Scholar and Family Handbook
2019 - 2020
# Table of Contents

WELCOME FROM THE PRINCIPALS ....................................................................................................................................... 5

IMPORTANT CONTACT INFORMATION ................................................................................................................................. 8

SCHOOL CALENDAR .................................................................................................................................................................. 10

Dismissal ...................................................................................................................................................................................... 14

Absence ...................................................................................................................................................................................... 14

Late Arrivals/Early Departures .................................................................................................................................................. 16

Making up Missed School Work ........................................................................................................................................... 17

School Closing ............................................................................................................................................................................. 17

Other Emergencies ................................................................................................................................................................... 17

Withdrawal from School ........................................................................................................................................................... 17

Home Visits .................................................................................................................................................................................. 18

CULTURE OF ACHIEVEMENT .................................................................................................................................................. 19

Arts Infusion ................................................................................................................................................................................ 19

Social Development ................................................................................................................................................................. 19

Community Meetings .............................................................................................................................................................. 20

Student Exhibitions ............................................................................................................................................................... 20

Testing and Assessments ......................................................................................................................................................... 20

Homework .................................................................................................................................................................................. 20

Parents/Guardians, Student, and Teacher Conferences ....................................................................................................... 21

Report Cards and Mid Term Reports ................................................................................................................................... 21

Annual Grade Placement and Graduation Requirements .................................................................................................... 21

TLCS CODE OF CONDUCT ...................................................................................................................................................... 22
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive and Restorative Practices</td>
<td>22</td>
</tr>
<tr>
<td>Tulsa Legacy Charter School Intervention Tiers and Consequences</td>
<td>23</td>
</tr>
<tr>
<td>Logical Consequences</td>
<td>24</td>
</tr>
<tr>
<td>In-school Restoration</td>
<td>27</td>
</tr>
<tr>
<td>Interim Alternative Educational Setting</td>
<td>28</td>
</tr>
<tr>
<td>Adult Role Models</td>
<td>32</td>
</tr>
<tr>
<td><strong>POLICIES AND PROCEDURES</strong></td>
<td>33</td>
</tr>
<tr>
<td>Tulsa Legacy Charter School Dress Code</td>
<td>33</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>35</td>
</tr>
<tr>
<td>Bullying, Harassment and Intimidation Policy</td>
<td>35</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>37</td>
</tr>
<tr>
<td>Technology Acceptable Use Policy</td>
<td>38</td>
</tr>
<tr>
<td>Student Telephone/Cell Phone Use Policy</td>
<td>39</td>
</tr>
<tr>
<td>Smoke &amp; Tobacco Free Campus Policy</td>
<td>40</td>
</tr>
<tr>
<td>Fees or Charges Owed to the School</td>
<td>40</td>
</tr>
<tr>
<td>Suspection of Child Abuse/Neglect</td>
<td>40</td>
</tr>
<tr>
<td>Student Records</td>
<td>41</td>
</tr>
<tr>
<td>Non-solicitation Policy</td>
<td>44</td>
</tr>
<tr>
<td>Non-School Related Items</td>
<td>44</td>
</tr>
<tr>
<td>Birthdays, Holidays, and Special Events</td>
<td>44</td>
</tr>
<tr>
<td><strong>SCHOOL-RELATED PROGRAMS AND ACTIVITIES</strong></td>
<td>49</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>49</td>
</tr>
<tr>
<td>Field Trips</td>
<td>49</td>
</tr>
<tr>
<td>Awards and Celebrations</td>
<td>49</td>
</tr>
</tbody>
</table>
Welcome from the Principals

Dear Families and Scholars,

On behalf of the Board of Directors/Trustees and staff, I would like to welcome you to Tulsa Legacy Charter School. We are a growing community committed to preparing all of our students for college. We are here to make a transformational difference in the lives of the students we teach.

We understand that the choice to send your child to Tulsa Legacy Charter School is an important one that demonstrates your high hopes and expectations of your child, yourselves, and us. We share these high hopes and expectations with you, and we are committed to making them a reality as we work together to prepare your child for college.

Every member of our school community- student, parent, teacher, principal, community partner- has an important role to play in creating a nurturing environment where students can develop the knowledge, skills and values necessary for responsible citizenship and life-long learning.

The Scholar and Family Handbook outlines the responsibilities and expectations that we, as a school community, must honor to ensure your child is well prepared for college.

Do not hesitate to call us if you have any questions about the handbook or any other school issues during the year.

Sincerely,

Mrs. Carolyn Statum
Principal: Primary Academy

Mrs. Nicole Whiteside
Principal: Upper Academy
TLCS Commitment to Excellence

Tulsa Legacy Charter School’s Vision is that our collective efforts will fundamentally change public education to ensure all students are academically, socially, and emotionally prepared for college and the world beyond. The Commitment to Excellence is shared by all of us: Tulsa Legacy staff, scholars, and families and it defines the spirit that all of us are expected to demonstrate in the daily pursuit of this vision.

Student Commitment

I fully commit to Tulsa Legacy in the following ways:

• I will participate actively as a respectful member of the Tulsa Legacy school community.
• I will arrive at school on time and will remain for the entire school day.
• I will complete all of my homework every night. If there is something I do not understand, I will ask my classmates and/or teachers. I will raise my hand and ask questions in class and problem-solve through challenges.
• I will always behave in a way that protects the safety, interests, and rights of all individuals in the classroom. I will show respect to my Tulsa Legacy teammates and to everyone in the Tulsa Legacy family.
• I will come to school each day in full uniform, ready to create, achieve, and lead and prepare for my future success in college.
• I will give parents/guardians all notices and information received from school every day.
• For the whole time I am a student at Tulsa Legacy, I commit to the work required of me and will do Whatever It Takes in order to be accepted to and graduate from a four-year college or university.

*If I fail to adhere to these commitments, my child will lose Tulsa Legacy privileges, and he or she could be removed from Tulsa Legacy.

Student Signature: ________________________________ Date: __________

Parents/Guardian Commitment

We fully commit to Tulsa Legacy in the following ways:

• We will expect our child to create, achieve, and lead as a student at Tulsa Legacy Charter School.
• We will make sure our child arrives to Tulsa Legacy on time and remains for the entire school day.
• We will always help our child in the best way we know how, and we will do Whatever It Takes for him/her to learn. This means that we will do the following: provide a quiet place for our child to study, review his/her homework every night, and let him/her contact the teacher if there is a question about the homework.
• We will support our child’s social/emotional and creative development as a foundation for success in their work and interactions with others. We understand that if our child does not meet expectations for success, they may be required to serve lunch or after-school reflection.
• We will always make ourselves available to the school via phone or in person, and we will address any concerns that arise.
• We will attend all required parent meetings and read all communication sent by the school including the Family Newsletter.
• We will make sure our child follows all aspects of the Tulsa Legacy dress code every day.
• We understand that our child must follow all Tulsa Legacy rules in the handbook and in the classroom in order to protect the safety, interests, and rights of all individuals in the classroom, and we will support the implementation of consequences for breaking any of these rules.
• For the whole time my child is a student at Tulsa Legacy, I will do Whatever It Takes to support my child in order for him or her to be accepted to and graduate from a four-year college or university.

*If I fail to adhere to these commitments, my child will lose Tulsa Legacy privileges, and he or she could be removed from Tulsa Legacy.

Parent/Guardian Signature(s): ________________________________ Date: __________
Teacher Commitment

We fully commit to Tulsa Legacy in the following ways:

• I will prioritize to the social/emotional and creative development of students as a foundation for success in their work and interactions with each other.
• I will maintain a culture of respect where students feel safe to learn and develop as students. I will treat every student fairly and with respect.
• I will arrive at Tulsa Legacy on time and will remain for the entire school day.
• I will attend and participate in all staff meetings and professional development in order to improve my teaching practice.
• I will teach Tulsa Legacy students in the best way I know how, and I will do Whatever It Takes to ensure our students are learning, including responding to parent or students questions or concerns within 24 hours.
• I will provide tutorials for our students as needed to support their learning and provide parents with frequent reports on their child’s progress.
• I will partner with parents and families as frequently as possible in order to ensure my scholars are creating, achieving, and leading. I will provide parents and families with opportunities to volunteer and participate in our classroom and to observe classroom activities.
• I will always protect the safety, interests, and rights of all individuals in the classroom.
• I will provide a rigorous college-preparatory curriculum, along with necessary support in order to prepare every Tulsa Legacy student to be accepted to and graduate from a four-year college or university.

*If I fail to adhere to these commitments, I could lose the opportunity to teach at Tulsa Legacy.

Teacher/Staff Signature: _________________________ Date: ___________
Important Contact Information

Telephone

Parents/guardians may leave messages for teachers at the school office. Parents/guardians can expect a return call from a teacher within one school day of leaving a message. The telephone number is 918.794.1442 or 918.576.6129.

Email

In addition to the general voice mailbox, administrators and teachers may be contacted via email. In most cases, a staff member’s address is his/her first initial and last name @tulsalegacy.org. For example, if a teacher’s name is Isaiah Jones, he could be reached at ijones@tulsalegacy.org. To confirm you have the correct email address, you may contact the school office.

