



KIPP: TULSA
UNIVERSITY PREP HIGH SCHOOL



Team & Family Handbook

2018 - 2019

Welcome Letter	4
School Overview	5
Attendance Policies	Error! Bookmark not defined.
Daily School Schedule	9
School Policies	14
Academic Policies	27
Instructional Vision	28
Course of Studies	29
Graduation Requirements	30
Promotion Requirements	31
Grading Policies	31
Grading Categories and Weights	32
Volume and Number of Assignments	32
Freshmen and Sophomores Gradebook Non-Negotiables	Error! Bookmark not defined.
Juniors and Seniors Gradebook Non-Negotiables	Error! Bookmark not defined.
Missing Assignments	33
At the end of each school day, teachers will post a link to their class materials in a weekly calendar for all students to access. This will empower students to take responsibility for their own missing assignments and complete them in a timely manner.	34
Any student with an excused absence will have the number of days s/he/they was absent to make up missed work. For example, if a student was absent for 3 days, s/he/they has 3 days to turn in all assignments before the late credit policy applies.	34
Report Cards	34
Parent Conferences	34
Progress Reports	34
Academic Supports	35
Core Values and Discipline	36



Behavior Management Overview	36
Students Meeting Expectations: GLUE Points	37
Facilities and Resource Policies	46
School Property	46
Internet and Computers Usage	46
Acceptable and Unacceptable Uses	47
Lost and Found	48
Athletics and Student Organizations	49
Commitment to Athletics	49
No Pass No Play Rule	49
Student-Athletes Code of Conduct	50



Dear KTUP Students and Families,

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

As a school, our focus is to protect the learning environment and provide opportunities for scholars to feel welcomed, connected, and apart of the KIPP Tulsa Family. In this founding year, I encourage you to both ask and field questions, to seek and provide answers, to develop new friendships and sustain existing ones, and to value the unique experiences which members of our team and family bring on a daily basis. These times will challenge you as you dive into uncharted territory. It is our goal, that in these moments, you develop the strength to bounce back and learn from your mistakes and from new opportunities.

This year we will balance a restorative approach to student discipline and preparing behaviorally for college. As a founding school we recognize that our restorative approach to discipline, which has evolved from restorative justice and the work being done at our middle school. Restorative justice is a new field of study that has the potential to positively influence human behavior and strengthen civil society around the world. It is our hope that with the continued restorative direction on discipline we are able to build a healthier school community, increase our social capital, repair harm and restore relationships.

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

Once again, welcome Founders! Let's make this the best year ever!

To and through college,

Chris Mahnken

Founding School Leader



School Overview

About KIPP Tulsa University Prep High School

KIPP Tulsa University Prep High School was founded in 2018 with one mission – to see students to and through college completion. We believe all students, regardless of where they come from, would learn and achieve. We are committed to seeing them all climb the mountain to college.

KIPP Tulsa Public Schools Mission Statement

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

KIPP Tulsa University Prep School Vision

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

KIPP Tulsa Public Schools Core Acts

1. We believe that ALL students WILL learn and go TO and THROUGH college.
2. We give 100% every day.
3. We develop the whole student through strong academics, extracurriculars, character development, and college support.
4. We build strong relationships founded on love, trust, and respect.
5. We give our best to each other, those we serve, our community, and our own families.
6. We live the motto, “Team and Family always beats individual.”
7. We have open and honest conversations that drive results.
8. We act in a way that leaves a lasting impression.
9. We do what no one else is doing to accomplish what no one else has done.
10. We make the impossible possible.



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

Contact Information

KIPP Tulsa University Prep High School is located in the North Hall of the Oklahoma State University-Tulsa Campus at 700 N Greenwood Ave, Tulsa, OK 74106. Our main office phone number is (918) 794-8652 and our fax number is (918) 794-8712.

School Hours

KTUP front reception office hours are 9:30 am – 3:30 pm daily.

School Calendar

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

School Closings

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

Visiting the School

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

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

Family Involvement

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

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

Civility Code

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

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

Consequence ladder of civility code violators:

1. **Immediate Request to Cease and Desist Behavior:** Staff member or designee will immediately notify the offending party to cease his/her conduct and speak in a civil tone. The incident will be reported to the site administrator.
2. **Termination of Activity:** If inappropriate behavior continues, the staff member or designee verbally notifies the offending party that the meeting, conference, telephone conversation, or any other activity is terminated. Additional communication regarding the matter may be followed up in writing, if appropriate. The incident is reported to the appropriate administrator.

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

Appeal Procedures of School Ban:

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

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

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

Rights of a Non-Custodial Parent

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

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

Attendance Policies

MONDAY	TUESDAY	FRIDAY	Length	Start	End
ARRIVAL & BREAKFAST				7:30	7:55
1ST			51	8:00	8:51
Passing Period			4	8:51	8:55
2ND			51	8:55	9:46
Passing Period			4	9:46	9:50
3RD			51	9:50	10:41
Passing Period			4	10:41	10:45
Advisory			26	10:45	11:11
Passing Period			4	11:11	11:15
PACE			51	11:15	12:06
Passing Period			4	12:06	12:10
4TH/LUNCH			58	12:10	1:08
Passing Period			4	1:08	1:12
5TH/LUNCH			58	1:12	2:10
Passing Period			4	2:10	2:14
6TH			51	2:14	3:05
Passing Period			4	3:05	3:09
7TH			51	3:09	4:00
TRANSITIONS			32		

FRIDAY- COMMUNITY MEETING	Class Period	Start	End
ARRIVAL & BREAKFAST		7:30	7:55
1ST		51	8:00
Passing Period		4	8:51
2ND		51	8:55
Passing Period		4	9:46
3RD		51	9:50
Passing Period		4	10:41
Pace		51	10:45
Passing Period		4	11:36
4TH		54	11:40
Passing Period		4	12:34
5TH		54	12:38
Passing Period		4	1:32
6TH		51	1:36
Passing Period		4	2:27
7TH		51	2:31
Passing Period		4	3:22
COMMUNITY MEETING		34	3:26
TRANSITIONS (9 X 4)		32	

