



KIPP:TULSA
PUBLIC CHARTER SCHOOLS



TEAM & FAMILY HANDBOOK

2025-2026





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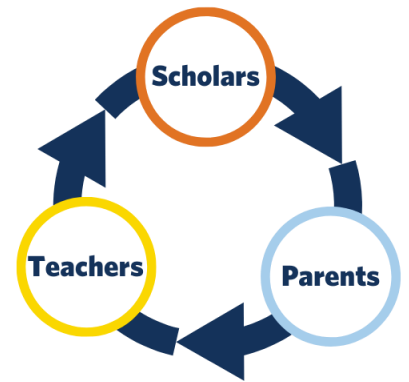


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Dear KTPCS Scholars and Families,

We enthusiastically welcome you to KIPP Tulsa Public Charter Schools. 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 both KTCP and KTUP. In it, you will find a clear set of expectations that we have for you and that you may have for us.

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



This year we are continuing a restorative approach to scholar discipline while preparing you for college. As a fairly new school, we work towards a restorative approach to discipline, which has evolved from restorative justice and the work being done at our middle school and our experiences from last year. 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 can build a healthier school community, increase our social capital, repair harm, and restore relationships.

We are honored to continue this work with you as the Principals of KIPP Tulsa Public Charter Schools. It is truly a privilege to be a part of a community where parents, teachers, and scholars care for each other and strive to build positive relationships that support academic and social growth. In this journey, we will be able to **grow**, **lead**, **unite**, and **excel** as a community leaning on all of our core Character Strengths!

Once again, welcome and welcome back! Let's make significant gains this year and re-present education!

To and through college and beyond,

Donterrio Marzett
Executive Director

Melanie Rathod
KTCP Principal

Jamia Irons
KTUP Principal



School Overview

About KIPP Tulsa Public Charter School (KTPCS)

KIPP Tulsa College Prep was founded in 2005 with one mission – to see scholars to and through college completion. We believe all scholars, regardless of their origins, would learn and achieve. We are committed to seeing them all climb the mountain to college. KIPP Tulsa University Prep High School was founded in 2018.

KTPCS Vision Statement

Every child grows up free to create the future they want for themselves and their communities.

KTPCS Mission Statement

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

KTPCS School Vision

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

KIPP Tulsa Public Charter Schools Core Acts

1. We believe that ALL scholars WILL learn and go TO and THROUGH college.
2. We give 100% every day.
3. We develop the whole scholar 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 beat an individual.”
7. We have open and honest conversations that drive results.
8. We act in a way that leaves a lasting impression.



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

10. We make the impossible possible.

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

Contact Information

KIPP Tulsa College Prep Middle School is located at 1661 E Virgin St, Tulsa, OK 74106. Our main office phone number is (918) 794-8652..

KIPP Tulsa University Prep High School is located at 541 S 43rd W Ave, Tulsa, OK 74127. Our main office phone number is (918) 746-9641.

School Hours

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

School Calendar

Please use the calendar to help ensure your child is present every day in school. Please avoid planning 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. If weather conditions become hazardous during the school day, parents will be advised on the next steps using the school's electronic notification system (via phone call or text alert). Please refer to the school calendar for scheduled closings.

Visiting the School

KTCP and KTUP welcome and encourage 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 during your visit.

- Before departing the school, return to the main office and sign out.
- If you plan on discussing your child's progress with the teacher, this can only be done before or after school. Schedule a non-instructional time with the teacher to discuss your child's progress.

Family Involvement

Research shows that the more involved parents or guardians are in their scholar's education, the better they 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 Excellence Agreement, parents have the opportunity to participate in school in the following ways:

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

Civility Code

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

- Use profane or obscene language toward school staff in any verbal or written communication.
- Make verbal or written threats toward scholars, parents, staff, and other stakeholders.
- Intentionally cause any physical/emotional harm toward another person or threaten to do so.
- Purposely damage or destroy any school property (both physical and electronic) or the property of any scholar, faculty, or staff member.
- Invade 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 anyone based on 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 civilly. 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 Principal or designated site administrator may issue a formal warning notifying the offending party to leave the campus or the school-sponsored activity promptly.
 - b. The Principal or designee will complete an Incident Report.
 - c. The Principal will ban the offending party from the premises and school-sponsored activities.
 - d. If applicable, the Principal or designee will report the incident to law enforcement officials.

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 Principal, the Executive Director shall render a decision within 24 hours after the appeal is made, and this decision shall be binding.
- The decision of the Executive Director may be appealed to the KIPP Tulsa Board no later than 48 hours after the Executive Director rendered his/her decision.
- The Board shall consider and decide the appeal at its next scheduled board meeting. **The Board's decision is final.**

Consequently, if a parent ever feels they or their scholars have been mistreated or treated in an unprofessional manner by a member of the school team, a school volunteer, or another supervising adult, the parent should immediately contact the Principal and/or Assistant Principals. 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, pick up the child, and participate in school activities.

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

Attendance Policies

Daily School Schedule

School begins each day at 8:00 am and ends at 3:30 pm (KTCP), 3:40 pm (KTUP) on Monday through Thursday. Fridays are early release days in which school ends at 2:30 pm (both locations). Classes begin promptly at 8:00 am. Any scholars arriving after that time are at risk of negatively affecting their grades and will receive a tardy. If a scholar accrues more than five tardies in a semester, a parent conference is required to consistently solve how to arrive at school on time. Any scholars arriving after 9:00 am without a doctor's note will not be permitted.

Scholar Attendance

Reporting Absences

Attendance at school is one of the most basic requirements for learning and is critical to our scholars' success and required for promotion. We believe parents are ultimately responsible for getting their children to school daily. Parents are expected to ensure their child is in school, and excessive absences violate the parent-school-scholar contract.

The parent/guardian must contact the school the night before or by 7:30 am on the day, a scholar will be absent. If the scholar's absence is not reported, the school will inform the scholar's parent/guardian of the scholar's absence by email or telephone that same day.

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

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

Any scholar who misses more than 10 instructional days per semester in any given class will not receive credit for that specified class if the course grade is less than or equal to an 89.9%.

Excused and Unexcused Absences

All absences, whether 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 absent at KIPP Tulsa.

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

Withdrawal: If a scholar is **absent 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 scholar will lose his/her/their seat at the school and will be unenrolled from the school.

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

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

Consequences for Absences

- **Exclusion from Extracurricular Activities:** Scholars 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 Principal.
- **Six Absences in a Year:** The parent/guardian will receive a warning letter entitled *Notice of Attendance Concern* and must meet with the Assistant Principal and/or the Principal.
- **Ten Absences in a Semester (Truancy):** The parent/guardian will receive a final warning letter entitled *Notice of Chronic Absenteeism/Truancy* and must meet with the Assistant Principal and Principal. The scholar 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.

Chronic Absenteeism Medical Exemption:

Under HB 1988, schools now have local discretion to medically exempt scholar's absences related to physical or mental illness, infection, injury, disease, or emotional trauma (OAC 210:10-13-25, section (c)(2)) or medically excused absences stemming from public health emergencies (see section (h)) for exclusion from Chronic Absenteeism indicator calculations.

The Chronic Absenteeism Medical Exemption window will allow schools to submit supporting documentation for medically exempt absences that the district's chronic absenteeism committee has locally approved based on locally approved medical exemption policies.

Arrival Procedures

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

- **Show up on time, fully dressed according to the school dress code, and stay the entire school day.**

KTCP

- KTCP School day hours

Monday - Thursday	8:00 am – 3:30 pm
Friday (Early Release)	8:00 am – 2:30 pm

- Scholars may obtain breakfast at KTCP from 7:35 am - 7:55 am

KTUP

Monday - Thursday	7:55 am – 3:40 pm
Friday (Early Release)	7:55 am – 2:30 pm

- KTUP from 7:40 am – 7:55 am ***scholars are considered late to school if they are not seated in their classroom by 8:00 am.***

Breakfast is optional for all scholars. Scholars who choose not to eat can go directly to their designated classroom.

Breakfast will not be served after 7:55 am. **Please ensure your scholar arrives on time.** It is vital that



scholars have a healthy, balanced meal to withstand the academically rigorous program at KTPCS.

Dismissal Procedures

Dismissal is at 3:30 pm at KTCP and 3:40 pm at KTUP except for Fridays at 2:30 pm(Early Release). Please make arrangements for your child to be picked up on time, as it is unacceptable for any scholar to be picked up late. **We are unable to supervise scholars left at the school 15 minutes after dismissal and any organized programming.**

The following will be implemented for late pick-ups:

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

Tardiness and Early Dismissal

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

Scholars should arrive at school at their designated start time and be in class prepared and ready to participate. **No tardies are excused. Three tardies are equivalent to a one-day absence.**

Please note the following:

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

Consequences for Tardiness and Early Dismissal

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

School Policies

KTCP Dress Code Policy

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

Scholars may not change out of the KTCP uniform at any point during the school day. The KIPP Tulsa College Preparatory dress code is non-negotiable. The dress code is strictly enforced from 7:30am- 4pm beginning with entry into the school.

Bottoms: Year round

Color	Navy Blue or khaki or approved plaid (skirts only) purchased at C&J Uniforms.
Format	<u>Pants:</u> must have belt loops and be straight or boot cut. No skinny pants! Cinched pants allowed. <u>Skirts:</u> must be knee length or longer and no slits.
Fit	<ul style="list-style-type: none"> • Bottoms must not be too baggy or too tight nor torn or frayed. • Bottoms must be worn at or between hip and waist level.
Prohibited Items	Denim/jean material Skinny pants Joggers Leggings Spandex pants (We recognize some pants may contain spandex but do not fit tight to the body.) Capri pants Corduroys Shorts (Outside of Season predetermined season)

Polo Tops: Spirit wear Fridays

Color	Heather Grey (8th grade), Orange (7th grade), Navy Blue (6th grade)
Format	Approved embroidered logo.

Undershirt	<ul style="list-style-type: none"> • White short-sleeved or long-sleeved shirt under the polo (if weather permits) • No visible logos.
Style	Shirts must be tucked in at all times.
Prohibited Items	Sweatshirts (KIPP Logo'd are allowed) Hoodies Coats/outerwear jackets

Half-zipped Fleece/Open cardigan/ Sweater or light zip up jacket: Year round

Color	Navy Blue, Grey, Black or White
Format	Embroidered logo (KIPP or small company logo) or solid color with no design.
Fit	<ul style="list-style-type: none"> • Long-sleeved half zipped fleece (No hood) • Full Zipper Jacket (No Hood) • Button, Buttonless or Zipper Sweater/ Fleece or Cardigan Jacket (No Hood) <p><i>*Absolutely no hoodies are allowed as a part of the everyday uniform.</i></p>

ID badge, Belts, Socks, Shoes

ID badge	Must be worn on lanyard around neck only
Belts	<ul style="list-style-type: none"> • Black or brown only • Designs, sparkles, beads, sequins, studs are permitted if they are black or brown unless they create a distraction. • Scholars must wear a belt daily. • All pants must have belt loops.
Socks, Tights, Leggings	<ul style="list-style-type: none"> • Socks can be any color or any pattern. • Tights and leggings can only be solid white, black, navy, or grey. No writing logos, or designs. (worn with skirts during cold weather.) • Pants cannot be tucked into socks. • Joggers are not permitted under skirts.
Shoes	<ul style="list-style-type: none"> • Any color • No slides, sandals or crocs

Jewelry and Make-up

Make-up, body lotion, and scented sprays	<p><u>Ladies:</u> Lip gloss and chapstick are permitted unless they create a distraction. Deodorant is to be applied in the restroom only. Prohibited: Perfume, scented lotions and body spray (used sparingly)</p> <p><u>Gentlemen:</u> Chap stick is permitted unless they create a distraction. Deodorant is to be applied in the restroom only.</p>
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	Prohibited: Cologne, scented lotions and body spray (use sparingly)
Wrist Wear	<ul style="list-style-type: none"> Only one watch on either wrist is permitted. If the watch causes a distraction (beeping during class, playing games, etc.) it will be taken and a parent will have to pick it up. The following items are prohibited: gloves, smart watches, and any item that is not a wristwatch or medically required.

