



**TULSA**

---

CLASSICAL ACADEMY

**FAMILY HANDBOOK**  
**2023-24**

TULSA CLASSICAL ACADEMY HANDBOOK 2023-24

Tulsa Classical Academy  
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Last Updated January 30, 2024

ADAPTED FROM THE BCSI MODEL FAMILY HANDBOOK VERSION 1.0.

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## INTRODUCTION

### Mission

The mission of Tulsa Classical Academy is to provide an excellent classical education for all students by cultivating wisdom, virtue, and life-long learning.

### Student Pledge

A TCA LionHeart is honorable in conduct, honest in word and deed, courageous in study and service, and respectful of those around them.

### Core Virtues

*Cardinal:*

Prudence- I will choose to think well and act correctly.

Courage- I will be brave and persevere in difficult or unpopular times.

Moderation- I will exercise self-control, discretion, and temperance in all things. Justice- I will obey rules, respect authority, and treat others fairly.

*Academic:*

Wisdom- I will seek those things which are good, true, and beautiful.

Humility- I will not be prideful or arrogant in my words, actions, or habits. Wonder- I will admire and learn with all my heart.

*Civic:*

Friendship- I will treat others with respect and seek friends who make me better. Responsibility- I will act with civility and serve others wherever possible.

Gratitude- I will have an attitude of thankfulness and say thank you to others.

### Affiliation with Hillsdale College



The Barney Charter School Initiative (BCSI) is a project of Hillsdale College devoted to the education of young Americans. Through this initiative, the College supports the launch of K-12 charter schools. These schools will train the minds and improve the hearts of young people through a content rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

Reform of American public education, to be successful and good, must be built on a foundation of classical liberal arts learning—the kind of learning best suited to a free society and most needed for its preservation. BCSI is an important step in that direction.

To advance the founding of classical charter schools, Hillsdale College works with select school founding groups of local citizens who care deeply about education, who plan to apply for a charter, and who prove themselves capable of starting and governing a school. When a founding group's interests and abilities are a good match, BCSI will assist in creating and implementing the school's academic program, providing the curriculum design and teacher training. This support, along with guidance on the shaping of a vibrant and ennobling school culture, will provide the foundation for these new schools to promote a liberal and civic education in America's public schools.

Tulsa Classical Academy is supported by Hillsdale College through BCSI, a relationship that offers our school ongoing access to curriculum, training, and resources. For more information on the BARNEY CHARTER SCHOOL INITIATIVE, visit [hillsdale.edu/bcsi](http://hillsdale.edu/bcsi).

### **Sponsorship**

Tulsa Classical Academy is authorized by Rose State College to operate within Tulsa County, Oklahoma. Please contact Rose State College for further questions and information concerning authorization.

**A Note from the Head of School**

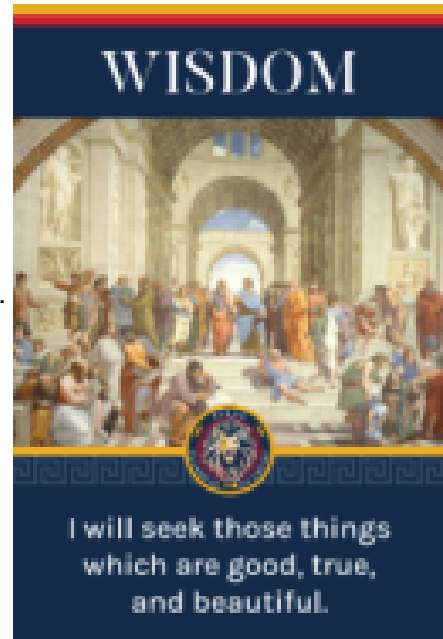
Dear Parents and Guardians,

Welcome to Tulsa Classical Academy, Oklahoma's first classical charter school. We are thankful you have chosen Tulsa Classical Academy for your child's education. We are faithful to our duty of providing the best education to every student. Our mission is to provide an excellent classical education by cultivating wisdom, virtue, and life-long learning. Tulsa Classical Academy is a Kindergarten through eighth-grade school now. However, we will add one grade for the next four years. Our eighth-grade students will be TCA's first graduating class in the 2027-2028 school year.

We have witnessed the trends in modern education to prepare students for jobs. As many public schools move towards technology-based (Chromebooks, tablets, and phones) education, we focus on the teacher as the primary instructor. Our classrooms are teacher-centered. The teacher is the expert in the classroom and spends most of the day in front of students, delivering high-quality instruction. Our teachers go through a tough vetting process in order to provide our students with educators with great knowledge and high moral standards. The goal of our teachers is to train the minds and improve the hearts of our students. Classrooms are designed as places of well-ordered learning environments by means of routines, rules, and thoughtful layouts. Through rigorous coursework, thoughtful discourse, and challenging activities, we empower our students to think critically and confidently embrace challenges.

Tulsa Classical Academy is a Hillsdale K-12 member school. We have a partnership with Hillsdale College to build a world-class classical school. They partner with us by providing a curriculum for us to use that is content-rich and balanced across the four disciplines of math, science, literature, and history. They guide the school administration in making prudent decisions and guide the teachers in teaching excellently.

The culture of TCA is strong. There is a lot of enthusiasm around the school. Parents and other volunteers help out every day. We have many volunteer opportunities around the campus. Students, parents, teachers, administrators, and board members work together for the school's



common vision. We encourage all parents to engage with us in extracurricular activities, community service, artistic endeavors, or athletics.

On behalf of the entire faculty and staff, I want to express our appreciation that you have chosen Tulsa Classical Academy. We are honored to welcome you to the school family and look forward to embarking on this time-honored classical journey together.

Dr. Kevin Jones  
Acting Head of School  
Tulsa Classical Academy

## I. SCHOOL LIFE AND DECORUM

### **School Hours**

School Hours: Monday-Friday 8:00 a.m. – 2:30 p.m. (K-3), 3:10 pm (4-8)

Front Office: Monday-Friday 7:30 a.m. – 4:00 p.m.

Breakfast: 7:20 a.m. – 7:45 a.m.

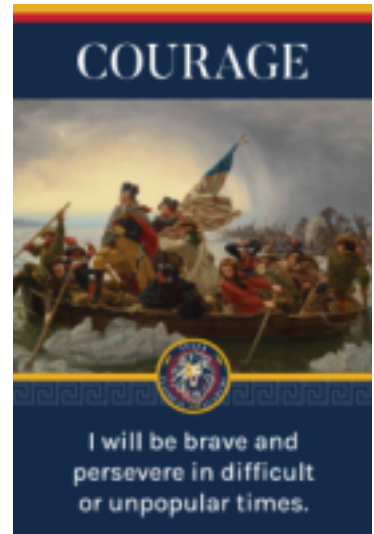
Closed weekends and during school holidays.

(See School Calendar for more information)

Phone: (918) 346-6730

Email: [info@tulsaclassical.org](mailto:info@tulsaclassical.org)

Attendance email: [attendance@tulsaclassical.org](mailto:attendance@tulsaclassical.org)



### **Student Drop-Off and Pick-Up**

Students should begin arriving no earlier than 7:15 a.m. Faculty, staff, and volunteers will be at the drop-off locations on the campus in the morning to escort our younger students from their vehicles to the building.

Other staff will be inside to supervise students on their way to class. At 8:00 a.m. our doors will be locked to ensure the security of students and staff.

#### ***Car line\****

Procedures for drop-off and pick-up give priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly. The school will release students only to parents, legal guardians, or adult designees.

The adults driving through the carpool line are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your student as everyone in the car line is expected to know and follow the procedures.