Contacting School Leadership

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal: Primary Academy</td>
<td>Carolyn Statum</td>
<td>918.794.1442</td>
<td><a href="mailto:cstatum@tulsalegacy.org">cstatum@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Assistant Principal: Primary Academy</td>
<td>Nicole Whiteside</td>
<td>918.794.1442</td>
<td><a href="mailto:nwhiteside@tulsalegacy.org">nwhiteside@tulsalegacy.org</a></td>
</tr>
<tr>
<td>District Operations Manager</td>
<td>Danielle Melton</td>
<td>918.794.1442</td>
<td><a href="mailto:dmelton@tulsalegacy.org">dmelton@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Director of Social Emotional Development</td>
<td>Cynthia Soto</td>
<td>918.794.1442</td>
<td><a href="mailto:csoto@tulsalegacy.org">csoto@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Coordinator of Family &amp; Community Partnerships</td>
<td>Angie Walker</td>
<td>918.794.1442</td>
<td><a href="mailto:awalker@tulsalegacy.org">awalker@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Director of Special Education &amp; Student Services</td>
<td>Cherae Nash</td>
<td>918.794.1442</td>
<td><a href="mailto:cnash@tulsalegacy.org">cnash@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Principal: Upper Academy</td>
<td>Nicole Whiteside</td>
<td>918.576.6129</td>
<td><a href="mailto:nwhiteside@tulsalegacy.org">nwhiteside@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Assistant Principal of Culture &amp; Operations: Upper Academy</td>
<td>Staci Brown</td>
<td>918.576.6129</td>
<td><a href="mailto:sbrown@tulsalegacy.org">sbrown@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Danielle Melton</td>
<td>918.576.6129</td>
<td><a href="mailto:dmelton@tulsalegacy.org">dmelton@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Director of High School Placement</td>
<td>Joan Herron</td>
<td>918.576.6129</td>
<td><a href="mailto:jherron@tulsalegacy.org">jherron@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Coordinator of Family &amp; Community Partnerships</td>
<td>Angie Walker</td>
<td>918.576.6129</td>
<td><a href="mailto:awalker@tulsalegacy.org">awalker@tulsalegacy.org</a></td>
</tr>
<tr>
<td>Director of Special Education &amp; Student Services</td>
<td>Cherae Nash</td>
<td>918.576.6129</td>
<td><a href="mailto:cnash@tulsalegacy.org">cnash@tulsalegacy.org</a></td>
</tr>
</tbody>
</table>

Mail

You may also write to the school administration, Executive Director, Board of Directors/Trustees, or Tulsa Legacy Charter School if you have concerns or issues you wish to discuss. Please send your correspondence in care of the school office: 105 East 63rd Street North, Tulsa, OK 74126.

Website

The school posts documents on the Tulsa Legacy Charter School website: www.tulsalegacy.org

Board of Directors/Trustees

Board of Director/Trustee meetings are open to the public and are posted on the school’s website: www.tulsalegacy.org. There is a public comment section on the agenda.

The Board of Directors/Trustees may be contacted by sending a letter to the Board Chairperson as follows:
Diane Murphy  
Tulsa Legacy Charter School  
105 E. 63rd Street North  
Tulsa, OK 74126

Records Access Officers

The Records Access Officers under the Freedom of Information Act (FOIA) for the school are Danielle Melton and Veronica Lopez. You can reach them at 918.794.1442 at the school should you have such a request.

School Calendar

![School Calendar Image]
At Tulsa Legacy Charter School we refer to all students as “scholars” because being enrolled in a TLCS school means you are on the path for success in college. We have high expectations and big dreams for all of our scholars and are committed to helping you develop the knowledge, skills and values necessary for responsible citizenship and life-long learning.

There are our Core Values that drive the collective efforts of all members of the TLCS school community:

**Through College & Beyond:** We work hard to prepare ourselves for success in school and out of school. We aim our efforts at college- not just getting there, but graduating and the new opportunities that will be available beyond.

**High Expectations Equal Results:** If we expect great things from our students, staff, and community, great things will be achieved. When we make excuses, we lower the bar for everyone.

**Today Is The Day We Make It Happen:** We don’t wait for change. We make change happen each day with all that we do. This change pushes our scholars, staff, families, and community towards reaching their goals.

**Team & Family:** We care about and value each member of our school community by supporting and investing in each other. We know that true support of our teammates involves being simultaneously warm and demanding. We invest in our relationships, cheer for each other, and support those who are struggling. We all work hard together, every day.

**Whatever It Takes:** We feel tremendous urgency to go the extra mile to make a life-changing difference for our students. We are relentless and creative in finding solutions to problems, pushing ourselves to find better ways or make them. We believe that “whatever it takes” is a team sport and that we achieve our excellent outcomes not through unsustainable individual sacrifices, but by developing systems, strategies, and teams that collectively work smarter to do what we need to do for our students, families and communities.
Everything With Integrity: We say what we mean and do what we say. We never lose sight of our mission to get our students to and through college, and we use this mission as the ultimate test for all decisions. We believe "what" you achieve and "how" you do it both matter, and we work hard to make sure our actions speak as powerfully as our words.

As a Tulsa Legacy Charter School Scholar, you will be held to high standards for your work and interactions with others. To help you achieve excellence, you will be asked to practice and demonstrate the four Habits of Scholars:

- **Active Community Membership**: Actively participates and contributes to the classroom community.
- **Critical Thinking & Creativity**: Seeks to acquire and apply new learning, makes connections, and exhibits curiosity.
- **Effective Communication**: Listens and communicates with respect for others.
- **Self-Discipline & Self-Management**: Works hard and perseveres through difficult tasks and distractions. Takes care with work and appearance.
Admission

Any student may seek admission to our school if the student has met the required school entrance age and resides within the Tulsa Public School District. If a grade level is oversubscribed, a lottery will be used to select students. A student who was retained by a previous school will remain at the grade level as indicated by the previous school. Siblings are given preference in admission to the school.

Visiting the School

Parents/guardians are warmly welcomed and encouraged to visit and become involved in the life of the school. When you arrive at the school, please go directly to the main office to sign in and obtain a visitor’s pass. When signing in, you must have a state issued ID card and register with the school’s Lobby Guard Sign-In process. When you are ready to leave the school, please go to the main office, return the visitor’s pass, and sign out.

Because everyone’s schedule is important, including your child’s, please telephone the school to schedule a visit during class hours. This will allow us to inform the teacher of your planned visit so he or she can make the appropriate accommodations. While instructing, teachers will not have time to discuss your child’s progress. Parents/guardians may schedule a time with the teacher when he or she is not instructing to discuss the student’s progress.

School Day

Students will attend school for 173 days each academic year. (Please see the School Calendar at front of handbook.) The school’s instructional day begins promptly at 8:00am and ends at 3:30pm, Monday through Friday, unless the school notifies parents/guardians of a unique situation. On the first and third Friday of each month, the school will release at 1:30pm for Professional Development purposes. Please do not drop your child off before 7:30am at Primary Academy and at Upper Academy as no entry into the building is allowed and no supervision is available for the students. Students will be allowed entry into the building at 7:30am at Primary Academy or Upper Academy through the designated door only.
More Time on Instruction

To ensure that every child masters the work necessary to prepare for college, Tulsa Legacy Charter School schools provide more time for learning. This means a longer school day.

Small School/Class Size

A small school environment ensures that all students are known personally by their teachers and by school leaders. At this school, both grade and class sizes are small to create the most responsive learning environment possible.

Dismissal

Dismissal begins at 3:15pm. Unless your child takes a school bus or stays for an after-school event, please make arrangements for your child to be picked up on time. It is not acceptable for any student to be picked up late. We are unable to supervise students left at the school after 4:15pm. Parents/guardians will be required to reimburse the school for costs incurred for providing supervision to ensure your child’s safety. The school may file a report with Family Services or Social Services if an authorized person does not pick up the child, including a student who has lost bus privileges. The police or other appropriate authorities may be called to pick up students who are left at the school repeatedly or for an extended period of time.

Absence

Our goal is for every student to attend school every day. Every minute of every day counts and is a learning opportunity. The more time a student is in school the more they can learn. Regular attendance in classes is of vital importance if a student is to succeed in school and be prepared for college. Absences for any reason hinder learning and should be avoided. The only “excused” reasons to miss school are religious observances, illness, a death in the family, or a family emergency. Half day absences are recorded and will be counted as part of the total days present or absent for the year.

Attendance will be taken twice daily: once at the beginning of classes in the morning and once after lunch. Students must be present for both the morning and afternoon sessions to be counted as present for the entire school day. Pursuant to Oklahoma Education Code, if a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for
juvenal proceedings pursuant to Title 10A of the Oklahoma Statutes. (70-10-106). After 10 consecutive days of an unexcused absence, a scholar will be dropped from our TLCS roster pursuant to Oklahoma Education Code. A scholar will then be required to complete another application for admittance and be moved to the waitlist.

Please notify the school office via phone, email, voicemail, or letter by 8:45am if a student must be absent from school for any reason. Upon return to school, the student must submit to the teacher a note of explanation signed by a parent/guardian. All absences must be documented at the school through a written/typed, signed letter from a parent/guardian, or if the absence is three days or more due to an illness, a doctor’s note may be required. Any absence not documented will be considered an “unexcused” absence.

In the case of an absence in excess of three (3) days and in all cases of contagious diseases, a doctor’s note may be required for re-admittance to the classroom. If you suspect or a staff member reasonably believes your child may have a contagious disease, the student may not come to school until he/she has been examined by a doctor. This is in consideration of other students and staff.

The school may notify the parent/guardian that a student needs to be picked up early. This may be because of illness or other emergency. The student should be picked up within one hour of the notification, and the appropriate early dismissal or absence policy will apply. Therefore, all families must have a plan in place as to who will pick up a child early when necessary. If you have questions about absences, please contact Angie Walker, Director of Family and Community Partnerships.

Students with five (5) or more absences will be notified in writing that their attendance is not satisfactory and may result in grade retention, referral to authorities, and/or home/school visits and meetings. Students with ten or more absences may not be able to advance to the next grade and may be required to forgo after school team opportunities, attend after school work sessions, or enroll in summer school to get caught up on missing work. The school will arrange a conference to discuss the absences with the parents/guardians. Students with 10 or more consecutive absences will be removed from the class roster and must reenroll upon return.

In certain circumstances, the law may require us to report to the government social services agency that the student is not attending school. If a scholar does not meet attendance requirements of TLCS, we are required to report absences and tardies to the District Attorney’s Office by law.
Late Arrivals/Early Departures

All students are expected to be at school promptly for the beginning of classes at 8:00am and to participate in learning and school activities until dismissal begins at 3:45pm. Arriving late to class or leaving early interferes with important teaching and learning and disrupts the classroom environment. It is the responsibility of parents/guardians to ensure that students are at school on time and depart on time every day.

A student who arrives tardy after the designated school start time 8:01am must go directly to the office to present a signed note from a parent/guardian explaining the reason for the delayed arrival or enter the school with a parent/guardian who will explain the reason for the late arrival. Three tardies equate to one absence.

Repeated late arrivals or early departures will result in loss of privileges. Repeated late arrivals or early departures may also render the student truant pursuant to state/local statutes and require the school to report to state/local officials. Truancy can result in sanctions and legal prosecution of responsible parents/guardians by state authorities.

A student will be released for an early dismissal only to an authorized parent/guardian or other person designated in writing by the parent/guardian to be authorized to pick up the child. Parents/guardians must make such arrangements in advance. Upon arriving at the school, the parent/guardian must go to the school office to sign out the child. A parent/guardian may never go directly to a classroom. No early releases will occur after 3:00pm. The building is placed on lock-down at 3:00pm to ensure preparation for dismissal and all scholars’ safety. No parents or guardians may leave or enter the building from 3:00-3:45pm.