Hair, Head and Body Accessories

Head Coverings and Accessories	<p>Headbands of any color may be worn.</p> <p>No hats or other head coverings are permitted:</p> <ul style="list-style-type: none"> Scarves* Hairnets or satin bonnets Headbands with large attached items (flowers, logos, etc.) Bandanas Hair Sponge Hair pick <p><i>*Except where mandated by religious or medical requirements</i></p>
Tattoos	No visible (permanent or non-permanent) tattoos or body markings of any kind (including Sharpie marker) are permitted.
Hair Color	<ul style="list-style-type: none"> Natural hair color is preferred and recommended.
Backpacks and purses	<ul style="list-style-type: none"> Backpacks, purses, fanny packs, and wristlets are prohibited in the classroom and should remain in lockers at all times.

Free Dress:

Attire that is professionally made.

You CAN wear....	You CANNOT wear...
<ul style="list-style-type: none"> Professionally made t-shirt, long sleeve shirt, sweatshirt, or hoodie (hood not worn on head) Jeans with no holes or rips Shorts (inside of predetermined season) Joggers or sweatpants 	<ul style="list-style-type: none"> Ripped/torn pants Leggings/jeggings Overly tight-fitted tops, dresses, skirts, or pants Tank tops, halter tops, crop tops, spaghetti-strapped tanks, strapless tops

<ul style="list-style-type: none"> • Sneakers • Boots • Boat shoes • ID must be visible, on lanyard around neck 	<ul style="list-style-type: none"> • 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 • Shorts, Basketball Shorts (outside of predetermined season) • Shirts containing any inappropriate text or images (i.e. illegal, dangerous, or sexual innuendos)
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KTUP Dress Code Policy

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

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

- **Shirt:** Any KIPP Tulsa long-sleeved and short-sleeved branded shirt.
- **Bottoms:** Jeans, slacks, khaki pants, or shorts (no bedazzled, big holes, or showing of undergarments). Styled rips are acceptable. Skirts and shorts must land no higher than 4 inches above the knee in the mid-thigh area. Pants must have belt loops. Leggings, jeggings, runners, joggers, sweatpants, and cargo jean shorts are prohibited.
- **Belt:** Any solid color.
- **Head Coverings and Headbands:** Full-head coverings should only be worn for religious purposes. If scholars choose to wear a headband at school, they are only permitted to wear solid color headbands within the school colors of navy blue, orange, white, black, or grey. No other headbands, bandanas, head wraps, wave caps, or scarves are allowed at school.
- **Shoes:** Any closed-toe shoe.

- **Additional KTUP Apparel:** Scholars may purchase additional KIPP Tulsa-approved items such as shirts, sweaters, and pullovers from the online school spirit store. There will also be opportunities to purchase school spirit wear items occasionally throughout the school year in-house. Scholars can wear KIPP Tulsa cardigans from previous years as well.
 - *Note: Scholars have the option to wear additional KTUP-approved items, and therefore non-KTUP jackets, hoodies, and sweatshirts are prohibited. Hoods are **never** allowed on a scholar's head inside the building.
- **Personal Tech:** Smartwatches (FitBit, Apple Watches, etc.) and headphones, including wireless Bluetooth headphones, are not permitted as part of the KTUP dress code. Headphones should be stored in backpacks or appropriate cases. Cell phones must be kept in lockers and not on their person inside the classroom.
- **ID Badge:** Scholars are required to wear their ID badges at all times. IDs must be on a lanyard or other form of another clearly visible accessory (e.g., around the neck or on a belt-loop ID holder).
- **Accessories:** All accessories (stud piercings, necklaces, bracelets, tattoos, etc.) must be professional in style and not distracting from the learning environment. These items will be allowed at the discretion of the Principal and may be required to be covered while at school.

Spirit Wear: <i>KIPP Tulsa branded attire that is professionally made.</i>	
You CAN wear....	You CANNOT wear...
See Information Above	<ul style="list-style-type: none"> ● Pants with large holes in them. Pants should not show undergarments or areas above mid thigh ● Leggings, jeggings ● Overly tight-fitted tops, dresses, skirts, or pants ● Tank tops, halter tops, spaghetti-strapped tanks, strapless tops ● Low-cut, midriff-baring (showing off the stomach), 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

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| | <ul style="list-style-type: none"> • Shorts-Basketball/athletic wear • Shirts containing any inappropriate text or images (i.e., illegal, dangerous, or sexual innuendos) |
|--|---|

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

“Bell to Bell, No Cell” Cell Phone Policy

Per state law and in alignment with House Bill 1276, KTPCS prohibits the use of cell phones, smartwatches, earbuds, and all personal devices during the instructional day unless approved by a staff member for a medical or emergency need.

All devices must be off and out of sight from the first bell to the final bell.

Consequences for Violations:

1. Warning + device confiscated and held until dismissal+ Restorative Reflection
2. Device confiscated and parent pick up device + Lunch Reflection+Parent Meeting
3. Out of school Suspension+Device use Technology contract recommitment + Parent Meeting
4. Further action, including suspension, loss of school wide privileges (i.e. end-of-year field trips, prom, college trips, etc.)
5. Cellphones will be confiscated and held for the remainder of the semester.

***If scholar refuses to hand over a phone after not maintaining expectations, scholars will receive an automatic out-of-school suspension and escalated consequences

KTPCS is not responsible for lost or stolen devices. In case of emergencies, please call the school office directly.

Transportation Policy

Buses to and from KTCPS are provided by D&S Bus Lines. Participation in bus transportation is a privilege and not a “right.” Scholars are expected to be respectful and responsible by following all behavioral expectations

specified in the KTCPS Family Handbook. **The right to free transportation depends on a scholar's good behavior and compliance with the driver's directions while waiting for and riding the school bus.**

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

- Scholars are to remain in 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.

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

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

Behaviors That Are Not Allowed on School Buses

- Disrespectful behavior towards the driver or another scholar
- Defiance towards the bus driver
- Failure to identify
- Physical violence and/or abusive language (swearing)
- Eating non-approved items/drinks on the bus
- Yelling or screaming
- Bullying
- Fighting
- Failure to remain seated
- Threatening behavior
- Sexual behavior
- Possession of drugs, glass, weapons, animals, fireworks, or stolen merchandise

- Any other violation of school policy

Consequences for Bus Referrals

- **First Bus Referral:** Scholar issued a warning and parent phone call.
- **Second Bus Referral:** The scholar will receive a one-week (to and from school) bus suspension, and the parent must arrange alternative transportation. A parent conference will be held with the Assistant Principal to review bus-riding privileges and consequences for future referrals.
- **Third Bus Referral:** The scholar 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 Assistant Principal to review bus-riding privileges and consequences for future referrals.
- **Fourth Bus Referral:** The scholar 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 Assistant Principal to review the consequences and plans for alternative transportation.

The Principalship Team reserves the right to skip steps in the bus referral progression for serious acts of misconduct. Parent conferences must occur before the scholar regains bus privileges.

KTCPS encourages families to review the importance of proper bus behavior and the consequences of misconduct. Failure to attend school due to lost bus privileges will be considered absences.

KTUP Scholar Driving and Parking Policy

- All vehicles must be registered with the main office before being driven to school. An updated record must be maintained in the main office if the scholar drives a vehicle other than the one registered in the office.
- Updated license and proof of insurance should be kept on file in the front office.
- *ALL ELIGIBLE SCHOLARS CAN BE ISSUED PARKING PERMITS AT THE BEGINNING OF EACH SCHOOL YEAR, UPON RECEIVING THEIR LICENSE, OR LATER ENROLLMENT. THIS IS GOVERNED BY AVAILABILITY IN THE LOT AND ELIGIBILITY ACCORDING TO THE DISCIPLINARY CODE.*
- Parking permits shall be hung on the rearview mirror. Failure to register a vehicle and/or display the parking permit on any vehicle operated by a scholar and parked on school grounds shall be considered a violation of these rules and regulations.



- Vehicles that are not parked in the assigned space shall also be considered a violation of these rules and regulations.
- ***PARKING PERMITS ARE NOT TO BE SOLD OR TRANSFERRED TO OTHER STUDENTS.***

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

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

*Any driving suspension necessitates the scholar re-applies for this privilege.

No vehicle may be careless, reckless, or noisy on school property. This shall include but is not limited to excessive "revving" of engines, racing with another vehicle, failure to yield to pedestrians, "squealing" of tires, excessive loudness of radios, and excessive noise created by the operator or occupants of a vehicle.

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

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

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

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

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

STUDENT DRIVER DISCIPLINE

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

Safe driving is required by all scholar drivers traveling to and from school. Verified incidents of moving violations, reckless or unlawful driving will result in the loss of driving privileges for a designated period as established by the administration. Scholars violating driving privileges will be sanctioned as follows:

1. Leaving the lot before busses or out of turn.

The parking lot dismissal was designed to allow busses to get scholars home so they may return to the middle school for pickup and avoid parking lot accidents. Scholars failing to comply will receive a 2-week suspension of their privileges.

2. Parking off campus

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

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

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

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

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

d. If reckless driving poses a significant safety threat to others on campus or during school, then the offense will be treated as a tier 4 behavior which could result in a 45-day out-of-school suspension.

Driving offenses can be carried to the next school year. Hence, a loss of driving/parking privileges for 45 days could be carried to the next school year. A loss of privileges for the remainder of the school year would be calculated for a minimum loss of 45 days if occurring during the 4th quarter period.

Food Policy

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

KTCP Food Policy

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

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

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

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

KTUP Food Policy

Breakfast is served from 7:40 am – 7:55 (KTUP) am and is optional for all scholars. Scholars who choose not to eat will go directly to their class and/or wait in the commons area until class begins. Scholars can bring appropriate breakfast foods and must eat breakfast at the allotted times. Scholars must immediately exit the cafeteria after eating breakfast. Breakfast will not be served after 7:55 am. **Please ensure your scholar arrives on time.** Scholars must have a healthy, balanced meal to withstand the academically rigorous program at KTUP.

Families can drop off food for their scholars. However, the food must be labeled with the scholar's name and dropped off in the food delivery area. The office will not accept food for scholars. Such requests disturb the work environment. Also, KTUP encourages families to eat lunch with their scholars. Please follow the visitor policy when eating lunch with your scholar.

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

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

Charged Meals Policy

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

KTCPS shall have in place the following Charged Meals Policy:

- Scholar accounts with a balance after meals have been charged for two (2) days: A letter is sent home notifying the family that the scholar has an outstanding balance on his/her/their account. The letter will be mailed home to the scholar's address on record, and a copy of the letter will be sent home with the scholar.
- After meals have been charged for five (5) days and the scholar's meal account is negative in excess of \$15.00, a parent meeting will be scheduled with the 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.
 - Scholars with a negative meal account balance will not be allowed to purchase a la carte items, including extra milk, drinks, cookies, ice cream, or any other item that is considered as *à la carte*.

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



Negative Balances

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

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

The following are acceptable forms of payment:

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

Refunds

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

NSF Checks

- Checks returned by the bank for NSF will result in a letter sent home informing 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 scholar's meal account.