\*More detailed instructions, including maps, will be provided on our school website and directly via email before the start of school.

#### ***Parking***

The school will communicate designated parking spaces. Employees and parents are asked to adhere to the parking plan.

## **Attendance**

Classical education is highly interactive and requires consistent and punctual attendance. Because the classical approach relies heavily on classroom discussion among students and teachers, most work done in class cannot be made up if a student is absent. For this reason, parents should exercise prudence and make every reasonable effort to ensure that students do not miss class, including restricting trips to the allotted breaks.

Parents must alert their student's teachers and the front office for every day a child is to be away from school. To notify teachers, please email your student's teachers directly. To notify the front office, email [attendance@tulsaclassical.org](mailto:attendance@tulsaclassical.org). Please include your child's name and the reason for his or her absence in your email. Parents must make us aware of the child's absence before 8:00 a.m. on the day of the absence. If a parent fails to notify the office of a student's absence, the absence will be coded as unexcused.

## **Absences**

Planned absence during the school term is highly discouraged. Any such absence must be requested at least one week in advance and in writing. The Head of School may require that the student obtain comments from teachers about the impact of the absence before the request for an excused absence can be granted, and may require evidence or a commitment that the time will be made up in some way.

We discourage doctors' and other appointments during the school day when avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades.

Students must attend 90% of a class in order to receive credit for that class. This threshold includes both excused and unexcused absences. If a student is not physically present in class, regardless of the reason, the student's total attendance percentage is reduced. Students who do not attend 90% of a class are in danger of failing the class because of absences and will be referred to the Head of School.

## **Excused Absences\***

The following will be considered excused absences:

- Absences for medical, illness, or injury reasons (not to exceed 5 days per semester) ● Absences for documented mental or emotional disabilities, with a note from a doctor or specialist
- Bereavement (notify school if absence will extend beyond three days)
- Court appearances
- Religious holidays and observances
- Pre-arranged absences of an educational nature
- Important family events
- Attendance at any school-sponsored activity for which a student is eligible

\*The School may require suitable proof of excused absences, including but not limited to: parental signed letter, court letter, written statements from medical sources, etc.

### **Make-up Work**

Students may complete homework and other assignments that they miss during excused absences. Excepting major assignments (see below), students returning from an excused absence will have the same number of days to make up work that they were absent. For example, if a student has been absent for 2 days and that absence was excused, then the student will have 2 days to make up any missed work.

The extra time is intended to allow students to catch up on any missed notes or lessons prior to turning in related material. Students are responsible for retrieving notes and assignments for themselves, preferably from a classmate, and are expected to be respectful of their teacher's time.

An absence on the date of a major assignment, such as a test or major paper, will not extend the deadline of that assignment if the student is absent only on that day. In cases of a single-day excused absence, the student must complete the assignment the day of his or her return. In cases of a multi-day absence, teachers will work with students to determine an appropriate deadline for major projects and a makeup time for tests.

### **Extended Excused Absences**

Tulsa Classical Academy recognizes the individual nature of extended excused absences including, but not limited to, such situations as acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the Head of School or his designee of the general expectation of the faculty related to the completion of assignments and, as applicable, to the student's status for promotion to the next grade.

### **To Report an Absence**

Parents must notify the front office of absences by 8:00 a.m. in order to be excused. You may call the office or email [attendance@tulsaclassical.org](mailto:attendance@tulsaclassical.org). Please notify the school every day your child is to be away from school. Office staff will place calls daily to parents for unaccounted absences.

### **Unexcused Absences**

Absences are unexcused when parents do not follow the procedure to excuse absences noted above, when a student is unaccounted for, or if a student does not make a reasonable effort to come to school on time.

If a student has more than 4+ days or parts of days of unexcused absences in a four week period or 10+ days or parts of days within a semester, the student may be classified as habitually truant according to Oklahoma law. When the parent does not explain sufficiently the reason for unexcused absences, a parent conference will be required, and credit will be

withheld. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents or guardian of the student receiving an unexcused absence will be notified by the school of the unexcused absence.

### ***Truancy***

A student who is absent from school without permission will be considered truant and is subject to disciplinary action. Specifically, Oklahoma law hold that, "If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county where the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes. (70-10-106) Section 386."

### **Tardiness/Early Release**

Each tardy or early release prevents students from engaging their classes appropriately. In order to get the most from class, students must begin and end on time. Tardiness refers to any occasion in which a student arrives after 8:00 a.m. or at the established school start time. Early release refers to any occasion in which a student leaves before 3:30 p.m. or the established school finishing time.

Three (3) tardies or early releases make one absence. These may be excused, but the total number does count against the 90% attendance record necessary for receiving credit in a class.

In order for a tardy or early release to be excused, it must follow the guidelines for an excused absence. For an excused tardy, the front office must be notified prior to 8:00 a.m. on the day of the tardy, except in cases of extreme extenuating circumstances.

An unexcused tardy or early release is subject to the same provisions as an unexcused absence, and students will not be offered make-up opportunities for schoolwork missed during this time. Students who are habitually tardy will be referred to the Head of School for potential disciplinary action.

### ***Releasing a Student from School***

Tulsa Classical Academy's campus is closed during the school day to encourage friendship among all our students. Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult.

Students may not be taken from the school or playground unless parents have signed them out in the office.

In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the students. Students may only leave the activity or event with their own parent unless prior written authorization is given to the teacher or sponsor.

### **Early Drop-off and Late Pick-up**

Students may not be dropped off before 7:15 a.m. and must be picked up by 4:00 p.m.

Students who are still on campus and not participating in a club or athletics at 4:00 p.m. must wait for a parent/guardian in the front office. The late fee for pick-up after 4:00 p.m. is \$1 per minute thereafter.

### **Uniform and Personal Appearance**



A school uniform is crucial to a successful classical school, accomplishing three key goals. First, it diminishes the burden of thinking about clothing and fashion that can become all-encompassing for many students. This removes distractions in the classroom and redoubles focus on the task at hand. Second, it helps students take school more seriously by acknowledging that, through dress, we respect fellow classmates, teachers, and the common enterprise of education. Third, it develops school identity and pride. All students are therefore expected to adhere to the school uniform policy.

When questions about particular aspects of the uniform arise, the student is expected to follow the general and leading spirit of the policy, which is to diminish distractions, show respect, and elevate the tenor of the school.

Students must be in uniform in order to attend class. Students not in uniform will be sent to the office. The office will keep limited inventory of basic uniform items that a student may be permitted to wear in order to meet uniform requirements and return to class (in most cases with a tardy slip). Loaned items will be carefully tracked and must be returned in clean, like-new condition. In the event that the office does not have appropriate uniform items for a student out of uniform, the student must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are not excused.

Tulsa Classical Academy will use [globalschoolwear.com](http://globalschoolwear.com) for uniform purchases. Parents may access TCA approved uniform items by visiting [globalschoolwear.com](http://globalschoolwear.com), search for “Tulsa Classical Academy,” then select the grade and sex of your child. The uniform options will populate automatically. All uniform items on the site will automatically populate with an embroidered logo. All tops must have a logo. Bottoms do not require logos. Socks, belts, and shoes are not available through Global Schoolwear, but must abide by the policies below. If bottoms are purchased elsewhere they must be the same style and color outlined on the uniform website. All plaid must be purchased through GlobalSchoolwear, as it is a specific design through them.

Please see the outline below for an overview of available uniform items.