Daily School Schedule

WEDNESDAY	Time/Period	Start	End	THURSDAY	Start	End
ARRIVAL & BREAKFAST		7:30	7:55	ARRIVAL & BREAKFAST		7:30 7:55
1ST	90	8:00	9:30	Extended PACE	90	8:00 9:30
Passing Period	4	9:30	9:34	Passing Period	4	9:30 9:34
2ND	90	9:34	11:04	4TH/5TH	90	9:34 11:04
Passing Period	4	11:04	11:08	Passing Period	4	11:04 11:08
3RD	90	11:08	12:38	Advisory Progress Monitoring and Lunch	100	11:08 12:48
Passing Period	4	12:38	12:42	Passing Period	4	12:48 12:52
LUNCH- IN ADVISORY	48	12:42	1:30	6TH	90	12:52 2:22
EARLY RELEASE (1:30)				Passing Period	4	2:22 2:26
Transitions (4 X 4)	12			7TH	94	2:26 4:00
				Transitions (6 X 4)	16	

Student Attendance

Reporting Absences

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

Parent/guardian must contact the school the night before or by 7:30 am on the day a student is going to be absent. If the student’s absence is not reported, the school will inform student’s parent/guardian of the student’s absence by telephone that same day.

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

Any students who misses more than 10 instructional days per year will not receive credit for classes, regardless of the current passing or failing grade.

Excused and Unexcused Absences

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

- **Doctor’s Excuse Notes:** Documentation of a doctor’s appointment is expected immediately upon the student’s return to school. **Doctor’s notes received after 10 business days of an appointment will not be accepted and, therefore, the absence will be considered unexcused.**
 - **Unexcused Absence Exemption:** Scholars absent for an extended period of time with a

medically documented physical or mental impairment under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, or the Individuals with Disabilities Education Act will not be disciplined. To qualify for this exemption, the parent/guardian must provide documentation relating the absence to a disabling condition.

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

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

Out of School Suspensions: Out of school suspensions are treated the same as absences.

Consequences for Absences

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

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

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

Arrival Procedures

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

- **Show up on time, fully dressed in their uniform and stay the entire school day.**

- The school day runs from **7:30 am – 4:00 pm** on **Monday, Tuesday, Thursday, and Friday** and from **7:30 am – 1:30 pm** on **Wednesday**.
- Students may obtain breakfast from 7:30 am – 7:45 am. ***Students are considered late to school if they are not seated in their classroom by 8:00 am.***

Dismissal Procedures

Dismissal is at 4:00 pm except for Wednesdays at 1:30 pm. Please make arrangements for your child to be picked up on time as it is unacceptable for any student to be picked up late. **We are unable to supervise students left at the school after 4:15 pm and after 1:45 pm on Wednesdays.**

The following will be implemented for late pick-ups:

- You must come into the building to retrieve your student.
- After three occurrences of late pick-ups, the school will file a report with the Department of Human Services.
- The police or other appropriate authorities will be called to pick up students who are left at school repeatedly or for an extended period of time.

Tardiness and Early Dismissal

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

Scholars should arrive at school at 7:30 in order to have time to eat breakfast. Should a student choose not to eat breakfast at school, they must be at the school and in their first period class by 7:55 so class may start promptly at 8:00. **No tardies are excused. Three tardies are equivalent to a one-day absence.**

Please note the following:

- **Schedule appointments on early dismissal days** after 1:30 pm or outside of school time only.
- **Students will not be released prior to the end of the school day** unless there is a true emergency. Early pick-ups are disruptive to the learning environment.
- **The school is placed on lock-down 30 minutes prior to dismissal. No parents may enter the building.** This is to ensure preparation for dismissal and all students' safety.
- **For a student to be dismissed early, the student must bring a note from the parent in the morning. We do not accept phone calls.**



- An authorized adult **must** come in to sign the student out; We will only release students to an adult over the age of 18 who is listed on the emergency contact form.

Consequences for Tardiness and Early Dismissal

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

School Policies

Uniform Policy

Students are expected to wear the full KTUP uniform every day. At KTUP, we believe that a strict uniform policy eliminates focus on materials items and places focus back on student learning and the academic environment. If there are special events/privileges earned and students do not have to wear the uniform, we will communicate with families through via flyers or by phone.

The KTUP uniform is a symbol of pride and unity at our school. KTUP students are the closest to college, and their dress should reflect this elevated status. KTUP students are required to wear the KTUP uniform every day when attending school. Students must remain in uniform at all times while on campus. Students should arrive on campus wearing the correct shirt, shoes, and pants. Students are expected to go straight to class upon entering the building, with their uniforms fully set by 7:55. They must remain in uniform for the duration for the day, including time spent after regular school hours.

- **KTUP Denim and Polo Shirt:** Long-sleeved and short-sleeved collared shirts will always be worn except designated days. Shirts must be tucked in, when appropriate.
- **Khaki or Blue Colored Pants/Skirt:** Skirts must hang no higher than three inches above the knee. Pants must have belt loops. Leggings/jeggings/runners are not permitted.
- **Belt:** Students must wear a plain tan, brown, or black belt with their uniforms daily. Belts with logos or grand on them (band or buckle) are not permitted.
- **Head Coverings and Headbands:** Full head coverings should be worn for religious purposes and should only be black. If students choose to wear a headband at school, they are only permitted to wear the KTUP-issued headband. No other headbands or scarves are allowed at school.
- **Shoes:** All shoes must be brown or black leather (boat shoes, church shoes, etc.). Knee-high boots, athletic shoes, and sandals are not permitted.
- **Additional KTUP Apparel:** Students may also purchase additional KTUP-approved uniform items such as cardigans, sweaters, sweatshirts, or sweater vests from the online uniform store (via Agape North).
 - *Note: Students have the option to wear additional KTUP-approved items, and therefore non-KTUP jackets, hoodies, and sweatshirts are prohibited.
- **Personal Tech:** Smart watches (FitBit, Apple Watches, etc.) and headphones, including wireless Bluetooth headphones, are not permitted as part of the KTUP uniform.
- **ID Badge:** Students are required to wear their ID badges at all times. Being on a college-campus is an incredible opportunity, and comes with the additional responsibility to identify students as high school students versus college students. ID's must be on a lanyard or other form of another clearly visible accessory (e.g. a belt-loop ID holder).