Birthday and Holiday Celebrations

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

Medication Policy

All scholars must have the following on file:

- **Up-to-date immunizations and vaccinations**
- **Health Information form:** This form identifies the scholar's emergency contacts and health care providers and gives the school permission to initiate emergency medical treatment without a parent/guardian.
- **Authorization to Dispense Medication Form:** KTCPS must be informed of any prescription medication a scholar must 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 brought in by a parent/guardian or accompanied by a note from the parent. Scholars may not bring their own medicine, including over-the-counter medication, to school and may not keep their own medicine in their backpacks, locker, classroom, or elsewhere.
 - Breathing machines are included as medications; therefore, the same stipulations apply.
 - Asthma inhalers are allowed on the scholar's person.
 - Medical marijuana is prohibited on any KIPP Tulsa campus.

Health and Illness

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

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

If school staff believe a scholar needs to see a doctor, is contagious, increases the risk of illness to other scholars, teachers, and staff, or requires extended individual adult attention that disrupts the safety and regular functioning of the learning environment, a parent will be contacted to pick up the scholar to take them home. We are committed to partnering with you to ensure your child is safe, healthy, and successful. However, there are times when we are bound by our legal duties as mandated reporters. Under Oklahoma law, if repeated situations occur that lead to reasonable cause to suspect neglect (such as a chronically ill child not being picked up, or persistent, unexcused absences without communication), our school is required to contact the Oklahoma Department of Human Services (DHS). We view this as a step to ensure the well-being of a child, and it is a legal obligation we must follow.

Messages/Phone Calls

Providing message services would take an incredible amount of staffing and resources, and we cannot guarantee that messages will reach scholars or teachers during the day. **Scholars and teachers may not receive incoming phone calls or messages unless an emergency requires immediate attention. Such calls**

should be rare.

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

Scholars are prohibited from using their cell phones anytime during the school day. The office staff is available to connect scholars and families during urgent events or emergencies.

Non-School Related Items

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

- Gum, candy, sunflower seeds (KTCP)
- Glass bottle
- Spinner/fidget (documentation must be provided if needed for health reasons)
- Excessive amounts of cash
- Toys, video games, game systems, and non-school related electronics unless approved by administration
- 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 Principalship
- AirPods (we require corded headphones only)

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.

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

Scholar Searches

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

and federal constitutional rights, which apply to personal searches of scholars and searches of their possessions.

An authorized school official may search a scholar or the scholar's belongings based on 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. 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 inaccurate.

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

Scholars do not reasonably expect 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 Principalship.

By enrolling a scholar at KTCPS both the scholar and their parent/guardian acknowledge and consent to this policy.

Legal Standard for Searches

In line with Oklahoma law (70 O.S. § 24-102) and U.S. Supreme Court rulings (New Jersey v. T.L.O.), school officials may conduct a search if there is "**reasonable suspicion**" that a scholar possesses an item violating law or school rules. This standard is less strict than the "probable cause" required for police.

Searches will be:

- Conducted privately.
- Performed by a staff member of the same gender as the scholar.
- Witnessed by a second staff member (also same gender, if possible).
- Minimally intrusive. Strip searches are strictly prohibited.
- **Use of Trained Canines (K-9 Units):** Trained canines may be used to search school property (lockers, classrooms, vehicles) without notice. Canine sniffs of property are not considered a search of a person.

Seizure of Property

Any illegal or prohibited items (contraband) will be seized:

- **Illegal Items:** Will be destroyed or turned over to law enforcement.
- **Prohibited Items:** May be confiscated and returned to a parent/guardian at the administration's discretion.

Disciplinary consequences will follow the Scholar Code of Conduct.

Drug-Free Campus Policy

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

Definitions:

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

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

- Marijuana
- 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 KTPCS 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. KTPCS’s determination for cause suspicion 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 KTPCS 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 KTPCS sponsored events;
- A reasonably credible report of conduct prohibited under this policy by an individual on duty or in the KTPCS 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:*** KTPCS will not tolerate the unlawful manufacture, possession, use, sale, transfer, or purchase of alcohol, intoxicants, controlled substances, or designer drugs on or off the KTPCS campuses, as defined above. The KTPCS campuses will be free from alcohol, illegal drugs (marijuana, cocaine, etc.), or drugs taken for non-medicinal purposes.

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

Smoke and Tobacco-Free Campus

The entire KTPCS campuses is smoke-free. No individuals, including staff, visitors, or parents, are to be using any tobacco or legally-obtained marijuana products on campus at any time, inside or outside. Electronic cigarettes are also banned. Violators of this policy will be asked to refrain from smoking. If non-compliance with 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 KTPCS staff are mandatory reporters of suspected abuse and/or neglect. Staff members who know or have reasonable cause to suspect child maltreatment as a result of neglect, abuse, including educational abuse wherein a parent/guardian denies education of a scholar by failing to ensure the scholar's attendance at school, must be reported immediately.

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

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

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

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

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

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

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

- Prepare printed copies of the scholar's demographic page from PowerSchool

- Ensure one team member from the Principalship Team is in the room with the scholar at all times, preferably the staff member who made the initial report
- In collaboration with designated agencies, assess the most appropriate transportation and/or location for the child when school is dismissed
- Note: Protected personally identifiable information will be shared with agencies in accordance with FERPA guidelines. The law prohibits suppression, modifications, or edits to a report.
- Additionally, a mandated reporter's refusal to report suspected child abuse and neglect can result in license suspension or revocation and a 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, economic 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 Principal and/or Assistant Principal.

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

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

The school reserves the right to discipline scholars' off-campus behavior that threatens the safety and well-being of a scholar or KTPCS 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, and 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, coercing another individual into sexual activity, and/or punishing his or her refusal. It can be manifested in writing, verbally, or physically.
- **Cyberbullying** involves an individual or group engaged in the electronic transmission of images or communication intended to harm, intimidate, harass, insult, or humiliate an individual via email, text messages, blogs, Facebook, Instagram, Snapchat, Wikipedia, Twitter, Xanga, Piczo, instant messaging.

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

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

Scholar Records

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

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

Restroom Policy

The procedures for using the restrooms at KTPCS must be followed to ensure the safety of scholars. Scholars must understand and follow the procedures to ensure staff can monitor their location in the event of an emergency.

Scholars are encouraged to utilize the restroom during breakfast, lunch, and passing periods. Scholars are prohibited from using 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 instructions.

KTCP: Scholars must request permission in Dean's List from the teacher to use the restroom. Scholars must be approved by their teacher before they leave the classroom. Only one scholar from the class may be out of class at any given time. Scholars are issued 3-4 passes throughout the school day.

KTUP: Scholars must ask and wait for permission from the teacher to use the restroom. Scholars must take their teacher's signed agenda as their permission to leave the classroom. Only one scholar from the class may be out of class at any given time.

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

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

Scholar Send Home and Clearance for Return (COVID-19)

Policy Statement

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

Objective/Purpose

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

Scope/Audience/Eligibility

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

Process

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

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The school nurse (or designated staff member) will instruct the school community on the symptoms of the disease. No staff member should attempt to diagnose a scholar's illness but should refer suspected cases to the nurse immediately.

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

Any scholar experiencing fever and cough, with or without shortness of breath, should not report to school. The scholar's physician should be contacted for a medical diagnosis. As such, scholars who arrive at school with symptoms will be sent home immediately upon arrival. Scholars who develop the above symptoms during the school day will be sent or escorted to the nurse's office (or other safe, designated space). The school nurse or other designated staff member will observe scholars who show evidence of infectious disease and recommend their isolation to the Principal. Recommendations will be consistent with reporting requirements on infectious diseases as set forth in the state health code. Such scholars will be separated in the nurse's office or other safe designated space to the extent possible until a parent/guardian picks them up and any necessary measures have been taken to prevent the spread of the infection.

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

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

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

The Principal (or designated staff member) will individually inform teachers from whose classrooms a scholar has been separated. The school nurse or leader will follow the steps outlined in the escalation process to

communicate scholar exposure news. Scholar rights and confidentiality will be protected in accordance with law.

Pick Up	<ul style="list-style-type: none"> ● Family will be notified via phone call. <ul style="list-style-type: none"> ○ Schools make every effort to reach family immediately, including emergency contacts, until they reach their guardian. ● An authorized adult must pick up the scholar within two hours of school contact. <ul style="list-style-type: none"> ○ Operations personnel monitors scholar symptoms until pick-up, and provides updates to the family as needed ● Adult must sign the KIPP Tulsa Re-Entry Policy naming re-entry requirements <ul style="list-style-type: none"> ○ Schools keep the signed letter in the scholar's health file. ○ Families also receive a photocopy of the signed letter.
Return to School	<ul style="list-style-type: none"> ● Scholars sent home for COVID symptoms must present a dated doctor's note clearing the scholar to return to school.

Process for Scholars Who Develop Symptoms Outside of School:

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

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

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

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

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

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



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

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

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

Additionally, any scholar who has been in contact with someone with COVID-19 must stay home for 14 days after exposure based on the time it takes to develop the illness. If, in those 14 days, the scholar develops symptoms or tests positive for COVID-19 with no symptoms, they must follow the guidance above.

In any of the above scenarios, scholars and families must inform their school's Office Associate(s) of the details of the situation. The Office Associate(s) will then communicate with Principalship as needed.

Questions

If you have any questions about this policy, please refer them to our Director of School Operations, Mrs. Keet Finley, at 918-833-8822

Academic Policies

Instructional Vision

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

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

What is Special Education?

Individualized Education Programs (IEP) are defined through the Individuals with Disabilities Education Act (IDEA). The IDEA is a law that ensures that services to students with disabilities are provided throughout the nation. Under the IDEA, students are eligible for special education services if: 1) The student is a student with



a disability, 2) The disability has an adverse impact on the student's education, and 3) Because of the disability and the adverse impact on their education, the student has a need for special education services.

Special Education is **Specially** designed instruction, at no cost to the parents, to meet the unique needs of individuals with exceptional needs whose educational needs cannot be met with modification of the regular instructional programs and related services at no cost to the parents, which may be needed to assist individuals in benefiting from specially designed instruction.

Special education is an integral part of the total public education system and provides education in a manner that promotes maximum interaction between students with disabilities and those without disabilities in a manner that is appropriate to the needs of both.

However, Special Education is NOT ... supplementary aids or services for students with learning difficulties, which are due primarily to cultural or economic differences, lack of familiarity with the English language, or limited school experience. In addition, special education is not designed to meet the needs of students who have temporary physical disabilities.

Does KIPP Tulsa Have to Provide Special Education Services?

YES. According to Oklahoma Charter School regulations, charter schools that receive State and Federal funding must provide special education services.

Charter Schools and Virtual Charter Schools:

Responsibilities for the provision of a FAPE for students with disabilities who attend public charter schools must be in accordance with Oklahoma State law and federal requirements under the IDEA. The Oklahoma Charter Schools Act requires that students served in charter schools or virtual charter schools be protected by the same state and federal laws as LEAs for the education of students with disabilities. A charter school or virtual charter school sponsored by an LEA is considered an LEA for federal funding purposes.

Students who attend public charter schools or virtual charter schools and their parents retain all the rights given to them in the public school under the IDEA. Charter schools or virtual charter schools must make available the services needed to provide education for students with IEPs. The charter that is part of an LEA has, as part of its resources, the full continuum of services and supports within the LEA. At times, a student's IEP may determine that specific services are needed to offer a FAPE and are not available at the charter school. Therefore, these services should be provided through the LEA at no cost to the parent(s). The charter that is part of the LEA may not, however, decline to serve students with IEPs.