### **Girls K-3**

#### Jumper\*

- Plaid Jumper with Navy Layer Shorts or Navy Leggings
- White Peter Pan Polo OR Blouse (Short sleeve)- TCA monogram

#### Bottoms

- Navy or Khaki Straight Leg Pant or Twill Bootcut Pant
- Navy/Khaki Twill Bermuda Short

#### Tops

- White Oxford Button Down Blouse (Long/Short sleeve)-TCA Logo
- White or Navy Fem Fit or Co-Ed Polo (L/S sleeve)-TCA logo

#### Optional

- Navy or Grey Cardigan Sweater-Lion logo
- Navy or Grey V-Neck Sweater-Lion logo
- Navy Fem Fit Full Zip Fleece-Lion logo

\*Modesty/Privacy Shorts: All girls must wear navy layer shorts or leggings under jumpers. If the jumper is being worn, a Peter Pan top is required with the TCA monogram on the collar. Other tops listed with the regular TCA logo may not be worn with a jumper. Regular tops, not Peter Pan collars, may be worn with navy/khaki bottoms.

### **Girls 4-5**

#### Bottoms\*

- Plaid or Khaki Box Pleat Skirt (with Navy Layer Short or Leggings) or Skort
- Navy or Khaki Straight Leg Pant or Twill Bootcut Pant
- Navy/Khaki Twill Bermuda Short

#### Tops

- White Oxford Button Down Blouse (L/S sleeve)-TCA logo
- White or Navy Fem Fit or Co-Ed Polo (L/S sleeve)-TCA logo

#### Optional

- Navy or Grey Cardigan Sweater-Lion logo
- Navy or Grey V-Neck Sweater-Lion logo
- Navy Fem Fit Full Zip Fleece-Lion logo

\*Modesty/Privacy Shorts: All girls must wear navy layer shorts or leggings under skirts.

### **Girls 6-8**

#### Bottoms\*

- Plaid or Khaki Box Pleat Skirt (with Navy Layer Short or Leggings) or Skort

- Navy or Khaki Straight Leg Pant or Twill Bootcut Pant
- Navy/Khaki Twill Bermuda Short

#### Tops

- Blue or White Oxford Button Down Blouse (L/S sleeve)-TCA Logo ●
- White or Navy Fem Fit or Co-Ed Polo (L/S sleeve)-TCA logo

#### Optional

- Navy or Grey Cardigan Sweater-Lion logo
- Navy or Grey V-Neck Sweater-Lion logo
- Navy Fem Fit Full Zip Fleece-Lion logo

\*Modesty/Privacy Shorts: All girls must wear navy layer shorts or leggings under skirts. **Boys K-5**

#### Bottoms

- Navy or Khaki Flat Front Twill Blend/Twill Cotton or Pull-on Twill Blend Pant
- Navy or Khaki Golf/Twill Cotton/Pull-on Short

#### Tops

- White Pinpoint Oxford Shirt (Long/Short sleeve)-TCA Logo
- White or Navy Co-Ed Polo (L/S sleeve)-TCA logo

#### Optional

- Navy or Grey Sweater (V-Neck/Full Zip)-Lion logo
- Navy or Grey Sweater Vest-Lion logo
- Navy Co-Ed Full Zip Fleece-Lion logo

### **Boys 6-8**

#### Bottoms

- Navy or Khaki Flat Front Twill Blend/Twill Cotton Pant
- Navy or Khaki Golf/Twill Cotton Short

#### Tops

- Blue or White Pinpoint Oxford Shirt (L/S sleeve)-TCA Logo
- White or Navy Co-Ed Polo (L/S sleeve)-TCA logo

#### Optional

- Navy or Grey Sweater (V-Neck/Full Zip)-Lion logo
- Navy or Grey Sweater Vest-Lion logo
- Navy Co-Ed Full Zip Fleece-Lion logo

### **Belts (Boys & Girls)**

- Brown or Black belt required on bottoms with belt-loops (grades 2-8)

### **Socks**

Girls

- White, navy, black (ankle, bobby, crew) OR white knee socks

Boys

- White, Navy, Black (ankle or crew socks)

**Leggings\* (Girls)**

- Solid Navy Layering Leggings (all grades)

\*Leggings must always be worn under skirts

**Shoes (Boys & Girls K-8)**

- Athletic Shoes Neutral in Color (White, Gray, Navy, Black, or Brown)
- Dress shoes neutral in color (White, Gray, Navy, Black, or Brown)

**PE Policy**

Given facility limitations for the school in the first year, all students will not be required to purchase PE uniforms or change for PE on any grade level. The primary reason for this is that we do not have adequate changing rooms or locker rooms. As such, we will be implementing the following schedule:

- Kinder through 5th grade students will have PE everyday and may change their shoes for PE if desired.
- 6th grade will have PE on Mondays, Wednesdays, and Fridays, changing shoes if desired.
- 7th and 8th Grade will have PE on Tuesdays and Thursdays, changing shoes if desired.

We have now added shorts to the uniform list for all girls in all grades (available through our uniform website Global Schoolwear, see uniform code above). This means that students may wear shorts at any time and for PE.

Note: In the interest of modesty and appropriate wear for PE and without having adequate changing rooms for girls, 7th and 8th grade girls may not wear skirts or skorts on PE days (Tuesdays and Thursdays). They may wear any other uniform bottom on those days (khaki or navy pants or shorts and any top). If a student must change for PE, they may enter the bathroom and change in one of the stalls in privacy.

***Additional Uniform Provisions***

Students may wear their own outerwear (coats, sweaters, vests) to school and on the playground. If a student is cold in the classroom, he or she should wear one of the long sleeve uniform items, or one of the uniform outerwear items.

- All students must be in uniform at all times. NO OTHER clothing other than uniform tops and bottoms are permitted. No outside tops, jeans, or bottoms are permitted in the building.
- All shirts must be tucked in.
- Skirts and shorts shall fall no higher than 2 inches above the knee as seen when the student is standing.
- Leggings or tights may be worn underneath clothing but must be ankle length or footed in a solid navy color. Leggings are not to be worn without other bottoms on top. ● Students may use any backpack as long as it is clean and tasteful. ● Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. No unusual or radical hairstyles. Hair accessories must be uniform colors (navy or white). Novelty hair items are not allowed. Boys' hair should not come lower than the eyebrows in the front or lower than the top of the shirt collar in the back. ● All girls' and boys' polo shirts may have the top button unbuttoned. All other buttons must be buttoned. Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Students may wear no more than two necklaces at one time. Students are permitted a maximum of two earrings per ear on the earlobe, and earrings must not be larger than a quarter. No stretched piercings (gauge) or holes may be visible.
- Boys are not permitted to wear earrings.
- Tattoos must be covered at all times.
- Makeup and nail polish must look natural. Colors such as black, yellow, rainbow, etc., are not acceptable. Hats and sunglasses are not to be worn in the building. Hats include visors and bandanas. Religious headgear is permitted when worn for religious purposes.
- Non-marking tennis shoes are required for P.E. class and/or sports in the gym. K-4 students will not change for P.E.
- Shoes, socks, and shoelaces should be mostly white, gray, navy, black, or brown. Shoes must be closed-toed, closed-heeled tennis or dress shoes; boots, sandals, moccasins, and slippers are not permitted.
- Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors are inappropriate. Clothes may not be ripped or torn. Boys should be clean-shaven and sideburns should not extend lower than the earlobe.
- The use of perfumes, oils, and body sprays by students should not inhibit the learning environment and smells should not be detectable in the course of a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and cause a disruption to the learning environment. Should this occur, students will be excused to the front office to call home.
- Should a student require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.

- All school-sponsored events, including after school and weekends, are subject to school uniform policy.