- **Accessories:** All accessories (piercings, necklaces, bracelets, etc.) must be professional in style and not distracting from the learning environment. These items will be allowed at the discretion of the school leader.

Spirit Wear/Collegiate Wear Day/Game Day/KIPP Sponsored Events:

KIPP Tulsa University Prep, college- and university-branded attire that is professionally made.

- | | |
|---|---|
| <ul style="list-style-type: none"> ● KIPP Tulsa, college/university-branded professionally made t-shirt, long sleeve shirt, sweatshirt, or hoodie (hood not worn on head) ● Jeans with no holes, rips, or fraying ● Sneakers ● Boots ● ID must be visible, on lanyard around neck ● Stud/post earrings (girls only) | <ul style="list-style-type: none"> ● Ripped/torn pants ● Leggings/jeggings ● Overly tight-fitted tops, dresses, skirts, or pants ● Tank tops, halter tops, spaghetti-strapped tanks, strapless tops ● Low-cut, midriff-baring, sheer, or generally revealing tops – tops should not show undergarments ● Flip flops or other sandals ● Shoe heels higher than 2” ● Sunglasses or any eyewear not required by prescription (i.e. plastic frames) ● Hats, bandannas, or hair-wraps of any sort ● Joggers or sweatpants ● Shorts ● Nose, eyebrow, and belly rings ● Shirts containing any inappropriate text or images (i.e. illegal, dangerous, or sexual innuendos) |
|---|---|

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

Transportation Policy

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

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

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

At dismissal, students should go directly to their bus, greet the bus driver, and have a seat. Students should not wait for other students, siblings, or staff or linger and socialize in the bus area.

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

The Director of School Operations and the Assistant School Leader will investigate all bus referrals. The following infractions will result in bus referrals, and the Assistant School Leader will discuss the incident and referral with the specific bus driver.

Behaviors That Are Not Allowed on School Buses

- Disrespectful behavior towards the driver or another student.
- Defiance towards the bus driver.
- Failure to identify.
- Physical violence and/or abusive language (swearing).
- Eating on the bus.
- Yelling or screaming.

- Failure to remain seated.
- Threatening behavior.
- Possession of drugs, glass, weapons, animals, fireworks, or stolen merchandise.
- Any other violation of school policy.

Consequences for Bus Referrals

- **First Bus Referral:** Student issued a warning and parent phone call.
- **Second Bus Referral:** Student will receive one-week (to and from school) bus suspension and the parent must arrange alternative transportation. A parent conference will be held with the Director of School Operations to review bus riding privileges and consequences for future referrals.
- **Third Bus Referral:** Student will be removed from the bus for one month (to and from school) and parents are responsible for alternative transportation. A parent conference will be held with the Director of School Operations to review bus riding privileges and consequences for future referrals.
- **Fourth Bus Referral:** Student will be removed from the bus for the rest of the current school year (to and from school) and the parent must arrange alternative transportation. A parent conference will be held with the Director of School Operations to review the consequences and plans for alternative transportation.

The School Leadership Team reserves the right to skip steps in the bus referral progression for serious acts of misconduct. Parent conferences must occur prior to the student regaining bus privileges.

KTUP encourages families to review the importance of proper bus behavior and the consequences of misconduct. Failure to attend school as a result of lost bus privileges will be considered as absences.

Food Policy

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

Breakfast is served from 7:30 am – 7:45 am and is optional for all students. Breakfast will not be served after 7:45 am. **Please ensure your student arrives on time.** It is important that students have a healthy, balanced meal in order to withstand the academically rigorous program at KTUP.

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

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

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

Charged Meals Policy

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

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

- Student accounts with a balance after meals have been charged for two (2) days: A letter is sent home notifying the family that the student has an outstanding balance on his/her/their account. The letter will be mailed home to the student's address on record and a copy of the letter will be sent home with the student.
- After meals have been charged for five (5) days and the student's meal account is negative in excess of \$15.00, a parent meeting will be scheduled with the Director of School Operations to resolve any outstanding balances.
 - Full payment must be made within one business day of this meeting or payment arrangements must be made to resolve the outstanding balance.
 - Students with a negative meal account balance will not be allowed to purchase a la carte items including extra milk, drinks, cookies, ice cream or any other item that is considered as *à la carte*.

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

Negative Balances

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

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

The following are acceptable forms of payment:

- Cash: Payments can be brought to the front office.
- Check or Money Order made payable to: KIPP Tulsa Public Charter Schools
- Credit Card: Payments can be made via the phone or in-person
www.myschoolaccount.com

Refunds

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

NSF Checks

- Checks returned by the bank for NSF will result in a letter being sent home to inform the parents from the Business Office.
- Payments for NSF checks must be in the form of cash, cashier's check, or money order.
- Payment must be received within 10 days of the date of the letter.

If the payment is not received in a timely manner, the matter may be turned over to the District Attorney's office and the amount will have an immediate impact on that student's meal account.

Birthday and Holiday Celebrations

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

Medication Policy

All students must have the following on file:

- **Up-to-date immunizations and vaccinations**
- **Health Information form:** This form identifies the student's emergency contacts, health care providers, and gives the school permission to initiate emergency medical treatment in the absence of a parent/guardian.