[\(Oklahoma Department of Special Education Services Handbook 2017, p. 44\)](#)

Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law that mandates and affirms the right of all children with disabilities to a free, appropriate public education. The purposes of IDEA are to do the following:

- To ensure that the rights of children with disabilities and the parents of such children are protected.
- To assist states, localities, educational service agencies, and federal agencies in providing education for all children with disabilities.
- To assist States in the implementation of a statewide, comprehensive, coordinated, multidisciplinary, interagency system of early intervention services for infants and toddlers with disabilities and their families.
- To ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting systemic change activities, coordinated research, and personnel preparation; coordinated technical assistance, dissemination, and support; and technology development and media services.
- To assess and ensure the effectiveness of efforts to educate children with disabilities.

Free Appropriate Public Education (FAPE)

A free appropriate education is one provided by the public elementary or secondary school to meet the individual educational needs of persons with a disability as adequately as the needs of a non-disabled person are met. FAPE ensures that all children with disabilities have available to them a free, appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living.

CHILD FIND NOTICE

What Is Child Find?

Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify, and refer as early as possible all young children with disabilities and their families who are in need of Early Intervention Program (Part C) or Preschool Special Education (Part B) services of the Individuals with Disabilities Education Act (IDEA).

IDEA States: All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated.

IDEA requires all states to have a “comprehensive Child Find system” to assure that all children who are in need of early intervention or special education services are located, identified, and referred.

All children deserve a chance to reach their full potential. Project Child Find, a service to assist families of children who may have special needs, is here in Oklahoma to see that every child has that chance. The Oklahoma Parents Center has a Project Child Find Hotline, **1-888-9-OKFIND** or 1-888-965-3463. If there appears to be a delay in any area of your child's development, you may seek assistance from Project Child Find. The OPC staff is happy to guide you to the appropriate people/services for extra assistance.

Where to call for a free evaluation from the state depends on your child's age:

Under Three (3) Years Old:

Contact SoonerStart Early Intervention Services at 405-521-3351.

Three (3) Years Old and Older:

Contact KIPP OKC at 405-849-9700 or KIPP Tulsa at 918-794-8652.

Even if your child is not yet old enough for kindergarten or enrolled in a public school, call your local elementary school and ask to speak with someone who can help you have your child evaluated.



For more information contact:

Andrea Walker, Director of Student Support Services
awalker@kippok.org

Overview of Academic Strategy

KTCP

A complete outline of the Academic, Grading, and Curricular policies are further outlined below in this Handbook. This section aims to provide a general overview of the systems and structures at KTCP.

Academic Policies

Grading

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

GRADING SCALE:

90-100:	<ul style="list-style-type: none"> Scholars receiving an 'A' demonstrate a deep mastery of the content and skills that have been taught.
80-89:	<ul style="list-style-type: none"> Scholars receiving a 'B' demonstrate a solid mastery of the content and skills taught.
70-79:	<ul style="list-style-type: none"> Scholars receiving a 'C' have some skill or content deficits. The quality of their work is average and meets the requirements.
60-69:	<ul style="list-style-type: none"> Scholars receiving a 'D' have some significant skill or content deficits.
59 & below:	<ul style="list-style-type: none"> Scholars receiving an 'F' have significant skill or content deficits. These deficits require additional instructional resources and scholar effort. Scholars with 'F' grades may be candidates for retention.

	Homework	Class Performance	Formative Assessment	Summative Assessment
Weights	10%	30%	30%	30%
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 	<ul style="list-style-type: none"> Exit Tickets Rough Drafts Weekly Mastery Quizzes Selected problems or questions from a homework or classwork assignment 	<ul style="list-style-type: none"> Interim Assessments End-of-Module or Unit Assessments Final drafts of paper or labs Projects

- | | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> • Group-Work Rubrics • Class Participation or Discussion • Do Now Responses | | |
|--|---|--|--|

Honor Roll

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

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

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

KIPP Tulsa Promotion Criteria

At KTCP, we believe that scholars will be promoted if they demonstrate that they are prepared to be successful in the next grade.

For scholars who qualify for special education, the goals on an Individual Education Plan will be considered for promotion to the next grade.

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

8th Grade End of Year Activities

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

- Scholars must have a 2.0 or higher GPA (*8th grade year only*)
- No suspensions
- No more than 10 absences
- 3 tardies are equivalent to 1 absence
- Parents must complete 6 school engagement hours by April 1st

* KTCP reserves the right to withhold scholars from participating in year-end activities and promotion due to scholar behaviors. **(Fees are non-refundable)**

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 you will not receive a report card until the fine has been paid.**

Progress Reports

Parents will receive weekly written or digital progress reports to inform them of their scholar's progress. Parents are also encouraged to use Powerschool Login to track academic progress on their own. **If your scholar is failing a class the progress report needs to be signed and returned to their teacher.** Feel free to reach out to teachers with questions and concerns regarding grades.

Academic Supports

- **Agenda:** Every child must have an agenda. (Can be purchased at KTCP Bookstore for \$5)
- **Academic Intervention:** Scholars will have reteach and intervention blocks for all core content subjects for extra support Mondays- Thursdays. Scholar placement is determined by assessment data and teacher observation. Scholars will receive targeted support specific to their individual needs.
- **Tutoring:** Scholars may receive additional academic assistance daily. Participation may be voluntary or involuntary, as it will be assigned by teachers for scholars needing extra help. Scholars should understand tutoring is not punishment, but an opportunity to increase their academic performance. Attendance is mandatory and skipping tutoring has the same consequences as skipping a core academic course. The Tutoring schedule is outlined below...

Monday	Tuesday	Wednesday	Thursday	Friday
Social Studies	Reading	Math	Science	No Tutoring

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

When tutoring ends, teachers will escort scholars outside for pick-up. Teachers will not wait outside of their contractual obligations. **Arrive on time to pick up your scholar. Continued late arrivals, will result in your scholar being banned from tutoring.**

Make-up Work

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

- **Collect missed work** from each class and **schedule any make-up tests** with each teacher.
- Homework will be available the following day.
- Scholars must complete the work within a number of days equivalent to the number of days of school missed.
- Late work can earn a maximum of 60% of the credit.

Overview of Academic Strategy

KTUP

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

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

College Readiness Indicators	Academic Health	College Readiness
	<ul style="list-style-type: none"> ● 75% above 2.5 GPA ● 55% above 3.0 GPA 	<ul style="list-style-type: none"> ● 9% at 22+ on the ACT by graduation ● 5% at 25+ 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 scholar will enroll in at least one AP course 	Time <ul style="list-style-type: none"> • 50-minute periods • Teachers have two 50-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"> ○ Curriculum Embedded Instructional 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)	3	Algebra 1 Geometry Algebra 2 Math of Finance AP Calculus AB*
Language Arts	4	4	English 9 English 10 English 11 AP English Language* College Prep English*
Laboratory Science	3	3	Physics AP Physics* Chemistry AP Chemistry* Environmental Science AP Environmental Science* Biology AP Biology*
Social Studies	3	3	½ U.S. Government ½ Oklahoma History World History AP World History US History AP US History
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 Spanish III
Computer Technology	2 (Or two foreign language)	2 (Or two years foreign language)	Computer Science I Computer Science II AP Computer Science Principles*
Additional Unit	1	1	One additional course from above, or AP course
Fine Arts	1 (Same course)	1 (Same course)	Band Dance Ensemble

			Debate Music Appreciation Photography
PE and Wellness	0	In Advisory	PE Marching Band Varsity Sports
Electives	6	6	To Be Determined
Additional Graduation Requirements	***NATURALIZATION EXAM (BEGINNING SY 24-25) Beginning with the Class of 2025, Oklahoma scholars must take a 100 question test using the questions from the U.S. Citizenship and Immigration Services website. The law requires that scholars get at least 60 of the 100 questions correct in order to graduate Click here for more details		
	PERSONAL FINANCIAL LITERACY REQUIREMENT 70 O.S. § 11-103.6H Scholars shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act and any additional course requirements or recommended elective courses as may be established by the State Board of Education and the district school board.		
	CPR/AED REQUIREMENT 70 O.S. §1210.199 All scholars enrolled in a 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.		
	COLLEGE ACCEPTANCE LETTER All scholars shall apply and be accepted to at least one college of their choice. The acceptance does not indicate that the scholar will have to go to college but supports scholars in the college admission and acceptance process if they choose.		
	FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA ®) All scholars shall complete the FAFSA application for post-secondary education. The completion of the application does not indicate that the scholar will have to go to college or pursue any post-secondary education but supports scholars in the college and career-tech admission and acceptance process if they choose.		
	INDIVIDUAL CAREER ACADEMIC PLAN (ICAP) Beginning with scholars entering the ninth grade in the 2019-2020 school year (class of 2023), each scholar is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 2320.508-4 The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually. Enter the date the scholar completed each requirement below.		

Graduation Requirements

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

Scholars with Special Needs: Graduation requirements will be adjusted in accordance with Individualized Education Plans (IEPs)/504 Accommodations on an individual basis for scholars. Additionally, KIPP Tulsa High will also utilize Credit

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

Flexibility when it is appropriate to meet the needs of our scholars. There may also be instances where scholars with severe disabilities may have the scores of OSDE state tests waived not to impact their progress toward earning a degree equivalent to their peers. The Scholar Support Handbook provides a more comprehensive indicator of support available to scholars with special needs.

KTUP Course of Study 25-26				
Department	9 th	10 th	11 th	12 th
ELA	English I	English II	English III AP Language	AP Language College Prep English English 1103
History	OK History/U.S. Government	World History AP World History	U.S. History AP U.S. History	
Math	Algebra 1 Algebra Fundamentals (for selected scholars) Geometry	Geometry Algebra 2	Algebra 2 AP Calculus AB	College Prep Math Math TCC
Science	Biology Advanced Biology	Chemistry AP Chemistry	Environmental Science AP Environmental Science Physics (Horizon)	AP Biology Environmental Science AP Environmental Science Physics (Horizon)
College Readiness	(embedded in advisory) Physical Education	(embedded in advisory) Physical Education	Junior Seminar	Senior Seminar
Spanish	<i>Spanish I</i> <i>Spanish II</i>	<i>Spanish I</i> <i>Spanish II</i>	<i>Spanish I</i> <i>Spanish II</i>	<i>Spanish II</i> <i>Spanish III</i>
Computer Science	<i>Computer Science I</i>	<i>Computer Science I</i> <i>AP Computer Science</i> <i>Principles</i>	<i>Computer Science I</i> <i>AP Computer Science</i> <i>Principles</i>	<i>AP Computer Science</i> <i>Principles</i>
Fine Arts	Band Dance Ensemble Percussion Music Appreciation Photography	Band Dance Ensemble Percussion Music Appreciation Photography	Band Dance Ensemble Percussion Music Appreciation Photography	Band Dance Ensemble Percussion Music Appreciation Photography

Promotion Requirements

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

Promote

Attend Summer Academy/Credit
Recovery Options

Retain

Credit Status	<i>Scholar has earned all required credits necessary to be promoted</i>	<i>Scholar has earned all but one required core and one elective credit to-date</i>	<i>Scholar has earned all but two core credits and one elective credit required credits to-date</i>	<i>Scholar is missing three or more required credits</i>
Promotion Status	Scholar will be promoted to the next grade	Scholar will be promoted to the next grade regardless of Summer Academy outcome	Scholar will only be promoted if they recover a core credit during the Summer	Scholar will not be promoted
Graduation Cohort	<i>Remains the same</i>	<i>Remains the same, scholar must recover credit prior to graduation</i>	Remains the same, provided the scholar passes one class during the summer	Scholar drops back a graduation cohort year
National Cohort			Remains the same	Remains the same

Grading Policies

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

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

Note: AP and College Courses follow the weighted GPA scale.