Spirit Days will be on the first and third Friday of each month. On these days, students may wear any approved Spirit Wear item from Global Schoolwear, the Spirit store, or approved TCA Sports and Clubs apparel. Any other designated Spirit Week or day will have pre-approved uniform guidelines to be followed. These guidelines will be announced well in advance. Unless otherwise noted, jeans (without holes, rips, or fading) or khaki shorts may be worn with the Spirit Wear/Sport/Club tops. No other bottoms are allowed, besides regular uniform bottoms.

### ***Uniforms and Financial Assistance***

TCA will not allow financial need to limit access to the School, and this includes access to uniforms. At minimum, the School will fund one complete uniform set for children whose families qualify for financial assistance.

### ***Lost and Found***

The student Lost and Found is in the front office. Students are responsible for retrieving their misplaced items. Due to limited space, all unclaimed items will automatically be donated to the school uniform store on the 30th of each month.

### ***Toileting***

All students of Tulsa Classical Academy must be independent in toileting. On occasion students may have accidents. When an accident occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

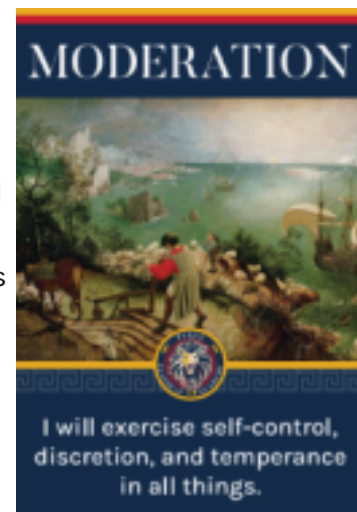
If there are repeated accidents, a meeting with the parents, the Head of School, and the school nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

### **Discipline**

#### ***Virtues and General Expectations for Behavior***

At Tulsa Classical Academy we seek virtue in all its forms, and we focus specifically on the aforementioned cardinal, academic, and civic virtues. We hope that regular recurrence to these virtues in our learning, social interactions, and discipline will help students learn self-governance and strive toward excellence in all areas of life.

The emphasis on virtue at Tulsa Classical Academy is not primarily intended as a discipline policy: we aspire to excellence for its own sake, because it is good, and because we are made better as we aspire to it. We have bound our commitment to virtue into an Honor Code that we ask our families and students to sign as a common pledge.



**Honor Code**

Student Honor Code: A TCA LionHeart is honorable in conduct, honest in word and deed, courageous in study and service, and respectful of those around them. The student aspires to excellence in prudence, courage, moderation, justice, wisdom, humility, wonder, friendship, responsibility, and gratitude.

At the end of the Family Handbook is a separate page with the honor code and a place for parents and students to sign as a pledge of acceptance and agreement. At least one parent from each family is required to sign the pledge. All students in grades 5-8 are also required to sign it.

**The Purpose of Discipline**

The main purpose of all discipline is to teach moral and intellectual virtue. Self-discipline and moderation arises from a desire for virtue, and without that desire, a student will falter when laws and rules are silent.

A secondary purpose is to foster an orderly and disciplined environment in which all students can learn and develop friendships. Order and discipline are the foundation for a thriving school culture.

Any departure from proper decorum is liable to disciplinary action. Because not all students respond to the same arguments, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied, and also fitted to both the nature of each individual student and the circumstances in which any misbehavior occurs.

**Disciplinary Action**

Disciplinary action ranges from verbal warnings to suspension and expulsion, and will be used to promote both a student's self-discipline and an orderly environment for all. Even when more serious discipline like a suspension is necessary, the purpose is not to punish but to educate.

When a student acts in violation of school rules, directions given by a teacher or administrator, or the TCA Honor Code, the school has implemented three levels of consequences:

1. In-class behavior protocols: These include the various mechanisms that teachers use for correcting and habituating student behavior, and they vary considerably based upon the class (e.g. PE vs. History class) and the age of the students.
2. Poor Behavior Slip (PBS): When student misbehavior rises to the level where parents should be notified, a student will receive a PBS from a teacher or administrator. The consequences of a PBS can include, but are not limited to, lunch detention or after school detention. PBSs are accumulative, and three are treated as equal to a Pink Slip.
3. Pink Slip: Pink Slips are reserved for serious offenses for which parents should be notified and which, if repeated or allowed to continue, will result in the suspension or expulsion of the student. Pink Slips are usually given out by the Assistant Head of School. Very severe offenses may be met with immediate suspension or expulsion.

Consequences for misbehavior are correlated to the above levels of tracking/notification, but they will be tailored to the student and behavior in question. The point is to educate and improve students with an eye towards justice, not to tie every offense to a formulaic consequence.

In-class behavior protocols are generally informal tracking systems whose consequences may include poor participation grades and/or small assignments meant to correct student behavior. Poor Behavior Slips will be sent home to be signed by parents. The consequences for a PBS will generally extend beyond the classroom to include something like lunch detention, after school detention, or a special assignment. The consequences for a Pink Slip are explained in the section below.

Teachers have the authority to remove disruptive students from the classroom. Upon the third such removal from a teacher's class, the student may be removed from that class for the remainder of the term of the class (7-8). A behavior plan shall be developed after the third removal from class.

### **Detention**



Students may receive detention as a consequence of misbehavior tracked by either a PBS or a Pink Slip. Detention will occur after school or during lunch. During lunch detention, students will generally be permitted to do homework and eat their lunches quietly. After school detention is a more serious consequence, and students will not be permitted to do homework during this time and will be assigned other appropriate tasks (including but not limited to weeding, trash pickup, cleaning whiteboards, etc.).

Detention takes precedence over any extracurricular activity. Students who miss detention will need to make it up and serve another detention, and they may also receive a Pink Slip (see below). Repeatedly missing detention may result in Pink Slips

and/or suspension.

### **Notifying Parents**

The School will notify parents of discipline problems that escalate to the level of a PBS or a Pink Slip. The school may also notify parents of lesser infractions, especially in cases involving a recurring problem. When a student is removed from the class for being disruptive, the school shall contact the parent(s) or legal guardian(s) as soon as possible to request his, her, or their attendance at a conference, which conference will include the student.

### **Pink Slips**

For consistent and/or more serious disruptions, the student will be sent to the Office and will receive a Pink Slip. Pink Slips accumulate over the course of the school year, and a student's total will not reset until the end of the spring semester. Receiving a Pink Slip indicates that a student's behavior is a serious problem, and earning repeated Pink Slips will result in more

serious consequences each time. It is our hope that the consequences for receiving a Pink Slip will encourage students to display good character and act in accordance with the school's mission.

1st Pink Slip: Student is sent to the Office and parents are notified. Student may receive detention. If the infraction is serious, a student may be suspended.

2nd Pink Slip: Student is sent to the Office and parents are notified. Student may receive detention. If the infraction is serious, a student may be suspended. The student's parent(s) will meet with the Assistant Head of School to discuss the student's behavior. The purposes of this meeting are to exchange accurate information about the student and to determine how the school-parent partnership can best work to reform the student's behavior.

3rd Pink Slip: Student is sent to the Office and parents are notified. Student goes home at least for the rest of the day. If the infraction is serious, a student may be suspended for more than the rest of the day. Upon the student's return, a parent will accompany the student to class for one full day to observe the school day.

4th Pink Slip: Student is sent to the Office, calls home, and goes home. If the infraction is serious, a student may be suspended for more than the rest of the day. The administration will consider expulsion as a fitting consequence. A two-day suspension will be given for every disciplinary referral over four. When a student is issued over four referrals he or she will be considered a habitually disruptive student by Tulsa Classical Academy. If a student is issued four or more disciplinary referrals, Tulsa Classical Academy administration may request that the student be expelled [Note: Please see our legal statement on this below.]