- **Authorization to Dispense Medication Form:** KTUP must be informed of any prescription medication that a student is required to take at school. Parents must complete an Authorization to Dispense Medication form. All medication must be presented in its original container from the pharmacy and must be brought in by a parent/guardian or accompanied with a note from the parent. Students may not bring their own medicine, including over-the-counter medication, to school and may not keep their own medicine in their backpack, locker, classroom or elsewhere.
 - Asthma inhalers and breathing machines are included as medications and therefore the same stipulations apply.

Health and Illness

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

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

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

Messages/Phone Calls

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

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

Students are prohibited from using their cellphones anytime during the school day. The office staff is available to connect students and families in the event of urgent events or emergencies.

Student Cell Phone Use Policy

While cell phones are often necessary before and after school hours, they represent an unnecessary distraction to learning during the school day. At KTUP, cell phones and/or portable electronic devices are invisible upon entering into the building and stay away until dismissal begins. Students are not permitted to carry their cell phones in their front or back pants pockets, or in a shirt or jacket pocket. Additionally, smart watches (FitBits, Apple Watches, etc.) are not permitted as part of the uniform.

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

- **Cell phone will be left at home.** Students will not bring a cell phone to campus.
- **Cell phone will be powered down and placed in bag.** Students will place their powered-off devices into a backpack prior to entering the building. Phones cannot simply be placed in “airplane mode” or stored in pants/jacket pockets.

Cell Phone Consequences: If a student is in possession of a phone outside the options above during the day (i.e. bathroom, pocket, inside uniform, lunchroom, etc.) then the student be required to give up the phone, which will then be secured in the Lock Box. The student will automatically earn a Level 3 Phone Correction as documented in , resulting in a detention. Additionally, the school will notify the family of the violation (via phone or email) and reaffirm the Cell Phone Commitment policy. Upon incurring a 5th day with a Level 3 Phone Correction, students are subject to a one-day out-of-school suspension for insubordination regarding a clearly communicated expectation.

Non-School Related Items

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

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



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

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

Student Searches

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

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

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

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

Drug Free Campus Policy

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

with applicable provisions of this policy and all other policies that are part of this Handbook.

Definitions:

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

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

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

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

- Observations concerning the appearance, behavior, speech or body odors of the individual;

- Observable phenomena such as the physical symptoms or manifestations of being under the influence of controlled substances or alcohol while on campus or at KTUP sponsored events;
- Indication of the chronic and withdrawal effects of controlled substances;
- Direct observations of conduct prohibited under this policy while on campus or at KTUP sponsored events;
- A reasonably credible report of conduct prohibited under this policy by an individual on duty or on KTUP's workplace;
- Evidence that an individual has tampered with any test for controlled substances or alcohol under this policy; or
- Evidence of prohibited conduct under this policy.
- **Prohibited Conduct:** KTUP will not tolerate the unlawful manufacture, possession, use, sale, transfer, or purchase of alcohol, intoxicants, controlled substances or designer drugs on or off KTUP's campus, as defined above. KTUP's campus will be free from alcohol, illegal drugs (marijuana, cocaine, etc.) or drugs taken for non-medicinal purposes.

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

Smoke and Tobacco Free Campus

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

Suspicion of Child Abuse and Neglect

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

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

- Notify the a member of the School Leadership Team
- Call the Oklahoma Department of Human Services Abuse Hotline at 1-800-522-3511
- Complete a KTUP Incident Report
- Final report given to the School Leader

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

- Victim's name, date of birth, and address
- Perpetrator's name, date of birth or age, and address
- Type of injury or harm done to the victim
- Description of the incident (time/date, location in which it occurred, indication of intention to harm)
- Names and ages of other children in the household
- Language spoken by parents

The law prohibits suppression, modifications, or edits to a report. Additionally, a mandated reporter's refusal to report suspected child abuse and neglect can result in license suspension or revocation, and misdemeanor conviction. False reports to the hotline are also a misdemeanor. Anyone reporting in "good faith" is immune from criminal or civil liability.

Non-Discrimination Policy

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

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

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

Bullying, Harassment, and Intimidation Policy

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

The school reserves the right to discipline students' off campus behavior that threatens the safety and well being of a student or KTUP staff.

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

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

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

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

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

Student Records

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

Parents and guardians may submit a written request to review their student's records to the Director of School Operations. The written request should stipulate the specific records to be disclosed and the purpose



of the request. Parents will schedule a time to retrieve copies of the records with the Director of School Operations. Appointments shall occur within five business days of the original request.

Restroom Policy

The procedures for using the restrooms at KTUP must be followed in order to ensure the safety of students. Students will be using a shared bathroom with OSU-Tulsa students and staff in a public space. It is vital that students understand and follow the procedures in order to ensure staff can monitor their location in the event of an emergency.

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

Students must ask and wait for permission from the teacher to use the restroom. Students must wear the restroom pass around their neck. Only one student from the class may be out of class at any given time.

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

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

Academic Policies

Overview of Academic Strategy

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

Instructional Vision

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

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

College Readiness Indicators	Academic Health <ul style="list-style-type: none"> ● 85% above 2.5 GPA ● 70% above 3.0 GPA 		College Readiness <ul style="list-style-type: none"> ● 75% at 21+ on the ACT by graduation ● 35% at 24+ on the ACT by graduation 	
Instructional Design	Course of Studies <ul style="list-style-type: none"> ● 4 Years of ELA ● 4 Years of Math ● 3 Years of Science ● 3 Years of History ● Every student will enroll in at least one AP course 	Time <ul style="list-style-type: none"> ● 51-minute periods ● Teachers have two 51-minute periods off daily for planning and feedback 	Curriculum & Assessment <ul style="list-style-type: none"> ● CCRS Standards <ul style="list-style-type: none"> ○ ACT Interim Assessments ● AP For All Curriculum <ul style="list-style-type: none"> ○ AP End-of-Module Assessments 	