Table 5 GPA Scale

Letter Grade	Numerical Threshold	Unweighted GPA Points	Weighted GPA Points <i>(AP and College Courses)</i>
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A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	2.0
F	0-59	0	0

Grading Categories and Weights

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

	Homework	Class Performance	Formative Assessment	Summative Assessment
Freshmen & Sophomores	25%	25%	25%	25%
Juniors & Seniors	10%	20%	30%	40%
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 	<ul style="list-style-type: none"> Exit Tickets Rough Drafts Weekly Mastery Quizzes Selected problems or questions from a homework or classwork assignment 	<ul style="list-style-type: none"> Interim Assessments End-of-Module Assessments Final drafts of paper or labs Projects Seminar write-ups Summative seminar rubrics

		Seminar Rubrics • Do Now Responses		
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Volume and Number of Assignments

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

- **The “semester killer”:** a low grade carries disproportionate 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 sheer volume of other grades undermines the value of assignments. An excessively high number of grades can indicate an over-reliance on checks for completion in lieu of a more meaningful and substantive evaluation of scholar performance on assignments.

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

Freshmen and sophomores grade book 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 grade book 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 scholar was present will be recorded in the grade book as an “0.” Teachers will “tag” the missing assignment using the “Missing” tag in the grade book. Scholars will have five business days to submit missing assignments for late credit. This does not change scholars’ grades, as an M is worth 0 points, but it does indicate that the assignment can no longer be submitted for credit.

Make-up Work (Absences)

Any scholar with an excused absence will have the number of days s/he was absent to make up missed work. For example, if a scholar was absent for 3 days, s/he has 3 days to turn in all assignments before the late credit policy applies. The onus is on the scholar to advocate for any assignments for missing school. This will empower scholars to take responsibility for their own missing assignments and complete them in a timely manner.

- **Scholars must turn in missed work** from each class and **schedule any make-up tests** with each teacher to be completed after school
- Homework will be made available the following days missed from school via Teacher’s make up work protocol.
- Scholars must complete the work within a number of days equivalent to the number of days of school missed.
- Late work can earn a maximum of 60% of the credit.

Report Cards

Report cards are distributed twice a year, at each semester's end. 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 any other school-related issue), **you will not receive a report card** until the fine has been paid.

Parent Conferences

Within each semester, we will hold parent conferences with families. **Conferences are mandatory** for all families. Parent conferences aim to set goals, monitor progress toward goals, and celebrate success.



Progress Reports

Parents will receive a weekly written progress report to inform them of their scholar's progress. **If your scholar is failing a class, the progress report needs to be signed and returned to their teacher.** Families are encouraged to ask teachers questions and concerns regarding grades.

Academic Supports

- **Chromebook:** Every KTUP scholar will receive a Chromebook to use throughout his or her time at KTUP. It is also recommended that scholars bring their laptops for instructional purposes if they can. More information can be found in the Chromebook Commitment document.
- **Tutoring:** Scholars may receive additional academic assistance weekly. Participation may be voluntary or involuntary, as it will be assigned by teachers to scholars needing extra help. Scholars should understand tutoring is not punishment but an opportunity to increase their academic performance. Attendance is mandatory, and skipping tutoring has the same consequences as skipping a core academic course. Check the office for tutoring schedules.

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

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

Core Values and Discipline

This section aims to provide a general overview of the systems and structures at KTPCS.

Core Beliefs

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

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

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

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

Behavior Management Overview

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

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

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

KTCP Scholars Meeting Expectations: Gannas & Incentives

The KTCP staff is focused on reinforcing positive behaviors by distributing gannas to scholars displaying the 3 R's: **Respect for Self. Respect for Others. Respect for the Environment.** Accumulation of gannas in conjunction with required grades and attendance makes scholars eligible to participate in quarterly incentives, field lessons and celebrations.

Examples and Expectations

Scholars		
Respect for Self	Respect for Others	Respect for 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 you 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 • Treat Chromebooks and school technology with care.

Scholars will support these expectations by:

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

Staff		
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 scholars when they are speaking • Speak in a safe and considerate manner • Accept those with differing backgrounds, culture, and ability • Think the best of each scholar • Tell a scholar, staff, or parent thank you daily 	<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
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Staff will support these expectations by:

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

Parents		
Respect Self	Respect Others	Respect the Environment
<ul style="list-style-type: none"> • Regularly attend school events 	<ul style="list-style-type: none"> • Volunteer at the school 	<ul style="list-style-type: none"> • Reduce, reuse, and recycle waste

<ul style="list-style-type: none"> • 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"> • Set a consistent bedtime and wake up time for your scholar • Drop your scholar off at school on time daily • Pick your scholar up from school on time daily • Attend school event • 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 scholars 	<ul style="list-style-type: none"> • Put trash in the trash can • Take care of the furniture, buildings and plants at school • Park in the car lane
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Parents and caregivers will support these expectations by:

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

KTUP Scholars Meeting Expectations: Scholar Dollars

The KTUP staff is focused on reinforcing positive behavior by distributing Scholar Dollars to scholars displaying the core values of KTUP: **Growth. Leadership. Unity. Excellence.**

Learning to have respect is one of the best ways scholars can prepare for college and a career and 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.

Student Behaviors and Actions Aligned to Core Values

Core Value	Examples of Student Behaviors & Actions
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Growth	<ul style="list-style-type: none"> - Seeks feedback to improve academic performance - Sets and tracks personal learning goals - Demonstrates resilience after setbacks - Engages in tutoring or enrichment opportunities
Leadership	<ul style="list-style-type: none"> - Takes initiative during group projects - Serves as a peer mentor or student government leader - Advocates for self and peers respectfully - Demonstrates integrity even when no one is watching
Unity	<ul style="list-style-type: none"> - Welcomes new students and includes others - Works collaboratively during class activities - Participates in school spirit and community events - Helps resolve peer conflicts constructively
Excellence	<ul style="list-style-type: none"> - Submits high-quality, on-time work - Maintains strong attendance and punctuality - Demonstrates pride in learning and classroom culture - Strives for mastery, not just completion

Scholars will support these expectations by:

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

Staff Behaviors and Actions Aligned to Core Values

Core Value	Examples of Staff Behaviors & Actions
Growth	<ul style="list-style-type: none"> • Seek out professional development opportunities • Reflect on lessons and adjust instruction based on data • Welcome feedback from peers, leaders, and students • Share personal learning goals with students or colleagues
Leadership	<ul style="list-style-type: none"> • Take initiative to solve problems proactively • Mentor new staff or lead committees • Model professional behavior and ethical decision-making • Advocate for student needs and equitable practices
Unity	<ul style="list-style-type: none"> • Collaborate with colleagues across grade levels or departments • Build positive relationships with students and families • Support team decisions and contribute to shared goals



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	<ul style="list-style-type: none"> • Celebrate the achievements of colleagues and students
<p style="text-align: center;">Excellence</p> <p style="text-align: center;">Excellence</p>	<ul style="list-style-type: none"> • Plan and deliver high-quality, rigorous lessons • Uphold school policies and model punctuality/preparedness • Maintain organized classrooms and systems • Strive for measurable student growth and achievement

Staff will support these expectations by:

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

Parent Behaviors and Actions Aligned to Core Values

Core Value	Parent Behaviors & Actions
Growth	<ul style="list-style-type: none"> • Encourages their child to set goals and reflect on progress • Attends parent workshops or learning sessions • Models lifelong learning (e.g., shares personal growth stories) • Supports their child in using feedback from teachers to improve
Leadership	<ul style="list-style-type: none"> • Actively participates in parent organizations or committees • Volunteers for school events and initiatives • Advocates for their child and others in a constructive manner • Sets a positive example of responsibility and accountability
Unity	<ul style="list-style-type: none"> • Builds relationships with teachers, staff, and other parents • Promotes a team mindset by supporting school-wide initiatives • Encourages their child to respect and value peers from all backgrounds • Helps maintain open, respectful communication with the school community
Excellence	<ul style="list-style-type: none"> • Ensures their child is prepared and on time for school daily • Supports high standards at home (e.g., homework routines, study time) • Celebrates academic and personal achievements • Partners with teachers to address concerns quickly and proactively



Parents and caregivers will support these expectations by:

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

Response to Negative Behavior: Corrections

KTCPS staff respond to misbehavior that is frequent or intense enough that general management strategies are not effective. **Misbehavior is either classroom-managed for minor/moderate infractions or office-managed for major/severe infractions.**

Corrective Disciplinary Consequences

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

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

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

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

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

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

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

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

Before- and After-school Reflection: Reflection will be held before school from 7 am – 8 am or after school from 4 pm – 5 pm. It is a silent time for scholars to reflect upon their misbehavior and determine an improvement plan. Parents are responsible for providing transportation. No late arrivals will be accepted.

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

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

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

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

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

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

Emergency Actions

In an emergency, the Principal may order the immediate suspension of a scholar for up to five (5) days if the scholar's presence threatens the health, safety, or welfare of himself/herself or other scholars or faculty. If a scholar is suspended in an "emergency" situation without the opportunity for notice of the allegations against him/her, the Principal shall:

- Notify the scholar of the allegations, and
- Provide the scholar with an opportunity to present his/her version of the incident within a reasonable period of time, not to exceed three (3) days
- Provide the scholar and/or parent/guardian an opportunity to appeal the suspension decision directly with the Principal or designee

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

Limits on Short-Term Suspension

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

Long-Term Suspension

The Principal may recommend the long-term suspension of a scholar to the school's Superintendent and its Board of Directors or a designated committee thereof. The Principal's recommendations shall specify the reasons, identified in the scholar Handbook, for a scholar's long-term suspension. Concurrent with such a recommendation, and before any long-term suspension action, the Principal shall provide the scholar's parents/guardians with written notice of:

- The reasons for the proposed long-term suspension.
- The date and location for a hearing before KTPCS 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, KTPCS shall conduct the hearing within five (5) days after the date of the notice unless the parents/guardians and Principal agree in writing to an alternate time. The scholar shall be entitled to one postponement of the hearing, not to exceed ten (10) business days of the originally scheduled hearing date.

The notice shall further state that the scholar may:

- Be present at the hearing
- Have an opportunity to present evidence
- Have an opportunity to examine/question the school's evidence and witnesses (the Superintendent 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, KTPCS shall make a good faith effort to inform the scholar and the scholar's parents/guardians of the time and place for the hearing, and the school shall hold the hearing regardless of whether the scholar, the scholar's parents/guardians, or another adult representing the scholar attends. Promptly following a disciplinary hearing, the Principal will notify the scholar and the scholar's parents/guardians, in writing, of the Board's decision.

The scholar and/or the parents/guardians shall have the right to appeal the Disciplinary Hearing Committee's decision to the full KTPCS 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 School Principal must receive the request for appeal within 10 days following the date of the notification of the Committee's decision and should include the basis for the 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 Principal or designated staff member will keep written records of each hearing containing the date of the hearing, the names of the persons present, and the time and duration of the hearing.
- A record of the hearing will be made by means that permit a reasonably accurate written recording of the hearing. Any decision by the Board to suspend a scholar long-term shall be made within five (5) business days after the conclusion of the hearing. The Principal shall promptly send written notice of his/her and the Board's decision to the scholar and the scholar's parents/guardian.
- The scholars and/or parent/guardian shall have the right to appeal the decision to KIPP Tulsa's full Board of Directors as outlined above.