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. Without such valid legal documents, all parents/guardians are assumed to have equal rights to make decisions regarding their child’s education, to pick up the child, and to participate in school activities.

Parents and guardians cannot change the child’s method of transportation once it is chosen at Enrollment unless a new Transportation Request form is completed in person in the office. For the safety of our scholars, we will not be able to make changes on a daily basis to car rider, walker, or bus riders’ daily schedules without a new form completed. If you require a change in transportation for your scholar, you must check your scholar out of school by 3:00pm or have completed a new Transportation Request form in the main office. No teachers are allowed to accept transportation changes by way of email, text, or phone call.
Making up Missed School Work

Quality instruction is delivered in the classroom and make-up work does not provide the same level of skill development or learning opportunities. If parents request missed work, students must complete missed homework and in-class assignments in a period of time equal to the length of the absence. For example, a student who has been absent for two school days will have two school days to make up missed class work and homework. Students who have missed any tests will also be expected to begin to take make-up tests on the first day after the make-up period ends.

It is the parents/guardians’ responsibility to pick up make-up assignment packages and to make certain completed work gets back to the teacher by the designated due date. Provided at least one day of notification, teachers will do their best to prepare assignments for students who are unable to attend school due to an excused absence. In some cases, teachers will be unable to send home work as it is often impossible to replace instruction with take-home assignments. If there are questions about making up missed school work, the teacher who has assigned the work should be contacted.

School Closing

If the Tulsa Public Schools closes due to bad weather, then Tulsa Legacy Charter School will also close. In the event that weather conditions become hazardous during the school day, our school will follow the early dismissal policies of Tulsa Public Schools or advise otherwise using the school’s electronic notification system (phone call or text alert).

Other Emergencies

In case of other emergencies, parents/guardians will be contacted by phone or text as soon as possible. Parents/guardians must provide the School Office Manager with updated contact and emergency notification information any time this information changes during the school year. Please remember to keep your phones/cell phones turned on and with you throughout the day in case of emergency.

Withdrawal from School

In the event you need to withdraw your child from school, please go to the school office and complete the necessary forms with the Office Manager. We will then forward your child’s records to the new school upon receipt of request from the student’s new school.
Home Visits
All new students may receive a Home Visit prior to the start of the school year and additional visits may be scheduled throughout the year. The purpose of these visits is to help establish clear communication between home and school. A staff member may review the TLCS School Compact, share expectations of the school, answer parent/guardian questions, and confirm the child’s plan to attend the school in the fall.
Culture of Achievement

The mission of Tulsa Legacy Charter School is to prepare all students for college through a rigorous, arts-infused program. Our Education Program is anchored in rigorous academic standards that define what every student should know and be able to do. Teachers use research-based curricula and instructional practices to help students meet these standards.

Elements of the Education Program include:

**Arts Infusion**
Arts infusion is an approach in which students engage in the creative process to construct and demonstrate understanding through the arts. Arts infusion connects an art form to another subject to meet evolving objectives in both disciplines. The infusion of the arts into the core curriculum increases student engagement and helps develop a deeper understanding of core concepts, ultimately leading to increased student achievement. The theories behind an arts-infused education align with the critical thinking and rigor levels demanded by the state standards.

**Social Development**
Tulsa Legacy Charter School believes that the development of habits and mindsets necessary for college is as important as the academic curriculum. We support our students in their capacity to engage collaboratively, be disciplined in their academic and personal pursuits, and contribute in meaningful ways to their community.

Steering the Social Development of our school communities are our core values CREATE: commitment, rigor, excellence, achievement, teamwork, and empathy. Together, these critical
Community Meetings

Students in some grades start their day with a Morning Meeting. This meeting sets the tone for respectful interactions and rigorous learning throughout the day. In addition, other classroom or grade level community meetings, such as Town Hall Meetings, are planned throughout the month to allow teachers and students to celebrate, discuss, share, or reflect upon relevant topics impacting school members and the immediate school community.

Student Exhibitions

Students frequently have the opportunity to present their work within their classroom and school community – formally and informally.

Testing and Assessments

TLCS schools use a variety of tests to assess student progress throughout the year. These include curricular assessments, as well as norm referenced standardized tests and assessments required by the state to assess student knowledge and skills. These assessments will be explained in more detail to parents/guardians and students at conferences and throughout the school year.

Homework

Students receive homework at all grade levels and in all subjects. The length of time for completion of this work will vary by grade level, subject, and teacher.

Purposes of Homework

- Reinforces the Tulsa Legacy Charter School core value, “Through College and Beyond.”
- Allows students to practice, extend learning, and engage in new learning.
- Helps students learn how to organize and manage time.
- Helps students develop a range of research skills.
- Reaffirms the role of parents/guardians as partners in the educational process.
Parents/Guardians, Student, and Teacher Conferences

We value the critical role that parents/guardians play in education. To provide more information to you about your child, teachers will schedule up to three conferences each year. At these conferences, parents/guardians will see work samples from each class and hear in greater detail about their child’s successes and struggles. By grade 3, students take an active role in leading these conferences. Together, teachers, parents/guardians, and students will create student learning plans which include clear statements about current progress levels and goals for improving problem areas. In addition to quarterly conferences, a parent/guardian may request a conference at any time by contacting the teacher.

Report Cards and Mid Term Reports

For all students, Mid-Term Reports will be sent home halfway through each quarter. These reports provide an indication of what the students are doing halfway through the term and what they need to improve upon.

Report Cards will be delivered and reviewed at parent/guardian-teacher-student conferences at the end of each quarter. If a parent/guardian is unable to participate in a conference, the school will work with him or her to set up another time to meet. These reports inform you as to your child’s mastery of the state required subject matter and where your child needs to improve. The report card must be signed by the parents/guardians.

Additionally, each school provides access to PowerSchool through the Parent Portal. The Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Through this powerful communication tool, everyone stays connected: students stay on top of assignments and parents are able to participate more fully in their child’s progress. Detailed letters will be sent home during the first quarter with instructions on how to access the portal.

Annual Grade Placement and Graduation Requirements

A student may be assigned to a higher level class for instructional purposes based on assessments that show the student has mastered the content in the assigned class. Generally, students will be assigned to classes with their school-age peers so as to support their social development, unless the academic record or Individual Education Plan (IEP) indicates the student should be in a different grade.
TLCS Code of Conduct

Tulsa Legacy Charter School is committed to an education that balances the cognitive, social, and emotional development of students. Teachers and staff support our students in their capacity to engage collaboratively, be disciplined in their academic and personal pursuits and contribute in meaningful ways to their community. In order for our students to grow into self-managed students and adults, it is essential that the school and home work together promoting the high expectations for behavior established in the TLCS Code of Conduct.

Preventive and Restorative Practices

At Tulsa Legacy Charter School, we employ preventive and restorative practices\(^1\) and logical consequences to avoid more counterproductive practices that limit a student’s time in school. We use the phrase "Rules and Logical Consequences" (RLC) to encompass both proactive and reactive discipline interventions. In response to disciplinary infractions or conflict, the school uses a continuum of strategies that are restorative School staff works with all students to encourage and foster new skills and improved behavior, and recognizes that changing student behaviors involves a range of recognition, guidance, and intervention. In the event of poor behavioral actions, all stakeholders who are impacted are involved in finding solutions to repair harm and restore relationships.

\(^1\) The school uses restorative or positive approaches except for serious and dangerous offenses when exclusion from school is necessary to protect the safety of the school community.
Tulsa Legacy Charter School Intervention Tiers and Consequences

To prevent misbehavior, we use a three-tiered approach to support students in making appropriate choices. All students benefit from Level One interventions which focus on building a healthy classroom and school community. Some students, who are not responsive to Level One interventions, will participate in Level Two interventions and support to correct behavior and prevent future incidents. Level Three intervention is reserved for the few students who do not respond to Level One and Two interventions and supports.

Three Levels of Intervention

Level One - Universal Intervention (All Students)
Includes:
- Clearly stated expectations that are applied to all students
- Classroom communities built through intentional teaching of social/emotional skills
- Acknowledgement of positive behavior and celebrations of student achievement and goal attainment

Examples of Level One Interventions would be: Social/emotional curriculum, Morning Meeting or Circle of Power and Respect, Town Hall meeting, or Advisory.

Level Two - Targeted Intervention (Some Students)
Focuses on:
- Specific interventions for students who do not respond to universal (Level One) efforts
- Targeted groups of students who require additional support
- Interventions that are part of a continuum of behavioral supports in schools

Examples of Level Two Interventions would be: Parent/Guardian conference, conflict resolution, peer mediation, Restorative circle, or short-term behavioral progress reporting.

Level Three - Individualized Intervention (Few Students)
Focuses on:
- The needs of individual students who exhibit a pattern of problem behavioral actions
- Diminishing problem behaviors and increasing the student’s social skills and functioning
- Interventions involving functional behavioral assessments and behavioral intervention plans

Examples of Level Three Interventions would be: Student is assigned to in-school restoration, out of school suspension or when extreme circumstances warrant long-term suspension.
When school staff and principals respond to student misbehavior, they are expected to take into account: the age, health, decision-making ability and disability or special education status of the student; the appropriateness of the student’s academic placement; the student’s successes and challenges of behavior; the student’s need to repair the harm; and the impact of the incident on the school community.

**Logical Consequences**

We believe that consequences should be logical and appropriate to the age of the student and the situation. For example, a student who tears a bulletin board will be asked to repair it. Likewise, a student who makes fun of a classmate will be asked to fix that relationship by apologizing and showing kindness to the classmate in concrete ways. This system keeps the school calm and safe for all of us, and it takes your help to make it happen. (Please see the section below regarding due process for all students.)

Some behavior is simply unacceptable. In addition to following the principles described above, students are expected to avoid all *unacceptable and illegal* actions.

Students are prohibited from engaging in actions that will endanger or threaten to endanger the safety of others or oneself, or that will damage property or that will impede the orderly conduct of the school program. The following actions are violations of the code of conduct whenever they occur on school grounds, on school buses, during school-sponsored field trips, in connection with school-related events and activities wherever held, when directed against students en route to or from school, or when done with intent to disrupt or impede the orderly conduct of any school class or activity. Students who violate this code will make restitution and repair the community whether the violation is directed against school staff, students or any other persons.