### **Restraint**

If a student is disruptive to the point where he, she, or others are in danger, school faculty and personnel are authorized to use restraint, short term monitored separation, or seclusion. The school shall contact the parent(s) or legal guardian(s) as soon as possible after physical restraint or seclusion is used.

Complaints regarding the use of restraint or seclusion should follow the grievance process as outlined in this Handbook.

### **Long-Term Suspension and Expulsion**

Pursuant to §70-24-101.3 and §70-5-118, Tulsa Classical Academy reserves the right to suspend students and expel students. Per the discipline policy outlined above through the Poor Behavior Slips and the Pink Slips, any student may be suspended if they have acted in an egregious way or have received a Pink Slip or multiple Pink Slips. Please see further legal information under "Additional Policies and Procedures" toward the end of this handbook.

### **Bullying & Cyberbullying**

TCA has zero-tolerance for bullying, harassment, intimidation, and/or bodily harm that adheres to the definitions established by state laws.

The term "bullying" means an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that;
4. Causes another person substantial physical harm within the meaning of bullying [§70-24-100.3] or visible bodily harm;
5. Has the effect of substantially interfering with a student's education; 6. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
7. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts that occur on school property, on school vehicles, or at school related functions or activities or by use of data or software that is accessed through School computers, networks, or other technologies. The term also applies in instances of “cyber-bullying” involving TCA students, even if the technology in use does not belong to the School.

See OK Statute §70-24-100.3 (School Safety and Bullying Prevention Act) definitions as used in the School Safety and Bullying Prevention Act:

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student; Oklahoma Statutes - Title 70. Schools Page 772
2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;
3. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer; and
4. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property. B. Nothing in this act shall be construed to impose a specific liability on any school district.

Parents, please call the TCA administration if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying, remember bullying behavior is: repeated, intentional, and involves an imbalance of power. If you think your child has been the victim of bullying or harassment, please contact the school administrator. Incidents of bullying or harassment

can be reported to administration via the front office at (918) 346-6730.

### **Electronic Devices**

Electronic devices must be powered off and may not be used during the academic school day, including drop-off and pick-up, without express staff permission. Students may not keep electronic devices on their person during the academic school day. If a student must bring a cell phone or other electronic device to school, he or she must keep it in a locker (6-8) or backpack (K-5) for the entire day including during recess, lunch, passing periods, and study halls. Such devices include but are not limited to laptops, portable audio devices, head/earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices and at the Head of School's discretion.

Any student who is using a phone or other electronic device during the day will have that device confiscated until the end of the day. If a phone is seen or heard on the person of a student during the day at any time (including in pockets), that device will be confiscated. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

Students who break this rule will be subject to fines and other disciplinary action. See below for confiscation escalations:

- First Confiscation: \$10 fine, student pick up at end of day.
- Second Confiscation: \$20 fine, parent pick up at end of next business day, PBS assigned, possible detention.
- Third Confiscation: \$30 fine, parent pick up at end of following Monday, Pink slip assigned, possible suspension.
- Fourth Confiscation: Pink slip assigned, possible expulsion.

Tulsa Classical Academy is not responsible for the damage, loss, or theft of these items.

### **Public Displays of Affection**

Public displays of affection are not allowed on campus and during school-related activities, and are liable to disciplinary consequences.

### **Lockers**

Tulsa Classical Academy provides lockers (as available) for students in 6th grade and higher. The lockers and locks are school property. Students will be issued a locker and a combination.

TCA has the authority to search lockers when deemed necessary, even if it requires removal of the lock.

TCA is not responsible for lost or stolen items. Valuables such as tablets, iPods, compact discs, and video games are NOT to be brought to school. Problems with lockers should be reported to the office.

Students must observe the following rules:

- Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the Administration.
- Lockers must be kept neat and orderly at all times. Locker checks will occur each semester.
- Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside lockers or on the floor may be removed or disposed of.
- We strongly discourage students from sharing their locker combinations with others, as that may lead to conflicts should items go missing.
- Students may not decorate the outside of their lockers. A student may be assessed a fine or asked to clean a locker that becomes dirty or damaged because of his or her use of it.

## **Lunch and Snacks**

### ***School Meals and Lunchtime***

Applications for free or reduced meals are available in the front office and on our website.

Lunchtime provides an opportunity to relax and restore the body and mind. Students must talk quietly and behave calmly during lunch.

### ***Snacks***

We understand that young students require snacks to keep them going during the day, and teachers in Grades K-2 will set aside a time in the morning during which students can enjoy a quick bite to eat.

Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that students bring things that can be eaten without utensils and without creating a mess.

With the exception of water bottles and K-2 snacks, food and drink are not permitted in the classrooms or library.

Upper School (7-8) students may eat a quick snack between classes in the hallways as long as they bring food that can be eaten without utensils and without creating a mess. Students may not chew gum anywhere in the building.

### ***Birthday Celebrations***

If you would like to bring birthday treats in for your student's class, please coordinate with the classroom teacher several days in advance. Our students' academic days are carefully scheduled, and we cannot accommodate last-minute celebrations.

## **Medication and Medical Care**

### ***Administration of Medication***

Tulsa Classical Academy is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal

guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school Head of School, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Office staff will make this form available to parents/guardians.

School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability, pursuant to Oklahoma statute.

Students may not bring ANY medication to school. This includes cough drops, pain medication, etc.

### ***Student Medical Records***

Student health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by the Head of School and any appropriate, designated staff (such as the nurse) and will only be released to service providers as allowed and dictated by district and state regulations.

### ***Medical Operations***

TCA will:

- Participate in workshops, in-services and trainings offered by the Oklahoma State Department of Education regarding student health.
- Use OSDE forms for health services.
  - Require part-time nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a student reports to the office with a fever or has been injured seriously.

If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a temperature of 100°F or higher will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance. Students who are sent home with a fever or vomiting may only return to school when they have been fever- or vomit-free for 24 consecutive hours.

### ***Medical Records and Enrollment***

In order to complete the enrollment process, parents shall submit all required immunization

records and health forms.

### ***Parent and Guardian Obligations***

Parents shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

### ***Food Allergies***

TCA is an allergy aware school. The school will establish a table in the cafeteria for students with allergies, and teachers/monitors will ensure that that area/zone is protected..

### ***Sick Students***

Sick children should not be in school. Any child who has a fever or is contagious (e.g., with pink eye, strep, the flu) should be kept home. Before a student may return to school, fevers must resolve and the student must be symptom-free without medication for 24 hours.

### ***Lice Policy***

Lice is an extremely contagious issue that can easily spread through a school. Children suspected of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the clinic. Should lice be found, siblings may be checked as well. Children suspected of having head lice may not attend school. Parents will be notified of the situation and asked to pick up their child. TCA's policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Students will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, TCA will provide missed work within 24 hours for the student to complete.

### **Student Fees and Supplies**

#### ***Textbooks***

Tulsa Classical Academy provides students with paperback copies of literature books free of charge. Per teacher discretion, students are encouraged to annotate these books as they read them with the class and add them to their home libraries when the class is finished. If you have questions about whether a book is yours to keep after the school year, please ask your child's teacher.

TCA takes on the extra expense of providing students with some literature books free of charge because we hope to cultivate a love of reading, and because annotation is an important skill. If you would like to make a donation to the school to help offset the cost of these books, please make a check payable to Tulsa Classical Academy in the amount of \$60 (the cost per child of literature books alone) or any amount you choose. Donations are optional.