Course of Studies

Subject	OK Graduation Required Credits 23 Credits Required	KTUP Graduation Required Credits 24 Credits Required	KTUP Course Offerings
Math	3 (Algebra I and above)	4	Algebra Foundations Algebra 1 Geometry Algebra 2 AP Calculus AB AP Statistics*
Language Arts	4	4	English 9 Composition 9 English 10 AP English Literature and Composition AP English Language
Laboratory Science	3	3	Physics Chemistry Biology AP Biology* AP Computer Science*
Social Studies	3 ½ Oklahoma History ½ Government	3	Pre-AP World History ½ Oklahoma History AP World History AP US History ½ Government AP Government* AP Economics* AP Comparative Government*
Foreign Language	2 (Or two years computer technology)	2 (Or two years computer technology)	Spanish I Non-Native Spanish I Native Spanish II Non-Native Spanish II Native AP Spanish*
Computer Technology	2 (Or two foreign language)	2 (Or two years foreign language)	Computer Science I Computer Science II AP Computer Science*
Additional Unit	1	1	One additional course from above, or AP course
Fine Arts	1 (Same course)	1 (Same course)	Drama Speech Theatre / Public Speaking
PE and Wellness	0	In Advisory	Health, Brain Science, and Lifetime Wellness PE
Electives	6	6	TBD
Additional Graduation Requirements	PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. § 11-103.6H Students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act and any additional course requirements or recommended elective courses as may be established by the State Board of Education and the district school board.		
	CPR/AED REQUIREMENT 70 O.S. §1210.199 All students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator at least once between the 9th grade and graduation.		

Graduation Requirements

Graduation in Oklahoma is based on earning the outlined course credits and taking required college-reading assessments. For the 2021-2022 school year, students will take assessments in English Language Arts, Mathematics and Science (OSTP College and Career Ready Assessments ACT or SAT and Science Content in the 11th grade) in compliance with the Every Student Succeeds Act that are aligned with the Oklahoma Academic Standards. State law also requires students to be tested in U.S. History once during high school.¹

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

KTUP Course of Study				
Department	9 th	10 th	11 th	12 th
ELA	English I Composition	English II	AP Language English III	AP Literature English IV
History	Pre-AP World History	AP World History	U.S. History AP U.S. History	AP US Government (.5) AP Economics (.5)
Math	Algebra 1 Algebra Fundamentals	Geometry Algebra 2 Integrated Math	Algebra 2 Precalc / Trig Pre-Calculus Honors	Precalc / Trig AP Statistics AP Calculus AB
Science	Pre-AP Physics	Pre-AP Biology	Pre-AP Chemistry	AP Biology AP Chemistry AP Physics AP Computer Science
College Readiness	(embedded in advisory)	College Readiness 10	CR 11 / ACT Prep	PE (.5)* Personal Finance(.5)* College Readiness 12* AP Psychology***
Spanish		Spanish I	Spanish II	<i>Native/Non-Native AP Spanish*</i>
Computer Science		<i>Computer Science I</i>	Computer Science I & II	Computer Science II
Fine Arts	Theatre I Speech	Theatre II Band	Theatre Public Speaking Band	Theatre Public Speaking Band

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

Promotion Requirements

Students may not “drag” more than two credits into the subsequent academic year. Therefore, any student who fails three courses in each year, or fails two courses and is dragging one from a prior year will not be promoted but instead will repeat the entire grade. Students who fail electives may be required to take a supplemental online course or find an alternative program.

Students may not matriculate to their senior year until they have fulfilled the following requirements:

- 3 credits of English Language Arts
- 3 credits of Math
- 2 credits of Science
- 2 credits of Social Studies
- 1 credit of Foreign Language
- Completed Junior Seminar with a C or higher
- Completed 75 service hours
- Maintained a cumulative GPA of a 2.5 or above

Students who have not met these requirements may be required to take a supplemental online course or find an alternative program to complete these courses or retake them for a higher grade before obtaining senior status.

Grading Policies

Grade Point Average (GPA) is a determining factor of a student’s application success for college. Furthermore, regular, high-quality feedback is a crucial driver of student achievement. Therefore, teachers at our school employ a common grading system to ensure a high degree of integrity behind our grades. Teachers should take their grading responsibilities extremely seriously, and the school has gone to great lengths to articulate its core policies on grading. AP courses will be weighted, meaning they will carry an additional one-point “bump” when computing GPA.

Grade	Scale %	Un-weighted GPA
A	93-100	4.00
A-	90-92	3.66
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.66
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.66
F	Below 70	0.00

Grading Categories and Weights

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

	Homework	Class Performance	Formative Assessment	Summative Assessment
Freshmen & Sophomores	30%	20%	25%	25%
Juniors & Seniors	15%	20%	30%	35%
Assignment Types	Any of the following when assigned for out of class completion: <ul style="list-style-type: none"> • Independent practice problems or exercises • Notes/ Annotations • Questions • Readings 	Any of the following when assigned for in-class completion: <ul style="list-style-type: none"> • Independent practice problems or exercises • Notes/ Annotations • Questions • Readings • Group-Work Rubrics • Class Participation or Seminar Rubrics • Do Now Responses • Exit Tickets 	<ul style="list-style-type: none"> • Weekly Mastery Quizzes • Selected problems or questions from a homework or classwork assignment • Rough Drafts 	<ul style="list-style-type: none"> • Interim Assessments • End-of-Module Assessments • Final drafts of paper or labs • Seminar write-ups • Summative seminar rubrics

Volume and Number of Assignments

Teachers have to strike a balance between several factors when grading: providing students with meaningful and timely feedback; gathering data on student performance and mastery; ensuring that course grades are accurate and holistic reflections of student performance; accounting for completion of assignments.

Moreover, teachers must avoid two contrary dangers:

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

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

Freshmen and sophomores gradebook non-negotiables

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

Juniors and Seniors gradebook non-negotiables

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

Missing Assignments

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

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

At the end of each school day, teachers will post a link to their class materials in a weekly calendar for all students to access. This will empower students to take responsibility for their own missing assignments and complete them in a timely manner.