All of the examples of actions given in this handbook are unacceptable. *Unacceptable Actions* are not permitted under the School’s Code of Conduct. *Illegal Actions* are not permitted by law and may need to be reported by the School to local authorities. Illegal Actions are also Unacceptable Actions.
Unacceptable Actions include, but are not limited to, the refusal to respond to or carry out reasonable directions of teachers and other staff; verbal abuse, such as name-calling, including threats and/or derogatory statements. Other actions, such as lying or hitting, as well as pushing (even if accidental) are unacceptable actions. Students engaging in unacceptable action will engage in restorative practices, which may include apologizing, giving restitution, spending time in In-school Restoration, out of school suspension for a stated period of time.

<table>
<thead>
<tr>
<th>Examples of Unacceptable Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical touching of another person with or without the intent to cause injury</td>
</tr>
<tr>
<td>Bullying (including cyberbullying)</td>
</tr>
<tr>
<td>Posing a physical threat to oneself or others (e.g., banging head, making a threat)</td>
</tr>
<tr>
<td>Possession of weapon, drugs, or alcohol</td>
</tr>
<tr>
<td>Coming to school or to any school activity under the influence of alcohol, drugs, or other foreign substance</td>
</tr>
<tr>
<td>Refusal to stay within the teacher’s sight</td>
</tr>
<tr>
<td>Verbal harassment of a teacher (e.g., cursing, name calling, or mocking)</td>
</tr>
<tr>
<td>Use of profanity</td>
</tr>
<tr>
<td>Tantrum at a volume that inhibits the flow of the class</td>
</tr>
<tr>
<td>Destruction of school property</td>
</tr>
<tr>
<td>Theft</td>
</tr>
<tr>
<td>Sexual touching, language, gestures or actions which cause injury, fear, and/or emotional harm to another person, with or without the use of force</td>
</tr>
</tbody>
</table>

Weapons include firearms and other dangerous weapons or weapon “look-alikes”, such as butterfly knives, switchblade knives, daggers, martial arts weapons including nun-chu-ka sticks and throwing stars, metal knuckles, air guns, and stun guns, Taser devices or other items deemed dangerous by law or by the school. If the school confiscates a firearm or other dangerous weapon, it will be given to the local police. The School will use its discretion with regards to other items, such as small knives or look-alike toys. Anything which may cause harm to another person, such as by expelling a projectile, will be considered a weapon. We strongly suggest that nothing be brought to school which might be considered a weapon, to increase safety for all and to avoid any misunderstandings.

See the School Nurse regarding administration of prescription and over-the-counter medications.

Illegal actions are prohibited by state, federal or local statutes. This includes, but is not limited to, acts of violence, intentionally causing any type of harm to another, possession of weapons, drugs or alcohol, theft and activating the school’s fire alarm system in the absence of an
emergency. Possession of a firearm or drugs will result in referral to community authorities. Other illegal acts may also result in a referral to local authorities.

Our school will follow state law regarding certain consequences. If the state mandates a consequence, the school will comply. These state laws often leave final discretion to the School authority. Thus, if the Director of Schools or Executive Director determines there is a reason to reduce a consequence otherwise mandated by law, he/she will do so only if the state law permits that change.
Restitution for Unacceptable Actions

Parents/guardians are our partners when it comes to implementing restitutions to change students’ behaviors. Parents/guardians should expect to receive calls and attend meetings with teachers and administrators when students have misbehaved. The purpose of these calls will be to solve problems together and to make sure that logical consequences given at school and at home are consistent. Parents should also expect to receive calls with good news!

In-school Restoration

A student may be assigned to spend a certain number of days in In-school Restoration as a logical consequence for disruptive or other unacceptable acts if other restorative approaches have not been successful.

The student is removed from her/his normal class(es) and assigned to another room in the school for some period of time in accordance with logical consequences. The student will do her/his class work in the assigned room with academic support and behavioral support from a teacher. This may also be a time for restitution, such as writing a letter of apology.

The Principal or designee will contact the parents/guardian of the child immediately to inform them of the incident and, if appropriate, to request their cooperation in implementing logical consequences.

The Principal or designee, teacher and parent/guardian may determine other logical consequences that will restore relationships and the classroom environment upon the student’s return to the classroom.

Out of School Suspension or Long-Term Suspension

All out-of-school suspensions required we drop student from our roster according to Oklahoma State Education Code. A parents or legal guardian must re-enroll the suspended scholar in the office after the suspension before the scholar may return to class. When a scholar is dropped from our roster, the parent has 2 days after the suspension to re-enroll the student before the scholar’s spot is given to another student on the waitlist. Upon return from suspension, scholars and the scholar’s parent or guardian will be required to complete a restorative circle with administration.
At TLCS we use a progressive discipline Tier System to apply consequences. Infractions that are considered zero tolerance are not subject to the same progressive tier system.

**Interim Alternative Educational Setting**

We hope there will be very rare occasions when out-of-school suspensions or long-term suspensions may be necessary to safeguard the learning environment for all students and staff. TLCS will make every effort to impose these consequences only when necessary.

As per the Individuals with Disabilities Education Act, an interim alternative educational setting may be provided for students with disabilities who are suspended for engaging in unacceptable behavior for not more than 10 days.

An interim alternative educational setting may also be provided if a student is suspended for one of the following reasons:

- Possession of illegal drugs, alcohol, or weapons;
- Use of illegal drugs;
- Sale, distribution or solicitation of illegal drugs or medications on school property or at a school function; or
- Infliction of **serious** bodily injury on another person (meaning causing pain, bleeding, fear or injury to another person).

The Principal reserves the right to respond appropriately to misbehavior. We are committed to maintaining a safe learning environment for all scholars. For Lower Academy students and/or students with special needs, consequences will be adapted appropriately and in accordance with the law.

A student may not incur more than 7 referrals per quarter or 20 referrals within the school year. If a student has reached their limit of 7 referrals per quarter or 20 referrals within the school year, they will be recommended for long-term suspension to the Board of Trustees.

**Emergency Suspension**

Where the School has a reasonable belief that a student is creating an unsafe environment to another person, the School may place the student on an emergency suspension, pending an investigation by the School. We would hope that this investigation could be completed within one school day. Examples of creating an unsafe environment would include: bullying, verbal or written threats to a staff member or other aggressive/hostile actions.
Due Process and Appeals

The student (or their parent/or guardian) will have a right to a fair and impartial hearing before the School Principal or his/her designee, as well as a right to appeal to the Board of Trustees if they do not agree with the consequences proposed. If the School reasonably believes that the safety of the student or others is at risk, the student may be removed from the classroom before the hearing. All attempts will be made to schedule a hearing as quickly as possible.

Lesser Grievances: This applies to restorative consequences other than suspension. When a student, parent, or guardian disagrees with the consequences imposed by a school employee, they have a right to an informal conference with the school Principal (or other designated person). During the meeting, the Principal may question any person involved; the student, parent, or guardian may also question the employee who imposed the consequences. If the grievance is not resolved, a written or oral appeal may be made to the Executive Director of Tulsa Legacy Charter School (or other designated person) within two school days. If the grievance is not resolved at that level, a written or oral appeal may be made within two school days to the Board of Trustees, most likely to be heard at their next regular meeting. Unless the Principal decides to delay the consequences, they may be imposed during the appeal process.

Due Process for Short-Term Suspensions: The Principal (or other designated person) will have a conference with the student and explain the alleged violation of the rules, the evidence supporting the allegations, and the proposed consequences. The student must be given an opportunity to present his/her explanation. The parent/guardian will be notified of the reason for the suspension, the duration of the suspension, and the right to appeal.

Appeals for Short-Term Suspensions (1 to 4 days): If the student or parent disagrees with a proposed short-term suspension, they have the right to an informal conference with the school principal to resolve the grievance. During the conference, the principal may question any person involved; the student, parent, or guardian may also question the employee who imposed the consequences. If the grievance is not resolved, a written or oral appeal may be made to the Executive Director of Tulsa Legacy Charter School (or other designated person) within two school days. If the grievance is not resolved at that level, a written or oral appeal may be made within two school days to the Board of Trustees, most likely to be heard at the next regular meeting. Unless the principal decides to delay the suspension, it may be imposed during the appeal process.
Due Process for Long-Term Suspension (5 or more days): Due process for long-term suspensions is a more formal process. The student and his/her parent/guardian will be provided a written notice of an opportunity for a hearing before the long-term suspension is imposed. The notice must be in the predominant language of the student or parent/guardian, must explain the alleged misconduct and rule violated, specify the proposed consequences, and explain the right to a hearing. The student or parent/guardian must request a hearing within three school days or the right to a hearing will be waived and the suspension may be imposed. In most cases, if the student or parent requests a hearing, the student is entitled to remain in school until a decision is reached after the hearing, although the student may be removed from the classroom if safety is at issue (the exception would be emergency long-term suspensions).

Hearing Process and Requirements for Long-Term Suspension

• If a request for a hearing is received within 3 school days, the School must schedule a hearing for the upcoming School Board meeting.
  • The student and the parent/guardian have the right, before the hearing, to inspect the evidence and any documents the School intends to introduce.
  • The student and the parent/guardian have the right to be represented by an attorney provide at their own expense. The School may allow a representative other than an attorney.
  • The student and the parent/guardian have the right to question and cross-examine witnesses of the School, unless there is evidence of good reason that the School should not produce a witness (generally for safety concerns).
  • The student and the parent/guardian have the right to present an explanation of the alleged misconduct and support their explanation through witnesses, introduction of documents, or through other physical evidence.
  • The School employee assigned to present the School’s case has the right, before the hearing, to inspect any evidence the student or parent/guardian plans to introduce.
  • The hearing officer or persons hearing the case may not be a witness, and the consequences to be imposed, if any, must be determined entirely on the evidence presented in the hearing.
  • The hearing must be either electronically recorded or a verbatim record of the hearing must be made.
  • A written decision of the hearing officer(s) must be provided to the student and parent/guardian. The decision may either uphold the long-term

TULSA LEGACY CHARTER SCHOOL
CREATE YOUR LEGACY HERE

30
suspension, or may impose lesser consequences or no consequences at all. A suspension upheld by a hearing will commence immediately.