Record-Keeping

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

Procedural Safeguards for Scholars with Disabilities

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

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

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



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

25-26 Behavior Matrix: Negative Behaviors

Minor	Moderate	Major	Severe
<i>Teacher Owns</i>	<i>GLC Owns</i>	<i>AP Owns</i>	<i>SL Owns</i>
<ul style="list-style-type: none"> • Off-task, distracting, or disengaged behavior • - lack of respectful responses • Talking out of turn • Failing to track the speaker • Immediately correctable uniform/dress code issues • Leaving their seat without permission • Missing supplies/unprepared for class • Gum, candy, food in class (teacher discretion) - KTCP differentiation • Head down on the desk/table • Refusal to answer a question or participate in a class discussion • Late for class 	<ul style="list-style-type: none"> • Minor infractions that occur more than once • disrespectful behavior (rolling eyes, smacking teeth, etc.) towards a teacher, staff member, or other scholar • Putting a teammate down • Repeatedly does not have homework • Failure to follow explicit directions (ex., asked to go to the office and the scholar refuses) • Public displays of affection • Unauthorized area 	<ul style="list-style-type: none"> • Moderate infractions that occur more than once • Using profanity towards another scholar • Uses a phone without permission while in class after being corrected • Having a temper tantrum and making the environment unsafe • Out of Area/ Skipping • +Walking out of class w/out permission • Academic integrity/plagiarism on a Quiz/Test • Behaviors that cause major disruptions (temper tantrums) 	<ul style="list-style-type: none"> • Major infractions that occur more than once • Using profanity towards a staff member or faculty member • Insubordination that is a safety issue • Vandalism • Leaving campus without permission • Stealing • Academic integrity violation • Fights (aggressive behavior/assault that causes bodily harm)/instigating a situation • Sexual activity on campus • Bullying/Cyberbullying • Sexual Harassment • Vaping/Drug paraphernalia/suspected impairment • Weapons on campus • Cyberbullying/exploitative media or recording • - Prohibited technology devices (i.e., phones, AirPods, Bluetooth headphones, etc.) • Sexually exploitative media/ pornographic imagery/ language • Academic integrity on State assessments • Verbal threatening language towards staff or scholars
Reporting: Teacher documents behavior in tracking systems. Minimum Consequences:	Reporting: GLC documents behavior in the tracking system; notifies AP or DOS. Minimum Consequences:	Reporting: Behaviors in this category are immediately reported and supported by the DOS or the AP.	Reporting: Behaviors in this category are reported immediately by the Principal to the CAO (or Executive Director in the absence of the CAO).

<ul style="list-style-type: none"> • 1st Offense: Logical Consequence • 2nd Offense: Logical Consequence; Scholar Reflection in Classroom + Restorative conversation • 3rd Offense: Referral+Scholar Conference with Grade Level Chair+Parent phone call • 4th Offense: Parent Phone/Virtual Conference/ Follow Moderate Behavior Matrix <p>*Behaviors in this category receive a Dean's List deduction</p> <p>*Please let the scholar know he/she did not meet the expectation, then ensure the scholar corrects the behavior. Please let the scholar know that they have been given a deduction.</p>	<ul style="list-style-type: none"> • 1st Offense: Parent Phone/Virtual Conference + Restorative conversation • 2nd Offense: Teacher Meeting with Parent+GLC + Restorative conversation • 3rd Offense: Grade-Level Parent Meeting • 4th Offense: Follow Major Behavior Matrix <p>*Staff should issue a logical consequence in addition to the phone call or conference.</p> <p>*Scholars who have moderate behavioral issues should not be sent out of class unless there is a refusal to fix it, which escalates the behavior to major.</p>	<p>Minimum Consequences:</p> <ul style="list-style-type: none"> • 1st Offense: Parent Conference with Admin w/ ISS + Restorative conversation • 2nd Offense: 3 Day OSS • 3rd - Offense: 3 -5 Day OSS • 4th Offense: Follow Severe Behavior Matrix <p>*All scholars who are suspended must have a parent conference to return.</p> <p>*Scholars with IEPs and/or 504 plans will be further evaluated for an appropriate consequence in accordance with their filed plan.</p>	<p>Minimum Consequences:</p> <ul style="list-style-type: none"> • 1st Offense:3-5 Day OSS • 2nd Offense: 6-10 Day OSS • 3rd Offense: 15-20 Day OSS • 4th Offense: 45 Day OSS <p>*All scholars who are suspended must have a parent conference to return.</p> <p>* A detailed behavioral plan that will be maintained for no less than 30 instructional days. Scholars who exhibit any of the behaviors listed in the category must be removed from weekly/monthly rewards for the respective week/month.</p> <p>*Scholars with IEPs and/or 504 plans will be further evaluated for an appropriate consequence in accordance with their filed plan.</p>
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Behavior Matrix: Positive Behaviors

Teacher Recognition <i>Teacher Celebrates</i>	School-wide Recognition <i>School Celebrates / Grade Level</i>	Social Media Recognition <i>Team and Family Celebrates</i>	Newsworthy Recognition <i>Team and Family and Community Celebrates</i>
<ul style="list-style-type: none"> • Demonstrates a KIPP character strengths/values • Helps a teammate out or helps a teammate learn • Goes out of the way to celebrate a teammate (scholar, staff, or faculty member) • Earns a campus-wide job • Leaves the campus better than they found it • Demonstrates considerable effort • Has perfect attendance over a semester • Come to class prepared • Comes to class on time • Academic success 	<ul style="list-style-type: none"> • Demonstrates significant and measurable growth in an academic area • Has perfect attendance over a year • Becomes college-ready on the ACT • Scores significant points during a sporting or extracurricular event, or demonstrates significant improvement in prior performance • - Meeting attendance goals • Hits college-ready on ACT/MAP/iReady/DIBELS • Makes the honor roll • Townhall recognition • Bulldog status (Criteria - GPA, behavior, attendance, timeliness, etc.) • High GPA • Scholar superlative awards • Positive behavior in DeansList 	<ul style="list-style-type: none"> • Earns a college acceptance • Earns a scholarship • Wins a sporting/team event • Gains acceptance to a competitive activity, program, or team • Won an award beyond the school • Breaks a 30 on the ACT or 1200 on the SAT • Passes an AP exam • Spelling Bee Winner • Grows to exceeding in ACT Aspire • Being inducted into an honor society • Makes the honor roll • Academic bowls • Exceeds anticipated growth 	<ul style="list-style-type: none"> • Applies and is accepted to an early decision college • Earns a nationally competitive scholarship • Participates in a state or nationally competitive summer program • Wins a state or national competition in athletics, music, academics, etc. • Makes a scientific breakthrough • Earns a perfect ACT/SAT score • Is an AP Scholar or earns a 5 on an AP exam • State or National Spelling Bee Winner • Participating in a noteworthy community event • Highlighting community service

<p>Behaviors in this category earn a LiveSchool/Deanslist merit/point, as well as a note or call home.</p> <p>Please let the scholar know he/she exceeded the expectation. Please let the scholar know that they have been given a merit/point.</p>	<p>Behaviors in this category require parent contact. This contact should be made over the phone or in person. Log phone call or conference in LiveSchool/Deanslist.</p> <p>Scholars who earn school-worthy recognition should be celebrated with a school-wide announcement.</p>	<p>Behaviors in this category are immediately recognized by the SL and escalated to the External Affairs or EA team (Mango Strategies).</p> <p>Typically, the behavior merits a picture and/or a post on social media. Ideally, the parent is electronically sent the social media post or is given a printed copy.</p> <p>*Scholars recommended for social media recognition must have a signed parent disclosure document on file.</p>	<p>Behaviors in this category are reported immediately by the Principal to the CAO/ED.</p> <p>All behaviors in this category will receive a press release. If a newspaper prints the press release, the family should be given a copy of the paper.</p> <p>*Scholars recommended for a press release must have a signed parent disclosure document on file.</p>
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Counseling Services

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

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

Please contact our front offices for more information:

KIPP Tulsa College Preparatory: (918) 794-8652

KIPP Tulsa University Preparatory: (918) 833-8822

Facilities and Resource Policies

School Property

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

Internet and Computers Usage

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



Scholars will have the opportunity to engage with the curriculum using personal school issued Chromebooks. To ensure scholar safety and the sustainability of Chromebooks, KTCPS has guidance on the usage and responsibilities involved with using technology.

- Chromebooks are the property of KIPP Tulsa Public Charter Schools and are intended to be used as learning tools. KTCPS reserves the right to block access to websites deemed to be not academic in nature.
- It is required that scholars bring their assigned charged Chromebook to school each day. Failure to bring a Chromebook will result in a loaner computer being given for the day (if available) in exchange for collateral (ID, phone, keys, etc.) and lunch detention.
- Scholars are responsible for the security and condition of their Chromebook and charger. Chromebooks should be kept secure and away from food and liquids. No elements of the keyboard or casing should be removed or intentionally altered. Scholars are expected to demonstrate a good faith effort to keep their Chromebooks in like-new condition (i.e., not throwing, dropping, breaking off keys or case elements, writing on screen or case, lending to family or younger siblings, etc.).
- Chromebook accounts (Gmail, Google Drive, etc.) and passwords are not to be shared for any reason. No scholar is ever permitted to be logged in to another scholar's Chromebook or use another scholar's log-on, *with or without* permission.
- Chromebooks that are lost, stolen, or damaged will result in financial loss to our school. If 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 KTCPS 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 KTCPS in providing Internet connectivity is to support learning consistent with our academic programs. We expect scholars to use the Internet to pursue intellectual activities, access libraries, and other resources, and to further their education at KTCPS. A scholar's online conduct, including email and/or messaging, is ALWAYS subject to search and is held to the standards set forth in the general code of scholar conduct at KTCPS.

Some parts of the Internet contain material that is not suited for scholars and is not supportive of KTCPS's educational activities. Scholars are not allowed to use the Internet at any KTCPS 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, for commercial or for-profit purposes, or for any purpose that conflicts with the mission of KTPCS or its status as an Oklahoma Public School.

KTPCS utilizes robust technology to filter and monitor Internet activity and prevent scholar exposure to inappropriate materials. However, KTPCS cannot guarantee the appropriateness of all materials accessed by the scholars 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 scholar's online privileges:

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

- Activities that allow a computer or network to become infected with a virus or other destructive influence.
- Downloading applications or programs without approval from teachers or administrators.
- Copying or downloading copyrighted material without authorization from the copyright holder or prior approval from the teacher.
- Plagiarizing information obtained from the Internet without proper citation.
- Scholars should never share their passwords or use another person's password. Suspected acceptable use policy violations should be reported to teachers immediately.

Lost and Found

The lost and found is located in the cafeteria in a storage bin at KTCP and in the main office at KTUP. Items not claimed at the end of the month are donated to charitable organizations.

Athletics and Scholar Organizations

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

Physical

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

Commitment to Athletics

As scholar-athletes at KIPP Tulsa Public Charter Schools (KTPCS) 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, KTPCS is committed to ensuring equal opportunity, and 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 KTPCS, our BIG GOAL is that 100% of our scholar-Athletes end the school year by meeting and exceeding their Academic growth goals and a 3.0 GPA or higher.

Scholar Academic Eligibility During a Semester

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

Scholars With Individualized Education Programs or Plans in Special Education Classes

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

Behavioral Consequences

The KTPCS Principals, Assistant Principals, and Athletic Directors will determine the suspension of games. A scholar may receive a minimal half-of-game suspension and maximum dismissal from the team at the



discretion of the KTPCS Leadership Team and Athletic Directors for displaying behaviors resulting in disciplinary referrals, detention, skipping, fighting, bullying, disrespect to staff, or out-of-school suspension.