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

Report Cards

Report cards are distributed twice a year, at the end of each semester. **If you do not receive your child's report card you must contact the school. If any money is owed at the end of the school year (for missing library books, outstanding meal costs or for any other school related issue) you will not receive a report card until the fine has been paid.**

Parent Conferences

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

Progress Reports

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

Academic Supports

- **Chromebook:** Every KTUP student will receive a personal chromebook to use throughout his or her time at KTUP. More information can be found in the Chromebook Commitment document.
- **PACE Intervention:** Students will have small group instruction in math, reading, writing, and history via an extra support course four days a week. Student placement is determined by assessment data and teacher observation. Students will receive targeted support specific to their individual needs.
- **Tutoring:** Students may receive additional academic assistance daily. Participation may be voluntary or involuntary, as it will be assigned by teachers for students needing extra help. Students should understand tutoring is not punishment, but an opportunity to increase their academic performance. Attendance is mandatory and skipping tutoring has the same consequences as skipping a core academic course. Check the office for tutoring schedules.

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

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

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

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

Families will be notified in advance of assignment to Saturday School. The School Leader and/or Assistant

School Leaders have discretion in the assignment of Saturday School to students.

Core Values and Discipline

Core Beliefs

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

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

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

1. I believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. I believe that students should be guided and expected to solve the problem they create without making problems for anyone else.
3. I believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. I believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
5. I believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school staff.
6. I believe that it is best if a student does most of the thinking.
7. I believe that there should be a logical connection between misbehavior and resulting consequences.

Behavior Management Overview

KTUP's goal is to provide a positive, safe learning environment in order for student learning to be maximized. Behaviors at KTUP are either classroom managed or office managed. The matrix below is not intended to address the entire spectrum of student behavior. The Administrative Team reserves the right to address misconduct that is not specifically included in this discipline policy. **Further information can be found in the KIPP Tulsa University Prep High School Cultural Handbook, which can be provided per the request of a student or family.**

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

Students Meeting Expectations: GLUE Points

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

GLUE Examples and Expectations

Students		
Respect Self	Respect Others	Respect the Environment
<ul style="list-style-type: none"> • Come to class on time and prepared • Start work promptly • Work to the best of your ability • Ask for help when you need it • Make good use of the academic, cultural and sporting opportunities provided • Use proper hygiene daily 	<ul style="list-style-type: none"> • Allow others to learn without disruption • Listen when others are speaking • Behave in a safe and considerate manner • Take care of the property of others • Accept those with differing backgrounds, culture, and ability • Tell an adult or peer thank daily 	<ul style="list-style-type: none"> • Reduce, reuse and recycle waste • Put trash in the trash can • Take care of the furniture, buildings and plants at school

Students will support these expectations by:

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

Staff		
Respect Self	Respect Others	Respect the Environment
<ul style="list-style-type: none"> ● Come to class on time and prepared ● Start class promptly ● Teach to the best of your ability ● Get proper rest ● Give 100% daily ● Admit your wrongs ● Ask for help when you need it 	<ul style="list-style-type: none"> ● Set clear expectations in the classroom ● Redirect misbehavior in a timely manner ● Listen to students when they are speaking ● Speak in a safe and considerate manner ● Accept those with differing backgrounds, culture, and ability ● Think the best of each student ● Tell a student, staff, or parent thank you daily 	<ul style="list-style-type: none"> ● Provide a safe, orderly, caring learning environment ● Put trash in the trash can ● Take care of the furniture, buildings and plants at school

Staff will support these expectations by:

- Showing enthusiasm for their content areas
- Showing commitment, preparedness and professionalism in their work
- Encouraging each student to develop to their full potential
- Establishing clear guidelines for classroom behavior, and make sure that these are met
- Maintaining regular and open communication with students and their families

- Leading peace circles and participating in restorative conversations, and restorative conference

Parents		
Respect Self	Respect Others	Respect the Environment
<ul style="list-style-type: none"> • Regularly attend school events • Advocate for yourself • Read and review the Family Handbook often • Stay informed about happenings at KTUP • Admit your wrongs • Ask for help when you need it 	<ul style="list-style-type: none"> • Volunteer at the school • Set a consistent bed time and wake up time for your child • Drop your student off at school on time daily • Pick your student up from school on time daily • Attend school events • Think the best of staff members • Respond to staff members phone calls and request for help • Speak in a calm and civil tone • Advocate for students 	<ul style="list-style-type: none"> • Reduce, reuse, and recycle waste • Put trash in the trash can • Take care of the furniture, buildings and plants at school • Park in the car lane

Parents and caregivers will support these expectations by:

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

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

Response to Negative Behavior: Corrections

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

<u>Classroom Managed- Minor infraction</u>	<u>Office Managed- Major Infraction</u>
<ul style="list-style-type: none"> ● Littering ● Chewing gum ● Playing with fidget spinners ● Unprepared for class ● Play fighting (including in a joking manner) ● Name calling ● Talking during drills (fire, tornado, etc.) ● Not returning a LiveSchool report, Progress report, or other notices ● Property damage ● Cell phones (possession/use) ● Bringing purse to classroom ● Food and/or drink visible (except for water) ● Leaving area messy (any common area) ● Tardy to class ● In hallway without pass ● Public displays of affection ● Dress code violation ● Skipping lunch reflection ● Inappropriate use of technology ● Making loud and distracting noises ● Blurting out ● Out of seat ● Making insults towards others ● Inappropriate language (including ethnic slurs) ● Cheating ● Theft ● Non-compliance 	<ul style="list-style-type: none"> ● Bullying (including cyber bullying) ● Verbal and sexual harassment ● Theft/ or possession of stolen property ● Fighting ● Skipping class ● Skipping school ● Skipping after-school reflection ● Inappropriate use of technology ● Malicious gossip ● Pattern of cheating ● Plagiarism ● Public displays of affection ● Pattern of non-compliance ● Trespassing ● Refusal to serve previously earned consequence ● Destruction of property ● Failure to identify ● Physically and/or verbally aggressive