Appeals: If a student or parent/guardian disagrees with the decision of a hearing officer(s), they may file a written request for appeal within three school days of receiving the decision. An appeal will be heard by the Board of Trustees. The Board must schedule a hearing for the next board meeting. In most cases, the suspension may be continued while an appeal is made to the school board or appeals council.
Adult Role Models

The most powerful tool we have to change students’ behavior is our own behavior. We want our students to treat their classmates, teachers, parents/guardians and environment with respect. So we will be models of respect at all times. When families and school staff interact, we must all maintain that respect. We will not raise our voices, use profanity or insult one another. And we will be especially careful to model respect in public areas of the school.

The school requires that all staff, students, and families treat each other with civility at all times. We must always model respectful behavior and appropriate citizenship skills for our students. If a parent, guardian, volunteer, or any other adult treats a student or staff member in an abusive or inappropriate manner, (including, without limitation, the use of foul language, threats, or elevated angry tones) they may receive notification from the school that they are no longer allowed to come to the school or be present on the school campus. If needed, the school may take immediate legal steps to ensure that the adult is permanently removed from the school’s campus. Similar steps will be taken if there are repeated uncivil incidents in communications with the school staff, whether such communications are in person, on the telephone, or by other means.

The school will, of course, continue to serve the student’s educational needs and will continue to treat him/her with the same fairness and due process with which we conduct all of our affairs.
Policies and Procedures

Tulsa Legacy Charter School Dress Code

TLCS has a mandatory dress code for all students. The dress code puts the focus on academics, not fashion, and creates a sense of school pride and belonging which are important components of our school culture. We ask that families work with school staff to support and enforce the dress code.

Directions on where and how to order uniforms will be provided during parent/guardian orientation. If you need any assistance, please call Angie Walker.

School-issued uniform shirts with the logo must be worn at all times. Shirts must be tucked in at all times. Uniform shirts MUST be purchased at Tops & Bottoms.

A navy blue school sweater with the school logo may be worn in school when it is cold. Sweaters must have the Tulsa Legacy Charter School logo.

Solid white and black turtlenecks or undershirts may be worn under uniform shirts, but not alone. If an undershirt of another color is worn, the student will be asked to remove the shirt.

Navy blue uniform shirts purchased or light blue button down shirts with the Tulsa Legacy Charter School logo ONLY.

Khaki or navy pants, khaki shorts, khaki skirts, khaki jumpers, and khaki skorts OR plaid skirts or jumpers (purchased only through Tops & Bottoms) ONLY. Skirts, skorts, and jumpers may not be more than two inches above the knee.

Black, white, navy and gray tights are allowed in the Winter months.

In grades 4-8, a black belt must be worn if the pants/shorts have belt loops. Belt loops may not be cut off.

- Shoes:
  - Athletic/tennis shoes must be worn at all times (any color). Shoes must have laces or Velcro.

Scholars may wear winter boots when needed during the winter months. Then, scholars must change into their athletic/tennis shoes for class. Boots are not allowed to be worn in class. Open toe shoes are not allowed.
Other Dress Code Guidelines

Jeans, athletic pants, fatigues, cargo pants, excessively baggy, torn, or stonewashed pants are not to be worn at school. Denim material is not to be worn at school unless designated by a special activity or circumstance.

Students are permitted to bring backpacks for their school supplies. Backpacks are kept in the classroom or the student’s designated locker/storage area. Students will have access to their backpack at the teacher’s discretion.

Hats, scarves, bandanas, and head coverings may not be worn in the school building, unless for religious or medical reasons and with prior approval of the principal. Any other decorative hair accessories or hair color that the principal deems to be distracting may not be worn at school.

Athletic caps, visors, athletic-style headbands, and sunglasses may not be worn inside the school.

For safety reasons, jewelry should be simple. No student may wear earrings in any other visible body part (e.g., nose rings, eyebrow rings, etc.).

Tattoos may not be visible.

Any clothing or grooming (including hair, make-up, or nail polish) that, in the principal’s judgment, may reasonably be expected to cause disruption or interfere with normal school operations will not be allowed.

If students are not in uniform, the school may provide a temporary shirt, shoes, pants or skirt or call the parent/guardian so that appropriate apparel may be brought to the school. Failure to follow the dress code policy will have consequences determined by school administration. Non-conforming items, clothing, jewelry, etc. removed from students may be held by the school. Parent/Guardian may be required, upon request of the school or teacher, to retrieve student items that do not follow the dress code from the school office. It is the student/parent/guardian’s responsibility to retrieve any items that were removed from the student in violation of the Scholar Dress Code or other school policy. At the end of the year, any remaining items that have not been claimed will be disposed of or donated.
Academic Integrity Policy

We value academic integrity and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment or a final grade. If there is any doubt as to whether a particular act constitutes academic dishonesty, ask the teacher.

Academic Dishonesty includes, but is not limited to: cheating on exams by copying from others, having or using unauthorized notes, formulas, or other information (either on paper or stored in a programmable calculator or other device); having or using a communication device such as a cell phone, to send or receive unauthorized information; altering a graded exam and re-submitting it for a higher grade; working together on a take home exam unless approved by the teacher; gaining or providing unauthorized access to the examination materials.

Plagiarism is considered a form of academic dishonesty. Plagiarism includes copying part or all of another person’s work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of a commercial term paper company; using the services of another student.

Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such.

Students who violate the Academic Integrity Policy will be subject to logical consequences that may include, but are not limited to, a parent conference, completion of an alternative assignment, and apologizing for their dishonesty.

Bullying, Harassment and Intimidation Policy

We are committed to providing a safe and secure school environment for all students. We believe students should be able to learn in an environment that is free from threat, intimidation, harassment and any type of bullying behavior, including cyberbullying. Students who engage in any act of bullying are subject to disciplinary action and logical consequences and referral to law enforcement.
What is Bullying?

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronic means, or by a physical act or gesture.

To protect students, we have several procedures in place, listed below.

Bullying will not be tolerated in school, on the bus, or during school activities, such as sporting events.

Bullying is classified as harassment and may constitute a violation of civil rights when it is based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, marital status, veteran status or disability.

Students who engage in bullying will face disciplinary action and, depending on the severity and pattern, may be reported to law enforcement.

All Tulsa Legacy Charter School schools have procedures for investigation and intervention of students engaged in bullying behavior, as well as procedures to prevent bullying and to support victims.

All Tulsa Legacy Charter School schools have programs to help students who bully. Program methods include using re-education of acceptable behavior, discussions, counseling and appropriate consequences.

All Tulsa Legacy Charter School schools will support students who have been the victims of bullying. Cynthia Soto, DSED, and Staci Brown, Assistant Principal of Culture and Operations are also available to assist students.

Cyberbullying

Additionally, The Tulsa Legacy Charter School will take any report of cyber bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyber bullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.
Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyber bullying. Staff will attempt to preserve evidence of the cyber bullying and will submit any evidence to the principal.

*Complaints under this policy may be filed with:*

Carolyn Statum or Nicole Whiteside

**Principals**

cstatum@tulsalegacy.org and nwhiteside@tulsalegacy.org

All complaints will be investigated and the parties involved informed of the outcome. Knowingly made false complaints may result in legal or administrative action against the complainant. No member of the school community may ever retaliate against a complainant.

**Non-Discrimination Policy**

All members of the school community deserve to learn or work in an environment in which they are treated with dignity and respect. Harassment has no place in our school or on school grounds. Harassing conduct by employees, students, families and community members, at any level, will not be tolerated.

Every student has the right to learn in an environment that is 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. All students are guaranteed equal access to educational and extracurricular programs and activities.

*Complaints under this policy may be filed with:*

Carolyn Statum or Nicole Whiteside

**Principals**

cstatum@tulsalegacy.org and nwhiteside@tulsalegacy.org

All complaints will be investigated and the parties involved informed of the outcome. Knowingly made false complaints may result in legal or administrative action against the complainant. No member of the school community may ever retaliate against a complainant.
Technology Acceptable Use Policy

Electronic communications systems extend the learning experience beyond the classroom and school by allowing students to access a wide array of information and resources on local, national, and international networks. Learning how to electronically communicate and navigate through the wealth of information located on both public and private networks requires informational literacy skills that support student achievement in the 21st century.

Tulsa Legacy Charter School will make every attempt to ensure a safe electronic communications environment. Students will be supervised while using electronic communications systems, and be instructed in the appropriate and safe use, selection and evaluation of information.

The use of all Tulsa Legacy Charter School’ electronic communications systems is intended for educational use only. Use of these systems for any other reason is prohibited.

Technology Policy Terms and Conditions

This policy governs the access and use of all means and methods of electronic communications including but not limited to phones, voice mail, electronic mail, mail, computers, handheld devices, and the use of the internet sent by or received by a member of community (staff, student, volunteer, family member) using Tulsa Legacy Charter School communication and computer systems (“Systems”). All information transmitted, received or stored using these systems may be the property of the School and/or Tulsa Legacy Charter School. Tulsa Legacy Charter School’ management reserves the right to monitor its systems and the content, including all emails. No user should have any expectation of privacy regarding use of the electronic communications systems, such as content of emails sent and received or websites visited.

The following Terms and Conditions apply for any user of Tulsa Legacy Charter School’ electronic communications systems:

- Use of electronic communications systems is for educational purposes only
- Electronic communications with others will be respectful and courteous
- Copyright laws and intellectual property rights will be obeyed
- Privacy of personal name, phone number, address, passwords will be maintained
• Tulsa Legacy Charter School will use its best efforts to prevent a virus or a hacker accessing the system, but because methods of intrusion are always evolving, Tulsa Legacy Charter School cannot guaranty this will not happen
• Transmission of personal information about oneself or another person is not allowed without written consent from parent/guardian
• Discretion will be considered so as not to overload computer resources, such as printing large quantities of a document from a printer station
• Bypassing the school’s filtering server in any way to “hack” into the system is prohibited
• Personal software or applications may not be installed on school devices or computers
• Users may not access or distribute abusive, harassing, obscene, offensive, profane, libelous, pornographic, threatening, sexually explicit or illegal material
• Permission must be granted for the use of personal storage devices (e.g. flash drives, thumb drives, CD)
• Users may not attempt to monitor or tamper with another user’s electronic communications, or alter or delete another user’s files or software without the explicit agreement of the other user
• With the approval of the school leader, school events such as sporting events, graduation and school plays may be recorded and broadcast over non interactive media
• When accessing electronic communications systems, users should abide by the TLCS code of conduct
• Anyone accessing private data or otherwise hacking into the electronic communication system may be reported to the appropriate authorities
• Neither the School nor Tulsa Legacy Charter School will be responsible for any lost, stolen or damaged personal electronic communications system that is brought to the school or used for school purpose

**Student Telephone/Cell Phone Use Policy**

Student cell phones must be powered off during the entire school day, unless cell phones are required throughout the lesson as stated by the classroom teacher in advance. Students may neither receive nor make calls on a cell phone during school hours. Text messaging is strictly prohibited during school hours. Violation of this policy will result in the confiscation of the device and return to a parent/guardian. The school is not responsible for the loss, theft or damage to any device, even one which has been confiscated. Any confiscated devices must be claimed by the parent or guardian of the child. Repeated offenses may result in the student not
being permitted to even bring a phone to the school. If a scholar’s phone has been confiscated 3 times, the school will hold the phone for the remainder of the year and it can only be claimed by a parent or guardian after the last day of school.

