (leaving school premises while school is in session without permission)</td>
</tr>
<tr>
<td>Talking during drills (fire, tornado, etc.)</td>
<td>Skipping after-school reflection</td>
</tr>
<tr>
<td>Not returning a LiveSchool report, Progress report, or other notices</td>
<td></td>
</tr>
</tbody>
</table>
• Property damage
• Cell phones (possession/use)
• Bringing purse to classroom (unless permission is given)
• Food and/or drink visible (except for water)
• Leaving area messy (any common area)
• Tardy to class
• In hallway without pass
• Public displays of affection (includes: kissing, sitting on lap, fondling, etc.)
• Dress code violation (must have on complete uniform. See uniform for example)
• Skipping lunch reflection
• Inappropriate use of technology (unauthorized websites)
• Making loud and distracting noises
• Blurring out
• Out of seat
• Making insults towards others
• Inappropriate language (including ethnic slurs)
• Cheating
• Theft
• Non-compliance

• Inappropriate use of technology (inappropriate websites)
• Pattern of cheating/Plagiarism (consecutive cheating behavior)
• Pattern of non-compliance (excessive refusal to follow directions/becomes office managed when referral is given due to multiple infractions)
• Trespassing
• Refusal to serve previously earned consequence
• Destruction of property
• Failure to identify (giving fake name, no ID visible to identify)
• Physically and/or verbally aggressive (aggressive arguments that could lead to fight and or having a physical fight)

Behavior Response Plan

This BRP cannot cover every set of circumstances in the diverse and complex social setting of public schools. The school leaders may find it necessary to use intervention or discipline options and procedures at any level not covered specifically in these regulations. Implementation of appropriate interventions and disciplinary responses take into account a number of factors including the nature and severity of the misconduct. In many cases, the use of primary responses and/or the use of school-based interventions may be most suitable. In other cases, a student’s misconduct may be appropriately addressed by a district disciplinary response along with interventions and student supports. KIPP Tulsa Public Charter Schools will provide a comprehensive student support program including embedded counseling services opportunities for social emotional learning and student engagement opportunities. We work together in order to identify students in need of intervention and/or support services early on in the process.

• Short-term suspension is defined as 5 days or less.
- **Long-term suspension is defined as 5 days or more.**

Repeated or persistent violation of Tier 1 behaviors can result in Tier 2 or Tier 3 behavior responses when Tier 1 infractions are not effective.

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Range of Disciplinary Responses/Infractions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Dress</td>
<td>• Student Conference</td>
</tr>
<tr>
<td>Inappropriate Personal Property (including cell phones)</td>
<td>• Parent/Guardian/contact/conference</td>
</tr>
<tr>
<td>Gang symbols</td>
<td>• Student/teacher conference</td>
</tr>
<tr>
<td>Tardiness</td>
<td>• Team conference</td>
</tr>
<tr>
<td>Insubordination (talking back)</td>
<td>• Restorative conference</td>
</tr>
<tr>
<td>Verbal or Nonverbal profanity</td>
<td>• Reflection (teacher or school-based)</td>
</tr>
<tr>
<td>Disrespect</td>
<td>• Community service</td>
</tr>
<tr>
<td>Failure to follow rules</td>
<td>• Loss of privileges</td>
</tr>
<tr>
<td>Academic dishonesty/cheating</td>
<td>• Removal from class</td>
</tr>
<tr>
<td>Skipping or cutting class</td>
<td>• Review of school rules and policies</td>
</tr>
<tr>
<td></td>
<td>• Behavior Improvement Plan</td>
</tr>
</tbody>
</table>

For Tier 2 infractions, a range of interventions may be applied before considering out of school suspension. Disciplinary responses may range from a warning to a short-term suspension. The disciplinary response applied in any case will depend on specific circumstances. Students with chronic Tier 2 infractions may be subject to Tier 3 interventions.