Attendance Policy

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

Scholar-Athletes Code of Conduct

As a KTPCS scholar-athlete, you are expected to maintain a self-discipline that is above and beyond reproach. When your opponents cross the line of fair play, you must 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 positively interact with opponents, referees, coaches, and administrators.

Parents Code of Conduct

As a KTPCS parent, you represent our school and its expectations. We expect every parent to 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 the Athletic Director.

All Extracurricular Activities



Participation in extracurricular activities—including athletics, clubs, scholar organizations, and performance groups—is a privilege that requires consistent academic engagement and attendance.

Attendance Requirements

- Scholars must be present at school for **at least half of the instructional day** in order to participate in **any extracurricular practice, game, or event** on that day.
- If a scholar is absent from school, they are **not permitted to practice, play, or participate** in extracurricular activities that same day.

Dues and Fees

- Some extracurricular activities may require **nonrefundable fees or dues**, including but not limited to **Bulldog Dues**, which help cover uniforms, materials, transportation, and other associated costs.
- Families are responsible for meeting all payment deadlines, and fees are **nonrefundable** even if a scholar becomes ineligible or chooses to withdraw from the activity.

If any of the above expectations are violated, the School Principal, Assistant Principal, or Athletic Director may review the scholar's membership on the team.

Internet and Computers Usage Agreement Form

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- Chromebook accounts (Gmail, Google Drive, etc.) and passwords are not to be shared for any reason. No scholar is ever permitted to be logged in to another scholar's Chromebook or use another scholar's log-on, *with or without* permission.
- Chromebooks that are lost, stolen, or damaged will result in financial loss to our school. If 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 KTPCS 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.

Parent/ Guardian signature

Date



KIPP Tulsa Public Charter Schools - Bus Rider Information/Application

Complete this form ONLY if a scholar rides a bus

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

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

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

Dissemination of Rules to Parents and Scholars

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

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

Scholar:

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

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

For Parent or Guardian of Scholar:

I have read and understand the regulations and responsibilities of scholars riding KTPCS 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)



KIPP TULSA Public Charter Schools *Commitment to Excellence*

KIPP Tulsa is not just a school. KIPP Tulsa is a way of life. Every minute of every day is designed to ensure **all** scholars complete college and are committed to improving disadvantaged communities. The *Commitment to College Completion* is **shared** by all of us: KIPP Tulsa staff,

_____, and _____,

Scholar Name

Name(s) of Parent(s)/Guardian(s)

and it defines the **Whatever It Takes** spirit that all of us are expected to demonstrate in the daily pursuit of this goal.

Scholar's CommitmentS — *I fully commit to KIPP Tulsa in the following ways:*

- I will arrive at school on time and will remain for the entire school day.
- I will keep all prohibited technology turned off and stored in my designated locker.
- I will attend KIPP Tulsa on appropriate Saturdays (if applicable).
- I will attend the mandatory summer program (if applicable).
- I will complete all of my homework every night. If there is something I do not understand, I will call my classmates and/or teachers. I will raise my hand and ask questions in class.
- I will serve time during lunch, or after school on any day if my homework is not neat, complete, accurate, and turned in on time.
- I will stay after school and/or on Saturday to repair any damage that I do to the learning environment, to my relationships with staff and classmates, and/or to my own trustworthiness.
- I will always behave in a way that protects the safety, interests, and rights of all individuals in the classroom. I will always show respect to my KIPP Tulsa teammates and to everyone in the KIPP Tulsa family.
- I will follow all aspects of the KIPP Tulsa dress code for the entire school day.
- I will always work, think, and behave in the best way I know how, and I will do **Whatever It Takes** for my fellow scholars and me to learn.
- **For my whole time as a scholar at KIPP Tulsa, I commit to the work required of me and will do *Whatever It Takes* in order to be accepted to and graduate from a four-year college or university.**

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

I have read the above, and I agree to live by this commitment by signing.

Scholar Signature: _____

Date: _____

Parents/Guardians' Commitments — *We fully commit to KIPP Tulsa in the following ways:*

- We will ensure our child arrives at KIPP Tulsa on time and remains for the entire school day.
- We will make arrangements for our child to come to KIPP Tulsa on appropriate Saturdays and will provide transportation (if applicable).
- We will ensure that our child attends the mandatory summer program (if applicable).
- We will send our child to school daily, excluding serious illnesses. In the rare case that our child is absent, we will call the Front Office before the beginning of the first class period to notify the school of the absence.
- We will always help our child in the best way we know how, and we will do **Whatever It Takes** for him/her to learn. This means that we will do the following: provide a quiet place for our child to study, review his/her homework every night, sign

his/her agenda/calendar, check his/her grades weekly, check his/her behavior report weekly, and let him/her contact the teacher if there is a question about the homework.

- We understand that our child must serve time during or after school on any day he/she arrives with homework that is not neat, complete, accurate, and turned in on time. If my child misses this commitment, I understand that he/she will lose privileges and must make up the time. It is my responsibility to provide transportation for my child if he/she stays after school.
- We understand that our child may also be required to remain after school or serve time on Saturday if he/she has chosen to disrespect the KIPP Tulsa team. If this situation occurs, we commit to picking up our child from school on time.
- We will always make ourselves available to the school via phone or in person, and we will address any concerns that arise.
- We will volunteer 12 hours of our time to the school in support of our scholar and the KIPP Tulsa Team and Family.
- We will read the Family Newsletter to stay updated on school events. We will read all papers sent home carefully, and (if necessary) sign them and return them by the requested deadline. If we fail to return papers on time, we understand that our child will lose privileges.
- We will attend all required parent meetings, exhibitions, performances, and conferences.
- We will allow our child to go on KIPP Tulsa field lessons.
- We will make sure our child follows all aspects of the KIPP Tulsa dress code every day.
- We understand that our child must follow all KIPP Tulsa rules in the handbook in order to protect the safety, interests, and rights of all individuals in the classroom, and we will support the implementation of consequences for breaking any of these rules.
- We, not the school, are responsible for the behavior and actions of our child.
- **For the whole time, my child is a scholar at KIPP Tulsa; I will do *Whatever It Takes* to support my child in order for him or her to be accepted to and graduate from a four-year college or university.**

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

I/We have read the above, and by signing, I/we agree to live by this commitment.

Parent/Guardian Signature(s): _____

Date: _____

Teachers' Commitments — *We fully commit to KIPP Tulsa in the following ways:*

- We will arrive at KIPP Tulsa on time and remain for the entire school day.
- We will support our scholars at KIPP Tulsa on appropriate Saturdays (if applicable).
- We will attend and participate in all staff meetings and professional development.
- We will model the expectations of a Big KIPPster in our behavior, dress, and performance.
- We will treat every scholar fairly and with respect.
- We will teach KIPP Tulsa scholars in the best way we know how, and we will do ***Whatever It Takes*** for our scholars to learn, including providing scholars with our phone numbers for questions about homework after school.
- We will make ourselves available to work with scholars and parents, and we will address any concerns they might have.
- We will be the first both to correct AND congratulate our scholars.
- We will provide tutorials for our scholars as needed to support their learning.
- We will respond to all communication from scholars, parents, and fellow staff members within 24 hours.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will uphold school-wide policies, procedures, and expectations.



- We will provide a rigorous college-preparatory curriculum along with necessary support in order to prepare every KIPP Tulsa scholar to be accepted to and graduate from a four-year college or university.

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

I have read the above, and I agree to live by this commitment by signing.

Teacher/Staff Signature: _____

Date: _____

Congratulations, and Welcome to KIPP TULSA!



Compromiso a la Excelencia

KIPP Tulsa no solamente es una escuela. KIPP Tulsa es un estilo de vida. Cada minuto de cada día está diseñado para asegurar que todos los alumnos se gradúen y tengan un compromiso a mejorar las comunidades desfavorecidas. Este Compromiso de Finalización es *compartido* por todos nosotros: El personal de KIPP Tulsa,

_____, and _____,
Nombre del alumno Nombre(s) del(los) padre(s)/tutor

y define el espíritu de "Hacer todo lo que sea necesario" que todos debemos demostrar en la búsqueda diaria de este objetivo.

El Compromiso del Alumno *Me comprometo completamente a KIPP Tulsa de las siguientes maneras:*

- Llegare a la escuela puntualmente y permaneceré en clases el resto del día.
- I will keep all prohibited technology turned off and stored in my designated locker.
- Asistiré clases los sábados que sean asignados.
- Asistiré al programa de verano mandatorio (si es aplicable).
- Completare toda mi tarea cada noche. Y si hay algo que no entiendo llamare a mis compañeros de clase o/y a ms maestros. Levantare la mano en clase si tengo preguntas.
- Me quedare tiempo adicional durante el almuerzo o después de la escuela si algún día mi tarea esta desordenada, incompleta o si no la entregue a tiempo.
- Me quedare tiempo adicional después de la escuela o/y un sábado a reparar cualquier daño que haya hecho a mi escuela, a las relaciones con mis maestros y compañeros de escuela y/o mi honradez propia.
- Siempre me comportare de una manera que ponga la seguridad de todos en mente, el interés y los derechos de todos los involucrados en mis actividades de la escuela.
- Siempre demostrare respeto a mis compañeros del equipo de KIPP Tulsa y a todos los miembros de la familia de KIPP Tulsa.
- Seguiré todos los aspectos del código de vestimenta de la escuela KIPP Tulsa el día entero de escuela.
- Siempre me comportare, trabajare y pensare de la mejor manera posible; hare todo lo necesario **Cueste lo que cueste** para mi aprendizaje y el de mis compañeros.
- **Mientras yo sea parte de la familia KIPP Tulsa, me comprometo a hacer todo el trabajo requerido Cueste lo que Cueste para ser aceptado y graduarme de una universidad de 4 años.**

*Si yo rompo este compromiso, yo perderé los privilegios que me corresponden al ser parte de KIPP Tulsa, y hasta podría ser retirado de la escuela KIPP Tulsa.

He leído lo anterior, y al firmar acepto este compromiso.

Firma del alumno: _____

Fecha: _____

El Compromiso de los Padres de Familia o Tutor Legal

Me comprometo completamente a KIPP Tulsa de las siguientes maneras:

- Me asegurare que mi hijo(a) llegue a la escuela puntualmente y permanezca en clases el resto del día.
- Haremos los arreglos necesarios para que mi hijo(a) asista a la escuela KIPP Tulsa los sábados asignados y proveeré transporte.
- Me asegurare que mi hijo(a) asista al programa de verano mandatorio (si es aplicable).
- Mi hijo(a) asistirá diariamente a la escuela, con la excepción de alguna enfermedad. En el raro caso que el estudiante esté ausente, me encargare de llamar a la oficina al principio del día a notificar a la escuela de la ausencia.