**Smoke & Tobacco Free Campus Policy**

The school and its campus are smoke free. No individuals, including staff, are to be using any type of tobacco products on the campus at any time, inside or outside. Electronic cigarettes are also prohibited.

**Fees or Charges Owed to the School**

All amounts owed by parents/guardians to the school for student lunches, late pick-up charges, school book replacement, or any other reason must be paid promptly and in full. The school will continue with collection notices until the amount owed is paid in full. Failure to pay may result in student records (transcripts, report cards, transfer papers) being withheld. Students may also not be allowed to participate in Field Trips or other incentives if they have outstanding payments due to the school.

A parent/guardian who is unable to pay a debt promptly and in full may speak with the Director of Operations to make arrangements to set up a payment schedule. All payment schedules must be approved by the District Operations Manager in writing.

**School Books and Resources**

Your child is loaned textbooks for use at no cost. Other learning tools may be loaned to the student as well. Students may not write in their books unless told to do so. All books, equipment and other loaned materials must be returned in good condition at the end of the year. The child’s parents/guardians must pay the replacement cost for any book, computer, or other loaned materials that is lost, stolen, or returned to the school in poor condition. Please see Danielle Melton for replacement costs.

**Suspicion of Child Abuse/Neglect**

Educational staff is required to comply with applicable state mandatory reporting laws that apply to suspected neglect and/or abuse. School staff who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observe the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, must immediately report, or cause a report to be made, to the appropriate state or local child
welfare agency. Neglect includes “educational neglect” where a parent/guardian does not provide the student with an education by failing to ensure the student’s attendance at school.

**Student Records**

Every legal guardian is required to complete and submit enrollment forms as part of the registration process. For assistance in completing these forms call the School Office Manager.

Copies of all student records will be maintained on-site at the school in a private and secure location. Parents/guardians may request a copy of their child’s records at any time by completing the required form available from the school office. Parents/guardians should also obtain a copy of their child’s records from all previous schools attended and forward these records to our school. If parents/guardians do not have such records, we will request that a release form be signed so that the school may request past records directly from other schools the student attended. The parent/guardian must allow for the transfer of records before the child may be enrolled in our school. If the student is age 18 or older, he/she must request the records.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered part of the student’s confidential educational records. Release is restricted to:

- The parents/guardians—whether married, separated, or divorced—unless parental rights have been legally terminated and the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible (generally at age 18), control of the records goes to the child. However, the parents/guardians may continue to have access to the records if the child is a dependent for tax purposes
- The student if he/she is age 18 or older
- Staff members who have a “legitimate educational interest” in a student’s records. Such persons would include school leaders, school staff members working directly with the student (such as teachers, counselors, and diagnosticians), or an agent of the school working directly with the student (such as a medical consultant)
- Various governmental agencies or in response to a subpoena or court order
- A school to which a student transfers or in which he or she subsequently enrolls
- Release to any other person or agency, such as a prospective employer, or for a scholarship application, will occur only with the parents/guardians’ permission
• Photographs or videos of students may be used by the school or by Tulsa Legacy Charter School for publicity and marketing purposes. See below.

Unless notified otherwise, Directory Data, (i.e., a child’s name, address, telephone number, photograph, date and place of birth, honors and awards, participation in extracurricular activities, including school athletics, current grade level, and dates of attendance) may be released without seeking prior permission from the child/parent/guardian. Each academic year, families will be notified of their right to refuse release of their child’s Directory Data information. Please contact the school office if you would like your child’s directory information to remain confidential.

NOTICE REGARDING STUDENT RECORDS

In accordance with the federal Family Educational Rights and Privacy Act (“FERPA”), we must have written permission from “you”, the parent or guardian or “eligible scholar” (a student who is age 18 or over), in order to release any information from a student’s education record. We may need to verify your identity before releasing any information to you or to a third party to whom you request information be disclosed. However, we may disclose records, without consent, to the following parties or under the following conditions:

• School officials with a legitimate educational interest
• Other schools to which a student is transferring or transferred
• Previous institutions attended by the student if we have a question about records received
• Specified officials for audit or evaluation purposes
• Appropriate parties in connection with financial aid to a student
• Organizations conducting certain studies for or on behalf of the school
• Accrediting organizations
• To comply with a judicial order or lawfully issued subpoena
• Appropriate officials in cases of health and safety emergencies; and
• State and local authorities pursuant to state law

NOTICE REGARDING STUDENT DIRECTORY INFORMATION

We may disclose appropriately designated "Directory Information" without written consent, unless you have advised the School not to disclose by returning the “FERPA” form to the School. primary purpose of directory information is to allow the School to include this type of information from your child’s education records in certain school publications. Examples include:

TULSA LEGACY CHARTER SCHOOL
CREATE YOUR LEGACY HERE

42
• A playbill, showing your child’s role in a drama production
• Honor roll or other recognition lists
• Graduation programs; and
• Sports activity sheets, such as for wrestling, showing weight and height of team members

The law allows Directory information to be disclosed to certain outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws may require the School to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the School in writing that they do not want their child’s information disclosed without their prior written consent.

The School has designated the following information as directory information:

• Student’s name
• Address
• Telephone listing
• Electronic mail address
• Photograph
• Date and place of birth
• Dates of attendance
• Grade level
• Participation in officially recognized activities and sports
• Weight and height of members of athletic teams
• Degrees, honors, and awards received
• Student ID number, user ID, or other unique personal identifier. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

Photographs and videos may be used for Tulsa Legacy Charter School or Tulsa Legacy Charter School marketing or publicity, but your child will never be identified by his/her full name, i.e. the student is either not named or it might simply state “Devon”. Please complete the Student Records and Information (FERPA) form and return it to the school office. If you completed such a form in the past, you must resubmit it this year. By enrolling your child in the school, you agree that photographs, videos and copies of their schoolwork may be used as displays in a Lighthouse Charter school or for marketing or publicity purposes.
Non-solicitation Policy

To avoid disruption in the school day, we do not allow solicitation of any kind. For purposes of this Non-solicitation Policy, “Solicitation” (or “Soliciting”) shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind (“Materials”) on school property or using school resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). “Commercial Solicitation” means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on school property or school resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means are covered by the Non-solicitation Policy.

Items to be distributed or offered for sale, which contain school and Tulsa Legacy Charter School trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by Tulsa Legacy Charter School, Inc.

Non-School Related Items

Unless requested by a teacher for a special occasion or celebration, student personal items are not to be brought on the bus or to school. This includes but is not limited to handheld video games, iPods or other electronics, trading cards, recess outdoor equipment, etc. Should a student choose to bring such items on the bus or to school, they risk the probability of the item being confiscated and held until the parent/guardian picks the item up from school. The school has no responsibility or liability for any personal items that are brought on the bus or to school and are lost, broken or stolen.

Birthdays, Holidays, and Special Events

Tulsa Legacy Charter School schools are public schools and do not provide any form of religious education. We do, however, teach students about various world cultures and traditions. These may sometimes include religious traditions and the art, music, literature, drama or holiday celebrations associated with them. All such traditions will be presented in an objective manner that does not endorse the beliefs or practices of any religious tradition over others. Religious symbols may be used only as a teaching aid or resource, and their display will be temporary in nature.
Birthday recognition for students and other special events or celebrations within the classroom are held only at a prescribed time no more than once a month. The school will provide refreshments for school-wide birthday celebrations. No outside food or drink should be brought in for birthday celebrations by families or students.

**Tulsa Legacy Charter School: Comments, Concerns and Complaint Policy & Procedure**

The following procedure outlines the steps to be used by a parent, guardian, staff or community member who has a suggestion, question or concern about a TLCS policy or team member. TLCS encourages families and staff to resolve problems collaboratively and respectfully. Teamwork, respect, and prompt resolution of conflicts are very important to us.

Resolution of questions and concerns should always start with the person or school in concern. If the concern is unresolved, it is essential that the school leader be included in the resolution process.

Step 1: Contact the teacher or team member involved. Try to discuss over the phone or have a face-to-face conference at a time that is mutually agreeable. Remember that such meetings should not interfere with the teacher's instructional time nor disrupt order at the school.

Step 2: If the concern is not resolved in Step 1, contact the school leader. Be prepared to give details about the concern and steps that have been taken to resolve the problem. The school leader and the individual raising the suggestion or concern shall attempt to resolve the dispute informally.

Step 3: If the problem is not resolved informally, the school leader will set up a formal meeting to discuss the issue with the involved parties within 10 days. The school leader shall consider all the facts and arrive at a resolution of the complaint.

Step 4: If the individual raising the concern is dissatisfied with the school leader's decision, he/she may contact the Executive Director. He/she will need to give details about the concern and steps that have been taken to resolve the problem. The Executive Director will set up a formal meeting to discuss the issue with the school leader and the complainant within 10 days. The Executive Director may choose to include the Director of Schools in the resolution meeting or delegate the complaint on a case by case basis. The Executive Director shall consider all the
facts and arrive at a resolution of the complaint. The Executive Director shall not get involved in a complaint until steps one through three have been completed. If the complainant is dissatisfied with the Director of Schools' decision, the complainant may escalate to the Executive Director.

Step 5: If the individual is dissatisfied with the Executive Director's decision, the individual may petition the TLCS Board of Directors in writing, using the form attached. The Board will not get involved until steps 1 through 4 have been attempted. If the Board receives a complaint prior to the completion of Steps 1-4, it will inform the Executive Director and provide him/her with the relevant information.

Similarly, an item could be brought to a Board meeting. TLCS welcomes the participation of parents and citizens at Board meetings. Public Comment is a set part of the agenda for members of the audience to speak. However, due to public meeting laws, the Board can only listen, not respond or take action. These presentations are limited to three minutes.