<table>
<thead>
<tr>
<th>Tier 2</th>
<th>Range of Disciplinary Responses/Infractions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Use of Technology/Computers/Cell Phones</td>
<td>• Student Conference</td>
</tr>
<tr>
<td>Bullying/cyberbullying</td>
<td>• Parent/Guardian/contact/conference</td>
</tr>
<tr>
<td>Smoking or Use of Smokeless Tobacco or ECigarettes ABLE Commission ticket (not for E-cigarettes)</td>
<td>• Student/teacher conference</td>
</tr>
<tr>
<td>Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities, or Similar Organizations</td>
<td>• Team conference</td>
</tr>
<tr>
<td>Conspiracy Notify Campus Police</td>
<td>• Restorative conference</td>
</tr>
<tr>
<td></td>
<td>• Reflection (teacher or school-based)</td>
</tr>
<tr>
<td></td>
<td>• Community service/Saturday Reflection</td>
</tr>
</tbody>
</table>
### Tier 3 Infractions

<table>
<thead>
<tr>
<th>Tier 3</th>
<th>Range of Disciplinary Responses/Infractions</th>
</tr>
</thead>
</table>
| Fighting                                                             | • Student Conference  
• Parent/Guardian/contact/conference  
• Student/teacher conference  
• Team conference  
• Restorative conference  
• In school suspension  
• Short term out of school suspension of 5 days or less  
• Long term suspension of 5 or more days not to exceed a semester plus one semester based on totality of circumstances. |
| Truancy                                                              |                                                                                                             |
| Possession of Mace, Chemical Agents or Similar Materials/Devices Notify Campus Police |                                                                                                             |
| Disorderly Conduct                                                  |                                                                                                             |
| Forgery or Falsification of Information                              |                                                                                                             |
| False Reporting a Crime                                             |                                                                                                             |
| Verbal Abuse of Staff                                               |                                                                                                             |
| Abusive Behavior Toward School Personnel Staff                      |                                                                                                             |

**PARENT/GUARDIAN CONFERENCE IS REQUIRED FOR ALL TIER 3 INFRACTIONS**

For Tier 3 infractions, interventions will be used along with disciplinary responses and can range from in-school discipline to long-term suspension. The disciplinary action applied in any case will depend on specific circumstances. Students with chronic Tier 2 infractions maybe subject to Tier 3 interventions.
Loss of privileges
Commitment to College Completion
Contract Review
Removal from class
Review of school rules and policies
Behavior Improvement Plan

Supports for students transitioning from suspension:

- Grade level teams are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the community.
- Support services may include any of the range of interventions or a combination of services as best meets the need of the individual student.
- Upon re-entry from suspension, graded levels may implement a Behavior Improvement Plan, Child Study Team Interventions, and Parent Communication Plans.

Some Tier 4 behavior violations yield criminal consequences that are not at the discretion of the school. Parent/Guardian Conference and TPS Campus Police/Tulsa Police Department Notification Is Required for All Tier 4 Infractions.

For Tier 4 disciplinary responses range from short-term to long-term suspension. The disciplinary action applied in any case will depend on the specific circumstances of the case.

<table>
<thead>
<tr>
<th>Tier 4</th>
<th>Range of Disciplinary Responses/Infractions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbery</td>
<td>Administration may refer to Tier 2 or Tier 3 responses and interventions when warranted by circumstances of the infraction.</td>
</tr>
<tr>
<td>Possession of Weapon or Facsimile Weapon Report Required for all Weapons</td>
<td></td>
</tr>
<tr>
<td>Arson Fire Marshall Notification Required</td>
<td></td>
</tr>
<tr>
<td>Inciting a Riot Fire Marshall notification required</td>
<td></td>
</tr>
<tr>
<td>Threat with a Dangerous Weapon Report Required</td>
<td></td>
</tr>
<tr>
<td>Battery</td>
<td></td>
</tr>
<tr>
<td>Assault or Battery on Staff *See “2014 School Protection Act” below Mandatory suspension for the current semester and the next semester</td>
<td></td>
</tr>
</tbody>
</table>