Other textbooks belong to the school and must be used year after year. Students are issued textbooks at the beginning of the year and are expected to keep them in good condition.

Textbooks that travel home with the student should be returned to the teacher when the class has concluded.

Students who do not return their textbooks or who return them damaged will be charged for the cost of replacing the textbooks. In the case that reimbursement has not been made for lost or damaged materials, no further materials will be issued to that student until the past due fees are paid.

### **Fees**

From time to time the school may charge fees to its families for the purpose of funding expenses related to athletics, transportation, classroom supplies, activities, field trips, sports, clubs, etc. All charges and fees must be authorized by the Head of School. All financial obligations must be rectified prior to registration for the upcoming school year. Students with outstanding balances will not be issued report cards or be permitted to register for the next school year. In cases of financial hardship, parents should inquire with the School office about receiving a fee waiver.

### **Extracurricular Activities**

We encourage students to participate in as many extra-curricular activities as they can reasonably manage, knowing that academics comes first. Every member of a club or team has a responsibility to his or her teammates to show up on time ready to participate, and to remain in good academic standing, and to display Tulsa Classical Academy's core virtues as ambassadors for the school.

Extracurricular activities may charge a participation fee and athletic events may charge an attendance fee for spectators. These funds will be used to pay for uniforms, equipment, instruments, fees for invitationals, and other miscellaneous items.

Each coach or club leader will set rules by which each student must abide in order to participate.

### **Eligibility**

Extracurriculars enrich a student's life at the school. Tulsa Classical Academy's goal is to encourage students to prioritize academics, but also to provide meaningful opportunities to compete and flourish as young men and women. Participation in extracurricular activities, however, is a privilege that is contingent on school attendance, academic performance, and good behavior.

Only enrolled students may participate in TCA extra-curricular activities, though the Head of School may grant exemptions in specific circumstances and for specific events (e.g. school dances).

Students participating in any school-sponsored event or extracurricular activity falling on a regular weekday must have been in attendance at school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the school.

Students with either two Ds or one F are ineligible to participate in extracurricular activities. Grades are based upon regularly scheduled progress reports, which occur at the midpoint and end of each academic quarter. Ineligible students will not become eligible until the following progress report or later.

Student athletes may still practice at the discretion of the coach if they are ineligible to compete.

Any student who receives three pink slips in a semester will be ineligible to participate in extracurricular activities for the remainder of the semester. Any student who receives more than three pink slips in a year will be ineligible for participation in extracurricular activities for the remainder of the year.

Ultimate discretion on eligibility is the responsibility of the Head of School.

### **Clubs**

The school will sponsor a number of student clubs that enhance the curriculum of the school and are in keeping with the school's mission. The school will not sponsor clubs that are open to only part of the student body.

All clubs must be approved by the Head of School and have an active staff/faculty sponsor.

### **Special Events**

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the Head of School a minimum of 3 weeks prior to its scheduled date. Approval for one year does not carry over to the next.

The school will host various social events, including dances, in the course of a regular school year. Students are expected to follow School rules and the Honor Code at these events, and attending students are subject to school disciplinary procedures. Eligibility to attend these events is based upon the same guidance given for all extracurricular activities, though the Head of School may make specific exceptions.

### **Sports**

All student-athletes will need to complete a physical and sign a release form before they will be allowed to participate in any school-sanctioned sport activity, including practice. These forms are available in the front office and on the school website.

TCA encourages students to participate in sports outside of the school day, whether at TCA or at another school, if TCA does not offer the sport in question. Please note that students wishing to participate in sports at other schools or outside clubs will not be excused from class for practice or competitions. In all cases, a student's academic needs and performance are the foremost priority and take precedence over athletics. Similarly, disciplinary consequences will take precedence over athletics.

Tulsa Classical Academy will make every effort to develop a modest athletics program that focuses on sportsmanship and the school's core virtues. The school will consider adding new sports by weighing student interest, the number of potential participants, the school's general capacity to support new sports and teams, and the likelihood of a sport's longevity in the culture of the school.

### **Student Publications**

Student publications must uphold TCA's mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the Tulsa community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted, subject to prior review by the Head of School. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Head of School acts as the final editor in all cases.

### **Volunteers**

Tulsa Classical Academy rests on a partnership between the school and families who choose to enroll their students. Volunteering is a crucial element in that partnership. TCA relies on volunteers throughout the day and in other events sponsored by the school.

The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks.

The school also seeks qualified and interested parents to help with clubs, chaperone activities, and assist the school in developing a culture of respect and responsibility.

Tulsa Classical Academy aims to provide a structured, safe, and supportive environment for all people in the building. To ensure this all TCA volunteers, who work directly with teachers and/or students, must complete the orientation program, pass a background check, and be approved to work by the office manager. Volunteers are only allowed in the building while volunteering services to the school. The Head of School reserves the right to revoke a volunteer's privilege to work in the building if a conflict should arise.

### **Volunteer Background Checks**

If an adult plans to volunteer with students (such as assistant coaching, field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. If the adult will be responsible for student supervision, the parent must go through an additional background check, the cost of which the parent is responsible for paying. The school conducts the complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.

### **Volunteer Confidentiality**

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of

a sensitive nature. These are also to remain confidential.

If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty members involved or the Head of School. The matter may also be brought to the attention of the Board of Directors by following the grievance policy explained in this manual. Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue when students are present.

If a volunteer disregards the confidentiality policy, the privilege of volunteering may be revoked.

## **Visitors**

### ***Sign-In***

TCA has a mandatory sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:30am and 4:00pm must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.

Visitors must check in with the front office and provide identification each time they visit the school, not just the first. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

In the unlikely event that a registered sex offender attempts to gain access to the school, the authorities will be notified immediately. If a person who is a registered sex offender is visiting the school because he or she has a child enrolled at TCA, that person will be supervised by school staff at all times during a school visit and will not have access to children without direct supervision.

### ***Parent Visits***

Classrooms, the lunchroom, and the recess areas are closed to parents during the school day except school volunteers or parents who have scheduled a formal observation. Parents and family members are welcome to join their child for lunch. Please sign in at the office to obtain a badge prior to joining your student in the lunchroom.

During the school day, it may be necessary for a parent to drop off lunch or a forgotten item. Parents making deliveries should stop by the front office. One of the office staff members will be happy to deliver the item.

All of our teachers welcome parent/teacher conferences as long as they are scheduled in advance and on their calendar. To schedule a meeting with a teacher, please contact him or her via email.

### ***Classroom Observations***

We encourage parents to visit our classrooms to learn more about classical education and discover ways to contribute to their children's education at home. Beginning October 1 of

each school year, classroom visits are available to parents by appointment.

Parents may schedule a formal observation of a student's class with the front office and check in at the office before the observation begins. A normal parent observation will last for one period, or, in K-6, two subjects at a time.

### ***Inclement Weather***

The primary concern during inclement weather is the safety and well being of students and staff. The decision to close or delay school due to inclement weather will be made by the Head of School or designee. The Head of School will monitor road conditions, sidewalk accessibility, temperature, and precipitation to determine if travel to the school is safe. If the decision is made to close or delay school communication for the closure will be sent by email. Social media, and local news outlets.

### ***Withdrawals***

We are always sorry to have a student move from TCA. To facilitate withdrawal of students from School, we ask that parents advise the School office of an intended withdrawal three days prior to leaving. A parent is required to meet with the Registrar to sign the withdrawal paperwork prior to the student's departure. This will provide adequate time for contacting teachers, closing the student's records, and preparing transfer documents. All charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned.