If a parent, guardian or community member should bring an item to the Board in written form or via Public Comment at a meeting, the Board Chair will determine if the item should be (1) discussed at an upcoming Board meeting, (2) discussed by the Executive/Governance Committee, (3) followed up by the Executive Director with the School Leader or another School Support Team member or (4) followed up by the Director of Schools with the School Leader.

If the item is to be discussed at the next Board meeting or Executive/Governance Committee meeting it will be placed on the agenda and appropriately noticed. For those issues directed to the Executive/Governance Committee, it will consider all the facts and circumstances and discuss with relevant TLCS team members and, if necessary, with the complainant by phone or in person. The Committee shall attempt to resolve the matter at the next Committee meeting, and shall send the complainant written confirmation of the resolution.

A TLCS team member will be appointed to follow-up with the individual(s) regarding grievances after being discussed with the broader Board (or Committee of the Board). Follow-up is generally by phone and within 48 hours after a decision is made by the Board (or Board Committee). If the item is to be addressed by the Executive Director or Director of Schools or School Leader, a TLCS team member will follow up within 48 hours after a decision is made. The TLCS team member will also follow up with the Board.
Step 6: If the decision is made by a committee rather than the full board, and the complainant is dissatisfied with the Committee's decision, the complainant may petition the Board in writing within 30 days of the Committee's written resolution described in Step 5. The Board shall review the complaint and send written confirmation of the resolution to the complainant prior to the next Board meeting. The Board's decision shall be final.

COMMENT, CONCERN, OR COMPLAINT FORM FOR

TULSA LEGACY CHARTER SCHOOLS

To: Board of Directors

ATTN: Board Chair

Tulsa Legacy Charter School
From: Name(s): ______________________ Address: ______________________________________

Telephone: ___________________________ Student Name(s): ________________________________

I understand that a copy of this document will be provided to the School Leader immediately upon receipt of this complaint.

*Note: Please refer to TLCS’ Comments, Concerns and Complaint Policy and Procedure before contacting the Board of Directors. The Board will not get involved until the individual has attempted to resolve the issue with the School Leader and Executive Director, as outlined in Steps 1 through 4.*

Please detail comment, concern or complaint below. This should be a description in your own words of the concern or comment, including all names, dates, and places necessary for a complete understanding of your concern. You may use additional pages if needed.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
School-Related Programs and Activities

Extracurricular Activities
Extracurricular Activities such as band, sports, and academic clubs will take place at TLCS. Academic and behavioral guidelines for membership will be set by each team’s respective coach. These guidelines will be communicated to members of the teams, once chosen, in writing and require a parent signature.

Field Trips
Field trips allow students to experience learning beyond the walls of the school and connect to valuable community and regional resources. Parents/guardians will receive advance notice of all field trips. A permission slip must be signed by the student’s parents/guardians at Orientation, which allows for transportation of scholar’s to and from field trips within 30 miles of the school. If the Field Trip extends past the 30 mile limit, a separate field trip permission slip must be signed by the scholar’s parent or guardian for each respective trip. Students without granted permission will remain at the school in another class. If concerns exist about a student’s readiness for a field trip, a parent/guardian might be required to attend.

Awards and Celebrations
We celebrate the members of our school community in a variety of ways.

- Town Hall
- Honor Roll Assemblies
- Classroom Award Celebrations
- Night of the Shining Stars Banquet
- Various School Assemblies

Parents or Guardians are welcome and encouraged to attend all of our celebrations.

Monthly Family Nights
The Tulsa Legacy Charter School’ vision for student success is that all students will attend a college or a university. Parents/guardians are our partners in this process. Each month, the Principal, Family Coordinator or other staff members will plan and lead activities aimed at
providing information of use to parents/guardians. These events will be free, open to the public, and held at the school. Topics for parent/guardian meetings and workshops will be designed to empower parents/guardians to support the education, growth and development of their students. See the Appendix for dates and times.

School Volunteers

The school welcomes parents/guardians who wish to volunteer in classes. For the safety of all students, it is required that all volunteers undergo a training and background check, which may include fingerprinting if mandated by state law or local regulation, prior to volunteering in the school and/or with the students. Information on how to become a school volunteer will be sent home at the beginning of the school year or you may inquire at the office.

In-Class Volunteer Opportunities

As parents/guardians contact the school to offer their assistance, the Director of Family and Community Partnerships will connect them with the appropriate teachers for the subjects in which the parents/guardians have expertise. The teacher will work with the parent/guardian prior to his/her arrival in class, in order to review classroom norms, procedures for handling problem behavior, emergency procedures, and the work for the day(s) on which the parents/guardians are volunteering.

Out-of-Class Volunteer Opportunities

Outside of classroom support, there are numerous opportunities for parents/guardians to help the school run more smoothly. The school may solicit parents/guardians’ time and support for extra fundraising, to lead parents/guardians organizations, to chaperone field trips and to help plan monthly parents/guardians events. We hope to have parents/guardians, whenever possible, serve in roles that allow the teachers and Principal to focus on teaching, learning, and student success.

Classroom Observations

Parents are welcome to observe their scholars' classroom or scholar during the day. Parents do not need to schedule observations prior to arriving at the school to observe. Please follow the procedure of signing in at the front office and receiving a visitor's badge to observe in your scholar’s classroom. Unless otherwise specified in a behavior plan or the result of a referral, classroom observations should be limited to 1 hour to keep scholars focused on in-class learning time. Observers should not interact with their scholar throughout the observation in order for the scholar to stay focused on learning. Parent observations may be required due to a logical consequence, behavior plan, or academic concern.
Health and Wellness

Students’ health and safety are our foremost responsibility. The following information describes the precautions taken to protect the wellbeing of all students. If your child has any specific health, safety or security needs, please inform the School Nurse in writing so that appropriate accommodations can be made. Medical documentation may be required to accommodate a health issue. If a child must stay indoors for recess due to allergies or other health concerns, a physician’s note is required.

Food Service

We offer a breakfast and hot lunch service. Students who eat breakfast at school should report to the cafeteria upon arrival. Students may arrive no later than 8:00am for breakfast.

Some students may be eligible to receive meals at no charge or at a reduced charge. To determine a student’s eligibility for free- or reduced-priced meals, the parent/guardian must submit a complete application that qualifies the student for the program under federal guidelines. An application will be completed at Orientation. Applications will be processed as they are returned to the school. For questions about required forms, please contact Danielle Melton. Students whose families have not submitted a completed application and who have not been approved and certified will be billed as full-pay students. Families will be invoiced for meals students eat at school if they are considered full-pay students. Failure to pay within the school’s policy may result in denial of services or the student may be served an alternative lunch. We ask that all families cooperate in making sure applications and any necessary payments are received so every student can get a proper meal on all days. Payment for school lunch should be made promptly each month by submitting cash or money order to the Operations Manager in a sealed envelope marked clearly with the student’s name, grade and teacher. Receipts are provided upon payment.

Students are also welcome to bring lunch to school that meets the school’s guidelines for healthy snacks. Absolutely no candy, gum, chips, or soda pop are allowed in the lunchroom/school since we are part of the Federal Lunch Program and promote healthy eating. Please do not send these types of items in your child’s lunch. Students may not eat these items at lunch. Please do not send any glass bottles or glass containers in a student’s lunch.

If special food precautions are necessary for your child, please notify the school office, classroom teacher, and school nurse. A doctor’s note for food allergies is REQUIRED.
Immunization Requirements
At the time of registration, all students must file record of all state required immunizations and vaccinations with the school. Students may lose their place at the school if written proof of all required immunizations is not provided on time.

Vaccination Variances
We will comply with the Oklahoma Public Health Law concerning any exceptions to the vaccination rule. Vaccination variance requests must be made in writing on the approved Oklahoma Vaccination Exemption Form. Requests for these forms may be sent to the School Nurse.

Medication
The school must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student’s doctor and a medication administration form signed by the student’s parents/guardians. Students may not bring their own medicine to school and may not keep their own medicine in their backpack, classroom or elsewhere. This includes over-the-counter medication. A medication administration form may be obtained from the school office to be used with any type of medicine.

Please notify the school if special medicinal requirements are necessary for your child.

Physicals
Students must have a physical by a qualified physician at the age designated by Oklahoma regulations in order to play sports with the school. The school will advise you of specific requirements that students must meet before entering school.
Emergency Drills & Evacuation
There will be regular fire, tornado and other emergency/evacuation drills at the school throughout the school year. Please reinforce with your child the importance of following staff directions during these drills.

Electronic Surveillance
In circumstances where it is deemed necessary to further protect the health, welfare, and safety of students, staff, and visitors, and to protect school and student property beyond protection provided through other less invasive alternatives, the school may use video/electronic surveillance systems in the school, on all school property, and in all vehicles owned, operated, contracted or used by the school. This footage is only accessible to school personnel.

Locker Searches
Students may be assigned lockers or other areas for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of TLCS. No right, nor expectation of privacy, exists for any student as to the use of any locker issued or assigned to a student by the school. No lock of any type may be used on a locker without the School’s approval. Any lock that is attached without school approval will be removed.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student desk or other storage area shall be subject to search, with or without the student being present, if reasonable grounds exist to suspect that the search will yield evidence of the student’s violation of the law or school rules.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.
Personal Searches

The School recognizes students have the right to be free from unreasonable searches and seizures. Balanced against this right is the school’s official responsibility to create and maintain a safe school environment. Members of the school leadership team or individuals acting on their behalf may search individual students and their property (including locker and vehicle on school property) when they have reasonable grounds or reasonable suspicion to believe that the search will uncover evidence that the student is violating the law or policies of the school.

Bus Transportation

The purpose of school transportation is to provide safe, comfortable and economical transportation for those students who live beyond the walking distance established by the Tulsa Legacy Charter School, Inc., or a Lighthouse school. Ridership is a privilege. Buses will not operate over roads that are not properly maintained, on private lanes leading from residences to the highway, or on roads where adequate bus turnarounds are not provided. The rules governing student behavior apply to all transportation provided by the school.

Any student authorized to ride a bus under this policy may embark or disembark at a bus stop other than his/her own only if the following conditions are met:

- The bus stop is located on an established route traveled by a TLCS school bus.
- The student’s parent/guardian submits a request for a change in writing to the building principal at least 48 hours in advance. In the case of an emergency, the principal may waive this requirement.
- There is room on the bus to accommodate this change.
- A student who is not in attendance at school on a school day is not entitled to ride home on the school bus in the afternoon.
- As a safety precaution, there will be no standees allowed on any school bus at any time. The school or bus driver may designate assigned seats and ask that students and parents comply accordingly.
- Parents or their designee are requested to accompany their young children to and from the bus stop.