- Student Conference
- Parent/Guardian conference required
- Short term out of school suspension based on the totality of the circumstances
- Long term suspension based on totality of circumstances.
<table>
<thead>
<tr>
<th>Threat with Intent to Kill</th>
<th>• Contact campus police or Tulsa Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault and Battery</td>
<td>Mandatory for Tier 4 Behaviors</td>
</tr>
<tr>
<td>Off-Campus Conduct</td>
<td>• Behavior Improvement Plan</td>
</tr>
<tr>
<td>Fighting/Battery or Riotous Behavior at an Extra-Curricular Activity</td>
<td>Supports for students transitioning from suspension:</td>
</tr>
<tr>
<td>Reckless Vehicle Use</td>
<td>• Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the community.</td>
</tr>
<tr>
<td>False Alarms and 911 Calls Fire Marshall notification required</td>
<td>• Support services may include any of the range of interventions or a combination of services as best meets the need of the individual student.</td>
</tr>
<tr>
<td>Shooting of Fireworks</td>
<td>• Upon reentry from suspension, schools may implement Student Success Plans, Child Study Team Interventions, and Parent Communication Plans. Conduct Restorative Conference with student and family.</td>
</tr>
<tr>
<td>Possession and/or Use of Explosives</td>
<td></td>
</tr>
<tr>
<td>Disregard for Health or Safety Not Otherwise Defined</td>
<td></td>
</tr>
<tr>
<td>Possession of Firearm Weapon Report Required</td>
<td></td>
</tr>
<tr>
<td>Mandatory suspension for a minimum of one (1) calendar year</td>
<td></td>
</tr>
<tr>
<td>Sexual-related Offenses</td>
<td></td>
</tr>
</tbody>
</table>

**Corrective Disciplinary Consequences**

**Restorative Practices:** KTCP uses restorative practices, which is a process of building school culture that relies on relationships, empathy, responsibility, and the empowerment of students to resolve problems and to treat conflicts as teachable moments. Restorative practices remove rewards and punishment from discipline and provide tools for students to be proactive in changing their behavior. Restorative practices involve matching appropriate responses and logical consequences to student misbehavior.
Overall, restorative practices and logical consequences to student misbehavior are usually specific to students and situations.

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

**Phone Call:** We value the family-school partnership and believe that a student’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 student misbehavior. If we call (or if we have the student call), it is to get your help in redirecting the student so that he/she is on track and ready to learn. Please help us by talking with your student briefly on the phone and following up with him/her at home.

**Lunch/Recess Reflection:** Students 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 student. 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 students and staff members, but can occur student-to-student, staff members to student 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?

**Before- and After-school Reflection:** Reflection will be held before school from 7 am – 8 am or after school from 3 pm – 4 pm. It is a silent time for students to reflect upon their misbehavior and determine an improvement plan. Parents are responsible for providing transportation. No late arrivals will be accepted.

**Suspension:** Student 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 student
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 student for a period of up to five (5) consecutive school days. Prior to suspending a student, the School Leader or designee shall hold an informal conference with the student to:

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

If the School Leader or designee determines the student’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 student 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 student under alternative in-school placement will be required to work on classroom assignments and will be counted present on the attendance register. If a student 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 student files (a copy will also be sent to KIPP Tulsa’s Special Education Coordinator if the student 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 student’s conduct warrants an out-of-school suspension, the School Leader or designee will notify the student’s parents/guardians that the student has been suspended before the student is sent home. At this time, the School Leader or designee will also notify the student’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, students 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 student for up to five (5) days if the student’s presence threatens the health, safety, or welfare of himself/herself or other students or faculty. If a student is suspended in an “emergency” situation without the opportunity for notice of the allegations against him/her, the School Leader shall:

- Notify the student of the allegations, and
• Provide the student 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 student and/or parent/guardian an opportunity to appeal the suspension decision directly with the school leader or designee

A student may receive credit for work missed during the period of suspension if the student makes up work missed within the same number of days the student 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 student found in possession of a firearm while on school property, in a school bus, or other vehicle used for the transportation of students or teachers, shall be suspended for a period of at least one calendar year. At the end of this one-year suspension, the student 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 student 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 Student Handbook, for a student’s long-term suspension. Concurrent with such a recommendation, and prior to any long-term suspension action, the School Leader shall provide the student’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 student 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 student 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 student and the student’s parents/guardians of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student’s parents/guardians, or another adult representing the student attends. Promptly following a disciplinary hearing, the School Leader will notify the student and the student’s parents/guardians, in writing, of the Board’s decision. The student 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 student 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 student and the student’s parents / guardian.
- The students 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 student, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a student has been suspended or placed in alternative in-school placement for disciplinary reasons.