## II. ACADEMIC POLICIES

### Curriculum Introduction

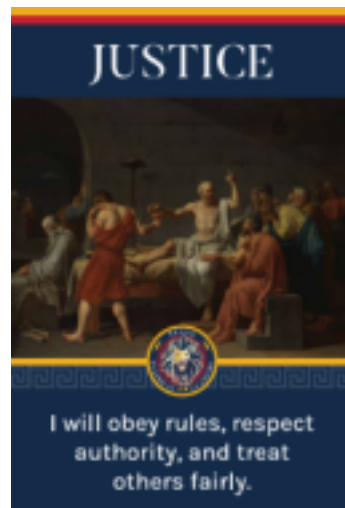
The curriculum of Tulsa Classical Academy is based on the curriculum scope and sequence offered by the BARNEY CHARTER SCHOOL INITIATIVE of Hillsdale College. This curriculum is used throughout the network of BCSI-affiliated schools, of which Tulsa Classical Academy is an affiliate. While TCA has and will continue

to make curricular adjustments in order to reflect local circumstances and requirements, our School has committed to embrace and uphold the following key characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
4. The teaching of Latin;
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
6. A culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
8. A faculty where well-educated and articulate teachers convey real knowledge using traditional teaching methods rather than “student-centered learning” methods;
9. The effective use of technology without diminishing the faculty leadership that is crucial to academic achievement; and
10. A plan to serve grades K through 12.

### Homework

Homework is an important part of a classical education. Students who do not actively and consistently contribute to their own education, both in class and at home, will fall behind and sell themselves short. Homework takes place in the home, with all of the distractions that come with it. We encourage parents to provide a calm, quiet place for their children to complete their work. Television, music, movies, and video games seldom contribute to real learning, and we suggest that these be restricted while students are studying. At best this will extend homework time beyond what one would typically need and at worst will hinder real learning.



Every student will have some homework every day. Students in grades K-6 should spend 20 to 30 minutes every evening reading, whether or not reading homework is assigned. We encourage you to choose a book to read as a family, and make a little progress on it every night.

As a general rule, a student can expect 10 minutes of homework per grade level plus additional time for reading. So, a 1st grader will have approximately 10 minutes of homework per night (plus reading time) and a 6th grader will have approximately 60 minutes, or one hour. In the Upper School (7-8), students can expect to have 1.5 to 2 hours of homework per night plus reading time of 30-60 minutes.

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load. Nonetheless, teachers will make every effort to give assignments well in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and adequate sleep. In the Upper School (7-8), students will often have the opportunity of taking a study hall, thus reducing the amount of time at home that must be devoted to homework.

For poor or incomplete work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

### ***Late Homework***

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days. Homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence.

In grades 3-8, homework submitted one day late will receive 90% credit and two days late will receive 80% credit. Homework submitted three days late will receive 70% credit. Homework submitted more than three days late will not receive credit. In grades K-2, students may be required to complete in class at the end of the day.

**Grading**

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Tulsa Classical Academy will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

In Kindergarten and 1st grade we will use the following marks:

- E = Excellent performance
- S = Satisfactory performance
- N = Performance needs improvement
- U = Unsatisfactory performance

Beginning in 2nd Grade, the following grading scale is used:

Grade Grading Scale GPA

A+	97-100%	4.00
A	93-96.9%	3.85
A-	90-92.9%	3.70
B+	87-89.9%	3.30
B	83-86.9%	3.00
B-	80-82.9%	2.70
C+	77-79.9%	2.30
C	73-76.9%	2.00
C-	70-72.9	1.70
D+	67-69.9%	1.30
D	64-66.9%	1.00
D-	60-66.9%	0.70
F	0-59.9%	0.00

Students will receive report cards every 9 weeks. Only semester grades will count toward a student's grade point average in the Upper School (grades 7-12). A semester grade for a class

is the average (rounded to a tenth) of the numeric grades (percentages) from the two quarters in that semester.

In order to calculate a GPA, numeric grades are converted into points based on the grading scales above. Points are awarded for each class at the end of a semester. The semester GPA is calculated by totaling those points and averaging them by the number of classes taken that semester. A final GPA is determined by adding all the points from each semester and averaging them. GPAs are rounded to a hundredth.

### ***Weighted GPA and MS Credits***

Tulsa Classical Academy refuses to inflate student grades, since doing so poorly prepares students to lead independent, responsible, and productive lives. Nevertheless, the larger academic world does not share our view, and to ignore this would do a disservice to our students as they apply for some colleges and scholarships.

Students completing high school level courses in grade levels 6th-8th are awarded high school credit. The final semester grades and credits are reported on the student's transcript, however, any high school level courses completed in grade levels 6th-8th grade will not be factored into a student's cumulative GPA.

### ***Reporting Student Progress***

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the school will inform parents of their student's academic progress in the following ways:

- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Progress reports will be available at the midpoint of the quarter and sent home if a student has earned a D in two or more classes, or earned an F in one or more classes. In such cases, a student will be ineligible for extracurricular activities.
- Report cards will be emailed quarterly.
- Once a semester, parent-teacher conferences will occur to discuss the student's academic progress. Students with a C- or below (or N in K-1) will be required to attend.
- Parents have the ability to review student progress via online access to Tulsa Classical Academy's teachers' grade books.

In general, grades will be posted within 2-3 business days after the due date unless otherwise notified by the teacher on the syllabus. Written assignments in the Upper School and labs may take longer to grade due to the kind and amount of feedback. Parents are able to monitor missing assignments online.

Parents are encouraged to notify the teacher and the Head of School if there is no assignment/grade information for a particular academic subject or course.

### **Teacher Conferences**

Parent teacher conferences happen at the end of the first and third quarters. At the end of the

second and fourth quarters teachers provide comments on students' report cards. *During the school year, a parent/teacher conference may be scheduled at any time a parent or the teacher thinks one is necessary.* To schedule a conference with a teacher, please contact him or her via email.

### **Student Placement**

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. Tulsa Classical Academy will respect the promotion and retention decisions from the school from which a student transfers. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be asked to enroll in the grade level deemed appropriate by the teacher and Head of School. If the parent chooses that the student be placed at the grade level in which the student originally enrolled against the advice of the teacher and Head of School, a signed document of this choice will become part of the student's permanent file.

### **Promotion and Retention**

The purpose of promotions and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. In certain cases—especially the academic cases detailed below—school administration may recommend or require that a student be retained.

#### **Kindergarten-5th Grade**

A student will be considered for retention if he or she has a failing overall year average in 2 or more of the core subjects (Literature, Math, History, Science). Students in Kindergarten through second grade must achieve minimum levels of mastery with the English phonograms taught in the TCA phonics and literacy curriculum.

Students who fail end of course exams in reading or math may be

retained. **6th-8th Grade**

A student must attain a 70%/C- or higher in all core subjects (Literature, Math, History, Science) in order to pass to the next grade. If a student does not earn a 70% or above in any semester of a high school credit course (Algebra I, Geometry, Algebra II, Latin I-III), then the student must retake the course in order to receive credit.

Students who fail end of course exams or state testing in reading or math may be

retained. **Academic Honesty**

#### **Plagiarism**

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his or her own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Whenever a student has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Head of School of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or the Head of School will inform the student's parents of the plagiarism.
- The student will receive an F (an automatic zero) on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.
- High school students found guilty of academic dishonesty or similar serious offenses may, if applicable, lose the status of valedictorian or salutatorian.
- Instances of plagiarism may be placed in the student's permanent record.