- Siempre ayudare a mi hijo(a) de la mejor manera posible, y haremos todo lo posible **Cueste lo que cueste** para que él/ella aprenda. Esto significa que haremos lo siguiente: proveer un lugar silencioso para que el niño(a) estudie, revisare su tarea todos las noches, firmare su agenda, y contactare a la maestro(o) si tengo alguna pregunta sobre la tarea.
- Entiendo que mi hijo(a) se quedara tiempo adicional durante el almuerzo o después de la escuela si algún día su tarea esta desordenada, incompleta o si no la entrego a tiempo. Si mi hijo(a) no cumple con este requisito, yo entiendo que él/ella puede perder privilegios y tenga recuperar ese tiempo perdido. Es mi responsabilidad como padre de familia proveer transporte para mi niño(a) si se tiene que quedar tiempo adicional.
- Entiendo que mi hijo(a) puede ser requerido quedarse tiempo adicional después de la escuela o/y un sábado si él/ella ha faltado al respeto a algún miembro de la familia KIPP. En el caso que esto ocurra, me comprometo a proveer transporte puntualmente.
- Me comprometo ha siempre estar disponible por teléfono o en persona, en caso que se presente algún problema o una pregunta.
- Voy a leer el Boletín de Noticias a las Familias para mantenerme informado de los eventos y noticias de la escuela. Revisare y leeré todos papeles que me manden de la escuela, y (si es necesario) los firmare y devolveré estos papeles o formas antes de fecha indicada. El no recibir formas o papeles a tiempo puede resultar en alguna perdida de privilegios del alumno.
- Asistiré a las reuniones de padres, presentaciones o conferencias necesarias.
- Daré permiso a que mi hijo(a) vaya en excursiones educacionales que pueden incluir excursiones fuera de la ciudad.
- Me asegurare que mi hijo(a) siga todas normas y aspectos del código de vestimenta de la escuela KIPP.
- Yo entiendo que mi hijo(a) debe seguir todas las reglas de KIPP Tulsa delineadas en el libro de reglas y esto es para la protección de la seguridad y los derechos de todas las personas que son parte del aula. Yo apoyare las consecuencias que mi hijo(a) reciba en caso de la rotura de las dichas reglas.
- Nosotros como padres de familia, y no la escuela, somos responsables por el comportamiento de mi hijo(a).
- **Mientras mi hijo(a) sea parte de la familia KIPP Tulsa, me comprometo a asegurarme que mi hijo(a) haga todo el trabajo requerido Cueste lo que Cueste para sea aceptado y se gradué de una universidad de 4 años.**

*Si yo rompo este compromiso, mi hijo(a) podría perder privilegios que le corresponden al ser parte de KIPP Tulsa, y hasta podría ser retirado de la escuela KIPP Tulsa.

He/Hemos leído lo anterior, y al firmar acepto/aceptamos este compromiso.

Firma del Padre/Madre/Tutor(s): _____ **Fecha:** _____

Compromiso de los Maestros *Me comprometo completamente a KIPP Tulsa de las siguientes maneras:*

- Llegare a KIPP Tulsa puntualmente y permaneceré ahí el resto del día de clases.
- Nosotros los maestros apoyaremos a nuestros alumnos de KIPP Tulsa los sábados asignados.
- Nosotros los maestros asistiremos y participaremos en las reuniones de trabajo y en las clases de desarrollo profesional.
- Trataremos a todos los alumnos de una manera justa y respetuosa.
- Enseñaremos a los alumnos de KIPP Tulsa de la mejor manera, y haremos todo posible para que **Cueste lo que cueste** los estudiantes aprendan, esto incluye el proveer a los alumnos con nuestros números telefónicos en caso que haya alguna pregunta sobre las tareas después de la escuela.
- Nosotros los maestros nos pondremos a la disposición para trabajar con los estudiantes y padres de familia, y abordaremos cualquier preocupación que se presente.
- Nosotros seremos los primeros en corregir y especialmente felicitar a nuestros alumnos.
- Proporcionaremos tutoría a nuestros estudiantes si es necesario para su aprendizaje.
- Responderemos dentro de un plazo de 24horas a cualquier comunicación de alumnos, padres de familia o compañeros de trabajo.
- Siempre protegeremos la seguridad, intereses y derechos de todos los miembros del salón de clases.
- **Nosotros los maestros proporcionaremos un programa de estudios riguroso en preparación a la Universidad con todo el apoyo necesario para la llegar a la meta de que el alumno sea aceptado y se gradué de una Universidad de 4 años.**



*Y si yo fallo en cumplir con este compromiso es posible que yo pierda la oportunidad de trabajar en **KIPP Tulsa**.

He leído lo anterior, y al firmar acepto este compromiso.

Maestro(a)/Personal de la escuela: _____ **Fecha:** _____

Felicitaciones y Bienvenido a KIPP TULSA!



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 Public Charter Schools

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 THE 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 VOLUNTARILY. 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 THE DATE SIGNED OR WHEN THE EVENT IS COMPLETED.**

Parent/Guardian

Date

Clinician

Date



COMPUTER/ INTERNET USE POLICY

Acceptable Uses: The District's computers, equipment, and software are intended for administration, education, and academic research purposes only and shall be used only as according to the administrative regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to the Administrative Regulations, the District's computers and the Internet access provided by the District shall not be used:

- To violate an individual's right to privacy
- To access materials, information, or files of another person or organization without permission
- To violate the copyright laws
- To spread computer viruses
- To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization
- To locate, receive, transmit, store, or print files or messages which are profane, obscene or sexually explicit, or which use language that is offensive or degrading to others
- To distribute religious materials
- To campaign for or against any political candidate or ballot proposition
- For any commercial purpose resulting in personal gain or other commercial purposes not authorized by the Administration, Board or Board policies and regulations
- To engage in any illegal activity
- To engage in Cyber Bullying at school, workplace, and away from school

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any scholar or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No scholar or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided internet access. The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

Use of Software: Scholars are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

See Board Policy for additional information.



KIPP TULSA TECHNOLOGY AGREEMENT SY25-26

To support our scholars and families during the 24-25 school year, KIPP Tulsa Public Charter Schools will be providing Chromebooks.

By accepting technology assigned to your scholar and signing this Technology Agreement Form, you agree to assume financial responsibility for the safe return of the equipment.

You will not be held responsible if technology stops working properly because of an internal parts issue. Parents are required to notify the school immediately and make arrangements for the return of the technology for another device, if available.

You agree to be responsible for the cost of repair or replacement if the technology assigned to your child is lost, stolen, or damaged.

You agree to return assigned technology to the school with power cords and/or any other accessory provided at time of delivery.

You agree that all assigned technology will be used only by the scholar listed on this signed agreement for educational purposes only and will follow the guidelines below:

I WILL:

- Follow all KIPP Tulsa and classroom policies, procedures and guidelines when using technology.
- Use all district technology resources to create files and projects for school related work, research, and college and career planning. Keep my usernames and passwords private.
- Treat others with respect and use appropriate language in all of my electronic interactions with others.
- Immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and I will not intentionally copy, damage, or delete another user's work.
- I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.
- Respect the privacy of others.
- I will limit all in-school photography, video and audio recording to educational use.
- I understand that this applies to both district technology resources and my personal electronic devices

Scholar Initials: _____ **Parent/Guardian Initials:** _____



I WILL NOT:

- Use district technology resources to find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Use technology to gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content. Use district technology resources or my personal electronic device to cheat.
- I will not get or give answers to tests; search for and/ or copy answers or information on the Internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.
- Access inappropriate or blocked resources using personal Wi-Fi accounts, 3G/4G, anonymous proxy sites, or by any other manner while on district property during school hours.
- Share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as e-mail address, full name, home or school address, phone number, parent's or guardian's names, and school name.
- Any activity that encourages the use of drugs, alcohol or tobacco, or that promotes any activity prohibited by law or KIPP policy
- Use the Internet for financial gain

Scholar Initials: _____ Parent/Guardian Initials: _____

You agree that the issued technology is the sole property of the KIPP Tulsa Public Schools and will be returned immediately when notified.

You agree that KIPP Tulsa can request the return of all equipment and accessories at any time.

By signing this form, you agree to the terms of this agreement and the delivery of the assigned technology device.

Scholar Name: _____ Grade: _____ College: _____

COSTS OF REPAIR FOR SCHOOL DEVICES

Chromebook (Broken/Lost/Stolen)	\$300
Damaged Screen	\$75
Damaged Camera	\$50
Damaged Keyboard/Trackpad	\$50
Damaged Bezel	\$20
Charger (Damaged/Lost/Stolen)	\$40
Hotspot (Damaged/Lost/Stolen)	\$50

ACKNOWLEDGMENT

I agree to the terms in this document and take full responsibility for the safe return of the technology issued.

Parent Name (printed): _____ Phone Number: _____

Parent Signature: _____



2025-2026 School Calendar

JULY						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

0 FIDs | 0 HDs | 0 VIDs | 15 PDDs

OCTOBER						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 FIDs | 4 HDs | 0 VIDs | 1 PDDs

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 FIDs | 3 HDs | 0 VIDs | 2 PDDs

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 FIDs | 3 HDs | 0 VIDs | 0 PDDs

Instructional Timelines	
Beginning of Semester 1/1st Qtr	August 6th
End of 1st Quarter	Oct 10th
Start of 2nd Quarter	Oct 21st
End of 1st Semester/2nd Quarter	Dec 19th
Start of 2nd Semester/3rd Quarter	Jan 6th
End of 3rd Quarter	Mar 13th
Start of 4th Quarter	Mar 24th
End of 4th Quarter/2nd Semester	May 15th
Class Start Time for ALL Grades:	8:00 AM
Dismissal for 6th - 8th (M-Th):	3:30 PM
Dismissal for 9th - 12th (M-Th):	3:40 PM
Friday Dismissal for ALL Grades:	2:30 PM
Total FID = 132	
Total HD = 34	
Total VID = 0	

AUGUST						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 FIDs | 4 HDs | 0 VIDs | 3 PDDs

NOVEMBER						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 FIDs | 3 HDs | 0 VIDs | 0 PDDs

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

14 FIDs | 4 HDs | 0 VIDs | 1 PDDs

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9 FIDs | 3 HDs | 0 VIDs | 5 PDDs | 0 SSDs

No Classes	
Staff Professional Development Day	
Holiday/Break (School & Offices Closed)	
Independence Day	July 2nd-4th
Labor Day	Sept 1st
Staff Professional Development Day	Sept 15th
Family Conferences	Oct 10th
Fall Break	Oct 13th-17th
Staff Professional Development Day	Oct 20th
Thanksgiving Break	Nov 24th-28th
Winter Break	Dec 22-Jan 2
Staff Professional Development Day	Jan 5th
Staff Professional Development Day	Jan 16th
Martin Luther King Jr.	Jan 19th
Family Conferences	Jan 30th
President's Day	Feb 16th
Staff Professional Development Day	Feb 17th
Family Conferences	Mar 13th
Spring Break	Mar 16th-20th
Staff Professional Development Day	Mar 23rd
Team and Family Day	Apr 24th
Teacher Work Days	May 18th-22nd
Memorial Day	May 25th
Juneteenth	Jun 19th

SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 FIDs | 4 HDs | 0 VIDs | 1 PDDs

DECEMBER						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 FIDs | 3 HDs | 0 VIDs | 0 PDDs

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 FIDs | 3 HDs | 0 VIDs | 1 PDDs

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

0 FIDs | 0 HDs | 0 VIDs | 0 PDDs

Important Dates	
Family Conferences/2:30pm Dismissal	Oct 9th
Family Conferences/No School	Oct 10th
Family Conferences/2:30pm Dismissal	Jan 29th
Family Conferences/No School	Jan 30th
Family Conferences/2:30pm Dismissal	Mar 12th
Family Conferences/No School	Mar 13th
Senior Internship	May 4th-8th
8th Grade Promotion Ceremony	May 14th
Senior Week	May 11th-15th
High School Graduation	May 19th
Summer Enrichment Programs	June 1st-26th
New Teacher Orientation	Jul 11th
Teacher Work Days	Jul 14th - Aug 5th
Teacher Work Days	May 18th - 22nd

Notes

January 29th - 100th Day