**Procedural Safeguards for Students with Disabilities**

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

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

The following procedure 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 student.
- The IEP team:
  - Assesses information from parents/guardians, observations of the student, evaluations and diagnostic results, the student's IEP and placement to determine whether the misconduct is related to the student’s disability.
  - Review and revise, if applicable, the behavior interventions 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 student to continue participation in the general curriculum and address the behavior so it will not recur.

**Counseling Services**

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

For more information, contact the Student Support Site Manager at 918-794-8652 ext. 137.

**Facilities and Resource Policies**

**School Property**

Respect for the environment includes taking care and responsibility for the building and grounds, equipment including all technology, books, and all other items furnished by KTCP for student use. Intentional damage to school property may result in an Honor Council appearance to 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 KTCP’s computers, other technology (iPads, tablets, cameras, etc.), and 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, KTCP will make every reasonable effort to ensure that the resources are used responsibly, and will further require that every student and parent sign the accompanying Acceptable Internet Use Agreements before Internet access is granted.

Parents are prohibited from utilizing their student’s email to contact other students. Student emails are subject to search policies.

**Acceptable and Unacceptable Uses**

The intent of KTCP in providing Internet connectivity is to support learning consistent with our academic programs. We expect students to use the Internet to pursue intellectual activities, to access libraries and other resources, and to further their education at KTCP. A student’s online conduct is ALWAYS subject to the general code of student conduct at KTCP.
Some parts of the Internet contain material that is not suited for students and is not supportive of KTCP’s educational activities. Students are not allowed to use the Internet at KTCP 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 KTCP or its status as an Oklahoma Public School.

KTCP utilizes robust technology to filter and monitor Internet activity and prevent student exposure to inappropriate materials. However, KTCP cannot guarantee the appropriateness of all materials accessed by the students on 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 student’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 student 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 on-line activity that encourages the use of drugs, alcohol or tobacco, or that promotes unethical practices or any activity prohibited by law or KTCP policy.
- Posting, sending or displaying any personal identification information of any minor without parental consent.
- Attempting to gain unauthorized access to resources or entities.
- 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 message 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.
Students 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 Student Organizations**
KTCP encourages KIPPsters to join athletic and student 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 (not currently suspended), are in good financial 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 student code of conduct apply to athletic and student organization activities, practices, games, and transportation to and from the event.

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

**Commitment to Athletics**
As student-athletes at KIPP Tulsa College Preparatory (KTCP) 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, KTCP 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 KTCP, our BIG GOAL is that 100% of our Student-Athletes end the school year by meeting and exceeding their MAP Goal, Proficient/Advance on the Oklahoma State Testing Program (OSTP) and 3.0 GPA or higher.

Student Academic Eligibility During a Semester

1. Eligibility for students 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.
3. The period of probation and ineligibility will always begin on Monday (The day the “Student Behavior and Academic Tracker” is checked).
4. If a student has a score of less than 3 out of 4 positive marks on the “Student Behavior and Academic Tracker” on the day of the tracker check, he/she will be placed on probation the following one-week period.
5. If a student still has a score of less than 3 out of 4 positive marks on the “Student Behavior and Academic Tracker” during the next week on the tracker check day (Mondays), he/she will be ineligible to participate during the next one-week period.
6. The ineligibility periods will begin on Mondays and end on Sundays.

Students with Individualized Education Programs or Plans in Special Education Classes

- A student, 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 student has been certified by KCTP School Leader, Assistant School Leaders, Athletic Director and Grade Level Teachers as doing a quality of work consistent with the expectations and objective of their IEP.

Behavioral Consequences

The KCTP School Leader, Assistant School Leaders, and the Athletic Director will determine suspension of games. You may receive a minimal half of a game suspension, and maximum dismissal from the team at the discretion of KTCP Leadership Team and Athletic Director for displaying behaviors resulting in disciplinary referral, detention, skipping, fighting, bullying, disrespect to staff, or out of school suspension.

Attendance Policy

All student-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.).

**Student-Athletes Code of Conduct**

As a KTCP student-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 KTCP 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, or Athletic Director may review a student’s membership on the team.

**APPENDICES**

**Team and Family Handbook Acknowledgement Form**
Please initial the following statements, complete and sign the information below in pen, and return this entire page to your student’s homeroom teacher.

_____ I have read the 2021-22 Team & Family Handbook. I understand that KIPP is a charter school, and therefore, a school of choice. Choosing to send my student to KIPP means that I am also choosing to adhere to the policies outlined in the handbook, with the understanding that they are rooted in the identity and philosophy of our school.