Corrective Disciplinary Consequences

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

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

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

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

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

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

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

Suspension: Student short and long-term suspensions are the remedies of last resort. However, by creating the following standards and procedures for suspensions, KIPP Tulsa will ensure that no student presents a danger to people or property, disrupts school activities, or threatens campus peace, safety or security. The School Leader of KIPP Tulsa or his/her designee may suspend a student for a period of up to five (5) consecutive school days. Prior to suspending a student, the School Leader or designee shall hold an informal conference with the student to:

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

If the School Leader or designee determines the student’s conduct warrants suspension, the School Leader or designee will be empowered to impose an alternative in-school placement or short-term out-of-school suspension. An alternative in-school placement is defined as the removal of a student from her/his classes, for a period not exceeding five (5) consecutive school days, to a location on the school premises that is supervised by appropriate personnel. A student under alternative in-school placement will be required to work on classroom assignments and will be counted present on the attendance register. If a student is removed from the regular classroom for more than one-half the school day, a written notice of this alternative in-school placement will be sent to the parents/guardian with a copy to the KIPP Tulsa student files (a copy will also be sent to KIPP Tulsa’s Special Education Coordinator if the student has an IEP). The School Leader will immediately attempt to schedule a conference with the parents/guardian to discuss the inappropriate behavior and a plan for remediation.

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

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

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

Emergency Actions

In an emergency, the School Leader of KIPP Tulsa may order the immediate suspension of a student for up to five (5) days if the student’s presence threatens the health, safety, or welfare of himself/herself or other students or faculty. If a student is suspended in an “emergency” situation without the opportunity for notice of the allegations against him/her, the School Leader shall:

- Notify the student of the allegations, and
- Provide the student with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three (3) days

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

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

Limits on Short-Term Suspension

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

Long-Term Suspension

The School Leader of KIPP Tulsa may recommend long-term suspension of a student to the school's Executive Director and its Board of Directors or a designated committee thereof. The School Leader's recommendations shall specify the reasons, identified in the Student Handbook, for a student's long-term suspension.

Concurrent with such a recommendation, and prior to any long-term suspension action, the School Leader shall provide the student's parents/guardians with written notice of:

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

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

The notice shall further state that the student may:

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

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

Due Process and Appeal

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

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

Records and Reports

- While technical rules of evidence will not apply to any such hearing, evidence will be admitted and used as proof only if it is the kind of evidence upon which reasonable persons could rely in the conduct of serious affairs. Findings by the Board shall be based solely on the evidence and testimony presented at the hearing.
- The School Leader or designated staff member will keep written records of each hearing containing the date of the hearing, the names of the persons present, and the time and duration of the hearing.
- A record of the hearing will be made by means that permit a reasonably accurate written recording of the hearing. Any decision by the Board to suspend a student long-term shall be made within five (5) business days after the conclusion of the hearing. The School Leader shall promptly send written notice of his/her and the Board's decision to the student and the student's parents / guardian.
- The students and/or parent/guardian shall have the right to appeal the decision to KIPP Tulsa's full Board of Directors as outlined above.

Record-Keeping

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

Procedural Safeguards for Students with Disabilities

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

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

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

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

Counseling Services

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

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

Facilities and Resource Policies

School Property

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

Internet and Computers Usage

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

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

- Chromebooks are property of KIPP Tulsa University Prep High School and are intended to be used as learning tools. KTUP reserves the right to block access to website deemed to be not academic in nature.
- It is required that students bring their assigned charged Chromebook to school each day. Failure to bring a Chromebook will result in a loaner computer given for the day in exchange for collateral (ID, phone, keys, etc.) and will result in a lunch detention.
- Students are responsible for the security and condition of their Chromebook and charger. Chromebooks should be kept secure and away from food and liquids. No elements of the keyboard or casing should be removed or intentionally altered. It is expected that students will demonstrate a good faith effort to keep their Chromebooks in like-new condition (i.e. not throwing, dropping, breaking off keys or case elements, writing on screen or case, lending to family or younger siblings, etc.).
- Chromebooks accounts (Gmail, Google Drive, etc.) and passwords are not to be shared for any reason. No student is ever permitted to be logged in to another student's Chromebook, or use another student's log on, *with or without* permission.

- Chromebooks that are lost, stolen, or damaged will result in financial loss to our school. If loss or damage is a result of neglect or mistreatment, the individual will be required to reimburse KIPP for the cost of replacement or repair.

My signature below indicates I have thoroughly read the above information. I understand that KIPP will seek to recover the cost of repair or replacement of a device that is damaged or lost as a result of an intentional act or willful neglect, or because of my failure to follow the school's policies or procedures.

Acceptable and Unacceptable Uses

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

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

KTUP utilizes robust technology to filter and monitor Internet activity and prevent student exposure to inappropriate materials. However, KTUP cannot guarantee the appropriateness of all materials accessed by the students on the Internet.

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

- Using the Internet for any illegal activity, including violation of copyright or other laws (copyrighted material may not be placed on the system without the author's permission and users may download copyrighted material for their own use only).
- Revealing any personally identifiable information about yourself or any other student or staff member on a social networking website or chat room.
- Cyber-bullying (defined as traditional bullying using any electronic media).

- Sending or displaying offensive pictures or graphics, using obscene language, or harassing, insulting, threatening or abusing others.
- Any online activity that encourages the use of drugs, alcohol or tobacco, or that promotes unethical practices or any activity prohibited by law or KTUP policy.
- Posting, sending or displaying any personal identification information of any minor without parental consent.
- Attempting to gain unauthorized access to resources or entities.
- Invading the privacy of others or using an account owned by another user.
- Posting anonymous messages or messages with a false identity.
- Downloading, storing or printing files or message that are profane, obscene, or that use language that offends degrades others.
- Playing unauthorized games on the Internet.
- Computer piracy, hacking, or any tampering with hardware or software.
- Activities that allow a computer or network to becoming infected with a virus or other destructive influence.
- Downloading applications or programs without approval from teachers or administrators.
- Copying or downloading copyrighted material without authorization from copyright holder or prior approval from the teacher.
- Plagiarizing information obtained from the Internet without proper citation.
- Students should never share their passwords or use another person's password. Suspected acceptable use policy violations should be reported to teachers immediately.