At no time are parents or any other individuals beyond the transportation vendor personnel, school personnel, and students permitted to board the bus without written permission from the school principal. Parents should at all times show courtesy to the bus drivers. Violation of the transportation vendor’s code of conduct may lead to the student being removed from the bus for the remainder of the year.
Student Expectations at the Bus Stop

Students must:

- Exercise safe pedestrian practices while on the way to the waiting area for the bus stop
- Be at their bus stop at least five minutes before the regular pickup time
- Wait in an orderly manner
- Be aware, cautious, and respectful of traffic
- Respect surrounding property

Student Expectations When the Bus Arrives

Students must:

- Remain in the waiting area until the bus has fully stopped
- Check traffic from all directions, then check again
- Make certain bus warning lights are activated before approaching the bus
- Board promptly and proceed directly to the first available or assigned seat
- Report immediately to the driver any illness or injury sustained on or around the bus

Conduct on the Bus

The bus driver is the authority on the bus; obey the bus driver and be courteous to him or her and to fellow students. The driver may assign seats. Tulsa Public School guidelines are followed on buses.

Students must:

- Go directly to a seat and remain properly seated while bus is in motion
- Use language that is appropriate for the school setting
- Keep the bus neat and undamaged. Willful or careless damage must be paid for by the student performing the act or his/her parent/guardian
- Talk quietly and politely
- Keep arms, legs, and head inside the bus
- Keep aisles and exits clear
- Keep hands and feet to selves at all times; avoid fighting or slapping
- Remember that school rules apply to the school bus. For example, use or possession of tobacco, alcohol, and other drugs is not allowed
Student Expectations When Exiting the Bus

Children in grades Kindergarten through 2 may not leave the bus unless an authorized adult is present at the bus stop to meet them. Parents/guardians should submit the appropriate form listing individuals who are authorized to collect the child at the bus stop.

Students must:

• Remain seated until bus comes to a full stop
• Exit the bus at the bus stop area in a prompt and orderly manner
• Take 10 steps away from the bus when exiting
• Allow students in the front of the bus to exit first
• Check traffic from all directions, then check again
• If crossing the street, make certain bus warning lights are activated. Cross at least 10 feet in front of the bus, and wait for the driver to signal that it is safe to cross. A student needing to cross a road shall do so before the bus pulls away to ensure traffic is stopped while the student crosses. Always cross in front of the bus
• Obtain permission from the bus driver to retrieve items dropped outside the bus

In the event that there is no one at the bus stop to meet the student, the bus may return to Tulsa Public School Bus Barn. The school will contact the parent/guardian or other designated person to pick up the student. If the student is not picked up within a reasonable amount of time, the student will be brought by a police officer or a designated school employee to the local police station. In addition, if the student is not picked up in a timely manner, social services/family services will be called.

The school has the right to refuse transportation to any student not abiding by the stated expectations. If a student misbehaves on a school bus, the student may temporarily lose the privilege of riding the bus or be suspended from riding for the remainder of the school year. In such cases, the school will then call the parent/guardian who must come to school to pick up the student. Parents will be responsible for the transportation for any students who have lost
school bus transportation privileges. After a student has been returned from the bus stop back to the school two or more times for the semester, bus privileges for the student will be revoked.
Forms to Return to Your School

**Acknowledgement of Receipt: Scholar and Family Handbook**

My signature indicates that I have received and reviewed the 2017-2018 Tulsa Legacy Charter School Scholar and Family Handbook.

Scholar Name (Print): __________________________________________ Scholar Grade Level: ______

Scholar Signature: __________________________________________________________________________

Date: _____________________________________________________________________________________

I have reviewed the 2017-2018 Tulsa Legacy Charter School Scholar and Family Handbook with my child and will reinforce what is expected of him or her at TLCS.

Parent/ Guardian Name: _____________________________________________________________________

Parent/ Guardian Signature: __________________________________________________________________

Date: _____________________________________________________________________________________

**Receipt of Technology Acceptable Use Policy**

As a student user of the Tulsa Legacy Charter School’s 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.

Scholar Name (Print): ______________________________ Scholar Grade Level: ______

Scholar Signature: __________________________________________________________________________

Date: _____________________________________________________________________________________

I have reviewed the Technology Acceptable Use Policy with my child and understand that my child and I may be held responsible for violations. I accept responsibility to assist in conveying the standards for students when using Tulsa Legacy Charter School’s electronic communications systems.

Parent/ Guardian Name: _____________________________________________________________________

Parent/ Guardian Signature: __________________________________________________________________
TLCS Commitment to Excellence

Tulsa Legacy Charter School’s Vision is that students will acquire the knowledge, skills and values necessary to succeed in higher education and beyond. Our students will achieve the highest level of academic success, be responsible citizens and view learning as a life-long journey. The Commitment to Excellence is shared by all of us: Tulsa Legacy staff, scholars, and families and it defines the spirit that all of us are expected to demonstrate in the daily pursuit of this vision.

Student Commitment

I fully commit to Tulsa Legacy in the following ways:

• I will participate actively as a respectful member of the Tulsa Legacy school community.
• I will arrive at school on time and will remain for the entire school day.
• I will complete all of my homework every night. If there is something I do not understand, I will ask my classmates and/or teachers. I will raise my hand and ask questions in class and problem-solve through challenges.
• I will always behave in a way that protects the safety, interests, and rights of all individuals in the classroom. I will show respect to my Tulsa Legacy teammates and to everyone in the Tulsa Legacy family.
• I will come to school each day in full uniform, ready to create, achieve, and lead and prepare for my future success in college.
• I will give parents/guardians all notices and information received from school every day.
• For the whole time I am a student at Tulsa Legacy, I commit to the work required of me and will do Whatever It Takes in order to be accepted to and graduate from a four-year college or university.

*If I break any of the commitments above, I will lose Tulsa Legacy privileges, and I could be removed from Tulsa Legacy.

Parents/Guardian Commitment

We fully commit to Tulsa Legacy in the following ways:

• We will expect our child to create, achieve, and lead as a student at Tulsa Legacy Charter School.
• We will make sure our child arrives to Tulsa Legacy on time and remains for the entire school day.
• We will always help our child in the best way we know how, and we will do Whatever It Takes for him/her to learn. This means that we will do the following: provide a quiet place for our child to study, review his/her homework every night, and let him/her contact the teacher if there is a question about the homework.
We will support our child’s social/emotional and creative development as a foundation for success in their work and interactions with others. We understand that if our child does not meet expectations for success, they may be required to serve lunch or after-school reflection.

- We will always make ourselves available to the school via phone or in person, and we will address any concerns that arise.
- We will attend all required parent meetings and read all communication sent by the school including the Family Newsletter.
- We will make sure our child follows all aspects of the Tulsa Legacy dress code every day.
- We understand that our child must follow all Tulsa Legacy rules in the handbook and in the classroom in order to protect the safety, interests, and rights of all individuals in the classroom, and we will support the implementation of consequences for breaking any of these rules.
- For the whole time my child is a student at Tulsa Legacy, I will do Whatever It Takes to support my child in order for him or her to be accepted to and graduate from a four-year college or university.

*If I fail to adhere to these commitments, my child will lose Tulsa Legacy privileges, and he or she could be removed from Tulsa Legacy.

Parent/Guardian Signature(s): ___________________________ Date: ___________________________

Teacher Commitment

We fully commit to Tulsa Legacy in the following ways:

- I will prioritize to the social/emotional and creative development of students as a foundation for success in their work and interactions with each other.
- I will maintain a culture of respect where students feel safe to learn and develop as students. I will treat every student fairly and with respect.
- I will arrive at Tulsa Legacy on time and will remain for the entire school day.
- I will attend and participate in all staff meetings and professional development in order to improve my teaching practice.
- I will teach Tulsa Legacy students in the best way I know how, and I will do Whatever It Takes to ensure our students are learning, including responding to parent or students questions or concerns within 24 hours.
- I will provide tutorials for our students as needed to support their learning and provide parents with frequent reports on their child’s progress.
- I will partner with parents and families as frequently as possible in order to ensure my scholars are creating, achieving, and leading. I will provide parents and families with opportunities to volunteer and participate in our classroom and to observe classroom activities.
- I will always protect the safety, interests, and rights of all individuals in the classroom.
- I will provide a rigorous college-preparatory curriculum, along with necessary support in order to prepare every Tulsa Legacy student to be accepted to and graduate from a four-year college or university.
If I fail to adhere to these commitments, I could lose the opportunity to teach at Tulsa Legacy.

FERPA: Directory, Information, Certain Use of Photo/Video

Tulsa Legacy Charter School: 2017-2018 Academic Year

If you do not want TLCS to disclose Directory Information from your child's education records without your prior written consent, you must notify the School by October 1, 2017. Please complete the form below and return it to the school office.

This form is effective only for the current academic year.

Please Print

Scholar's Name: ____________________________________________

Scholar's Date of Birth: __________________________ Scholar's Grade: ____________________

_______ My child’s directory information must remain private.

Check One:

_______ My child’s image (photograph or video) may be used in training videos for Legacy staff, marketing or publicity for Tulsa Legacy Schools. TLCS may post these pictures and videos on its public website and on an internal website accessible only to TLCS staff in schools.

OR

_______ My child’s image (photograph or video) may not be used in training videos for Tulsa Legacy staff, marketing or publicity for Tulsa Legacy Charter School.

Name of Parent/Guardian (18 or older): ________________________________
Healthy Snack Guidelines

Beverages

- Milk: 1% and fat-free
- Soy Milk: Not flavored
- Juice drinks that are all natural *No sugar added, No other additives
- Fruit flavored water with no additives
- Sparkling Water
- Tomato Juice - all natural *No sugar added, No other additives
- Water

Snacks

- Applesauce: Natural
- Original Animal crackers
- Baked white corn tortilla chips
- Baked cheese crackers
- Cereal bars
- Fruit Leathers: All natural
- Fresh Fruit
- Granola bars
- Graham crackers
- Pita Chips
- Pretzels
- Popcorn
- Fresh Vegetables
- Raisins
- Rice cakes
- Saltine crackers
- Trail Mix
- Oyster crackers
- Multigrain bars
- Non-Fat Yogurt