_____ I understand that consistent daily attendance at this school is mandatory. Because I understand the importance of consistent daily attendance, I will also use the calendar as a reference when planning appointments and/or vacations. If my child has to miss school for any reason, I will call or email the office within 24 hours of the absence.

_____ I will support the teachers and staff of KIPP and will do whatever it takes for my child to succeed both academically and behaviorally. This means that I will make myself available by phone, in person, and will sit with my child during class, if necessary.

_____ I realize that the administration reserves the right to interpret, revise, amend, or withdraw policies and procedures at its discretion.

Student Name (print): ________________________________

Student Signature: ________________________________ Date: _______

Parent/Guardian Name (print): ________________________________

Parent/Guardian Signature: ________________________________ Date: _______
Receipt of Technology Acceptable Use Policy

As a student user of the KIPP Tulsa College Preparatory electronic communications systems, I understand and agree to fully abide by the Technology Acceptable Use Policy found in this booklet. Should I violate this agreement, I understand that I may be subject to disciplinary action and/or appropriate legal action and my access privileges may be revoked.
Chrome book Expectations

Students
1. All student Chrome books are assigned and the designation requires stewardship. The use of a Chrome book is a privilege and not a right.
2. Chrome books remain with all four corners on a desk or flat surface.
3. If the Chrome book is to be moved, they are to be carried with two hands.
4. Students should not eat or drink around Chrome books.
5. Students should not place books or any heavy object on a Chrome book.
6. Students should not pull off the asset tags or any labeling system.
7. Students may not change any setting or background on any computer.
8. Students will be held responsible for intentionally damaging a Chrome book. The replacement cost is $300 per Chrome book.

In the event that you lose or damage your charger do you agree to pay $40 for damages before you can receive a new charger.

In the event that there is hardware (breaks to the chromebook shell or missing keys) damaged in your care do you agree to pay $50 for damages before you can receive a new chromebook?

In the event that the screen is damaged in your care do you agree to pay $75 for damages before you can receive a new chromebook.

In the event that the entire chromebook is damaged, no longer functioning, lost or stolen while in your care do you agree to pay $300 for replacement before you can receive a new chromebook.

Admin and teachers reserve the right to inspect student behavior regarding Chrome books. Any of the above violations may result in probation or suspension from the use of a Chrome book.

I agree to and understand the student responsibility of utilizing a Chrome book at KIPP Tulsa College Preparatory and agree to the terms of use.

________________________________________________________________________
Student Name                                                                 Date
________________________________________________________________________
Parent Signature                                                                 Date

KIPP Tulsa College Preparatory - Bus Rider Information/Application

Complete this form ONLY if student rides a bus

Student 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 STUDENTS TO RIDE THE BUS IS CONDITIONAL ON THEIR GOOD BEHAVIOR AND OBSERVANCE OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS. Students 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 student endangered
the safety of the bus or other students, students will lose their bus privileges. If the student is denied bus privileges, PERMISSION TO RIDE AGAIN MAY BE GRANTED when:

1. The student 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 students being subject to same school rules and disciplinary actions, including forfeiting the privilege of riding the school bus. Video and audio recordings can be used to monitor student behavior. Only school officials and school security officers are permitted to view video recordings, which have been recorded to monitor student behavior.

**Dissemination of Rules to Parents and Students**
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 students, sign, and return the application for school bus transportation to the school. Students 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 student should have more than one application for school bus transportation. This is known as “Bus Hopping”. If a student needs an application for more than one bus, they must have prior approval from the Transportation Office and KTCP.**

**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 or Syd-Lyfe
**Phone:** 918-382-7300/ 918-949-4212
**Address:** 4636 S Harvard/3606 N. MLK JR BLVD
Fax: 918-382-7302
Name of Agency or Person: KIPP Tulsa College Preparatory
Phone: 918-794-8652
Fax: 918-794-8712

CREOKS can  Obtain  Release  Obtain and Release the following information:

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

- [x] Psychological Testing Results
- [ ] Discharge Summary
- [x] Physical Health History
- [x] Consultation
- [x] Treatment Plan
- [ ] Lab Work
- [x] 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 KNOW 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