Lost and Found

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

Athletics and Student Organizations

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

Physical

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

Commitment to Athletics

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

No Pass No Play Rule

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

Student Academic Eligibility During a Semester

1. Eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter.
2. KIPP will run eligibility checks on Monday mornings. Students must be passing all classes at the time of the eligibility check.

3. The period of probation and ineligibility will always begin on Monday (The day the “Student Behavior and Academic Tracker” is checked).
4. Any student suspended during the duration of a week will be ineligible to play in games or competitions for that week and the following week of play. Students may not practice or compete while suspended.
5. The ineligibility periods will begin on Mondays and end on Sundays.

Students With Individualized Education Programs or Plans in Special Education Classes

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

Behavioral Consequences

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

Attendance Policy

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

Student-Athletes Code of Conduct

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

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

Parents Code of Conduct



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

Spectators are to refrain from inappropriate behaviors such as:

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

If any of the above expectations are violated, the School Leader, Assistant School Leader, or Athletic Director may review student’s membership on the team.



KIPP Tulsa University Prep High School - Bus Rider Information/Application

Complete this form ONLY if student rides a bus

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

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

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

Dissemination of Rules to Parents and Students

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

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

Student:

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

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

For Parent or Guardian of Student:

I have read and understand the regulations and responsibilities of students riding KTUP School buses and agree to assume full responsibility for my child’s conduct on said buses.

(Parent/Guardian Signature) (Home Address)

(Home Phone) (Work/Emergency Phone) (Today’s Date)



Consent for the Release of Protected Health Information

I, _____ - SSN: _____ - DOB: _____

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

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

Name of Agency or Person: CREOKS

Phone: 918-382-7300

Address: 4636 S Harvard

Fax: 918-382-7302

Name of Agency or Person: KIPP Tulsa University Prep High School

Phone: 918-794-8652

Fax: 918-794-8712

CREOKS can Obtain Release Obtain and Release the following information:

*****PLEASE CHECK INFORMATION TO BE SHARED*****

At least one entry must be selected to finalize this form.

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

Other

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

From: _____ To: _____



I UNDERSTAND AND ACKNOWLEDGE THE INFORMATION AUTHORIZED FOR RELEASE MAY INCLUDE RECORDS THAT INDICATE THE PRESENCE OF A COMMUNICABLE/NONCOMMUNICABLE DISEASE OR VENEREAL DISEASE, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA AND THE HUMAN IMMUNODEFICIENCY VIRUS ALSO KNOW AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

CREOKS BEHAVIORAL HEALTH SERVICES DOES NOT RELEASE INFORMATION OBTAINED FROM EXTERNAL SOURCES SUCH AS, BUT NOT LIMITED TO, HOSPITAL DISCHARGE INFORMATION AND SCHOOL RECORDS.

DRUG/ALCOHOL ABUSE RECORDS: THE CONFIDENTIALITY OF DRUG/ALCOHOL ABUSE RECORDS IS PROTECTED BY FEDERAL LAW. FEDERAL REGULATIONS (**42 C.F.R. PART 2**) PROHIBITS YOU FROM MAKING ANY FURTHER DISCLOSURE OF RECORDS WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS. GENERAL AUTHORIZATION FOR RELEASE OF MEDICAL OR OTHER INFORMATION IS NOT SUFFICIENT FOR THIS PURPOSE.

I RELEASE CREOKS, ITS AGENTS AND EMPLOYEES, FROM ANY LIABILITY IN CONNECTION WITH THE USE OR DISCLOSURE OF THE PROTECTED HEALTH INFORMATION. CREOKS WILL NOT BE COMPENSATED BY THE RECIPIENT OF THE PROTECTED HEALTH INFORMATION, EXCEPT FOR THE POSSIBLE COST OF COPYING.

I UNDERSTAND THAT MY RECORDS ARE PROTECTED UNDER FEDERAL AND STATE CONFIDENTIALITY REGULATIONS AND CANNOT BE RELEASED WITHOUT MY WRITTEN CONSENT UNLESS OTHERWISE PROVIDED FOR IN THOSE LAWS AND REGULATIONS. I FURTHER ACKNOWLEDGE THAT THE INFORMATION TO BE RELEASED WAS FULLY EXPLAINED TO ME AND THIS CONSENT WAS GIVEN OF MY OWN FREE WILL AND VOLUNTARY. I ALSO UNDERSTAND THAT I OR MY LEGAL REPRESENTATIVE MAY REVOKE THIS CONSENT AT ANY TIME IN WRITING UNLESS ACTION HAS ALREADY BEEN TAKEN PRIOR TO RECEIPT OF SAID REVOCATION. A RELEASE MAY BE REVOKED BY CONTACTING YOUR CREOKS CLINICIAN OR DIRECTOR. I UNDERSTAND THAT SERVICES ARE NOT CONTINGENT UPON OR INFLUENCED BY THE CONSUMER’S DECISION TO PERMIT THE RELEASE OF INFORMATION. I UNDERSTAND THAT UPON WRITTEN REQUEST TO CREOKS I MAY INSPECT OR OBTAIN A COPY OF THE PROTECTED HEALTH INFORMATION SHARED PURSUANT TO THIS RELEASE. I UNDERSTAND THAT IF THE PERSON/ORGANIZATION AUTHORIZED TO RECEIVE MY PROTECTED HEALTH INFORMATION IS NOT SUBJECT TO PRIVACY REGULATIONS, THE PRIVACY REGULATIONS MAY NO LONGER PROTECT THE INFORMATION RELEASED. **THIS CONSENT EXPIRES AUTOMATICALLY IN 1 YEAR FROM DATE SIGNED OR WHEN EVENT IS COMPLETED.**

Parent/Guardian

Date

Clinician

Date