### **Cheating**

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating, including that students caught cheating will fail the assignment. A student who allows others to copy his work will also be held accountable in the same fashion.

A disciplinary referral will be issued if cheating has occurred.

## **Student Services**

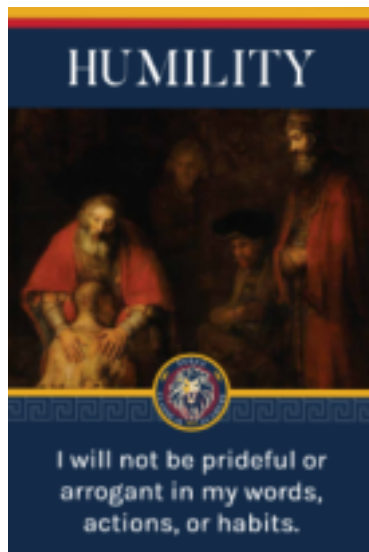
In furtherance of our mission and in order to meet federal guidelines, Tulsa Classical Academy admits all students, based on available seats, without knowing the special needs of any student before a seat is offered.

TCA will offer a continuum of special education services and placements for the special needs of students. TCA provides in-class accommodations, pull-out tutoring, and resource time for students with special needs. We also contract with providers for therapeutic services (occupational therapy, speech and language therapy, counseling) that the school cannot offer on its own.

When a child with special needs is accepted into TCA, the family will be informed of the services and staffing levels provided by the school. If a child has special needs that the TCA staff cannot adequately address with the current staffing and services, the school will convene an IEP meeting to discuss the provision of comparable services and/or other appropriate school placement and services.

TCA's Student Services program rests on three pillars of instruction: explicit phonics instruction, arithmetic skills, and organization. Since classroom time is crucial for all students to develop these skills, Student Services will create and lead resource class time for students who need extra help. The goal is to reinforce what is learned in the classroom and to help the student develop independence.

## **State Assessments**



The state of Oklahoma requires standardized testing in reading and math for Grades 3-8, as well as for Algebra 1.

Our curriculum is not designed around the state assessments and our teachers do not “teach to the test.” We do dedicate some time to test preparation, but to do so excessively would detract from the classical course of study that TCA provides. Test preparation has less to do with content than it does with the form and manner in which test questions are written, as well as the order in which certain subjects are placed in the general state curriculum. Our curriculum in Grammar School math, for instance, follows a rational order that deepens and broadens student knowledge, but not in an order that aligns perfectly with the math subjects in the state exams. In order to do well on these assessments, we will supplement our

curriculum where necessary.

### **OSTP Assessments**

3rd Grade: Math/ELA

4th Grade: Math/ELA

5th Grade: Math/ELA/Science

6th Grade: Math/ELA

7th Grade: Math/ELA

8th Grade: Math/ELA/Science

### OMAAP Tests

Algebra 1

Please consult the school calendar for the testing schedule. On state testing dates, campus is closed and students may not be picked up early from school. Please plan accordingly.

### **Controversial subjects**

Controversial subjects are defined as contemporary problems, issues, or questions of a political or social nature where there are entrenched differences of opinion and passions run high. When these subjects come up, teachers will present impartial views of the issues. Contemporary controversial issues will not be discussed in the elementary school without the Head of School's approval.

Guest Speakers who cover controversial topics must be screened by the Head of School. The screening may include an interview of the guest by the Head of School or designee. Parents will be notified prior to guest speaker presentations on controversial issues, including religions covered in the academic sequence. Parents may have students excused from such presentations and understand that the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

### ***Religion***

Western civilization has had and continues to have an ongoing, vigorous, and thoughtful conversation concerning the place of religion in human life. We will encourage such discussions as they arise from the material that students engage, and will respect the diverse viewpoints that such a topic elicits, so long as those views are offered respectfully and with the solemnity they merit.

In the course of history and literature classes, TCA curriculum will include texts, stories, histories, and beliefs connected to Judaism, Christianity, Islam, Buddhism, and Hinduism. Knowledge of these topics is crucial to understanding the modern world and much of our own history. Teachers will address these topics without either advocating or undermining religion in general or any specific faith.

### ***Science and Evolution***

TCA embraces a rigorous program in the natural sciences. Natural science and science classically taught will embrace multiple viewpoints from the history and development of the

scientific tradition. As such, there may be points at which evolution is taught, especially as presented by the standard high school biology textbook. However, as TCA is a classical school, the history and philosophy of science will be cultivated in many different ways through the use of primary and secondary texts, discussions, and assignments. This method will cultivate a view of science that predates the modern theory of macro, Darwinian evolution (e.g. Aristotle, Newton, Galileo, etc.).

TCA recognizes a clear distinction between science education and scientism or naturalism. Scientism is the belief that science is the only means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at TCA will encourage students to discuss matters of religion and science their parents. Science teachers will cultivate the nature of science and its pursuits *in toto* in science class. Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

### **Human Sexuality**

At TCA, we believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it.

In the course of our usual science curriculum, 5th grade students will learn about human reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a sex-separated environment. Parents will have the opportunity to preview the materials the class will be reading. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In the upper school, themes that deal with sexuality may emerge from the reading of a serious text, such as *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way. Upper school students may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Administration or a faculty member who has the full confidence of the Head of School in these matters.

Character education is an integral part of our program. Sexuality involves serious moral

decision making. It is important to help children build the capacity to make and abide by sound moral choices.

Employees will not discuss their personal lives on such matters with students. **Videos in the Classroom**

From time to time, videos or other media may be used to support a classroom lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Head of School to show a video more than 15 minutes in length.

Students will not be shown a full movie in class without prior parent permission.

### III. ADDITIONAL POLICIES AND PROCEDURES

#### **Admissions and Enrollment**

For current enrollment information, including grades offered, class sizes, admissions deadlines, and enrollment lotteries, please visit the school's website at [tulsaclassical.org](http://tulsaclassical.org).

#### ***Admissions Eligibility***

Tulsa Classical Academy is an open-enrollment charter school open to all students in the Jenks School District and the surrounding districts, subject to availability. At the time of enrollment and re-enrollment, students will be required to demonstrate residency within Oklahoma. Students whose residence is not fixed or regular will be evaluated on a case-by-case basis in keeping with governing state and federal laws.

Consistent with the Oklahoma Charter Act, TCA will not discriminate based on ethnicity, national origin, sex, income level, disabling condition, proficiency in the English language, measures of achievement, aptitude, or athletic ability in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Students expelled from another school will be admitted at the discretion of the Head of School. The Head of School will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

Admission forms and deadlines will be available in the school office and at [tulsaclassical.org](http://tulsaclassical.org).

#### ***Limited Availability***

TCA will determine the number of seats to be offered in each grade on an annual basis. While it is our expectation that such numbers will be determined prior to the Open Enrollment period, the school may decide to revise these numbers prior to the beginning of the new school year.

Open Enrollment will be held during the spring semester each year; exact dates will be posted at [tulsaclassical.org](http://tulsaclassical.org) and available in the school office. Families of enrolled students who wish to re-enroll will be required to submit a re-enrollment form for each student prior to the open enrollment period in order to secure each seat.

At the end of the Open Enrollment period, the school will accept all applicants up to the number of available seats. If there are more applicants than seats available, a lottery will be conducted with the following enrollment preferences:



1. Students who reside within the boundaries of the school district in which Tulsa Classical Academy is located and who attend a school site listed on the school improvement list as determined by the State Board of Education pursuant to the Elementary and Secondary Education Act of 1965, as amended or reauthorized.
2. Students who reside within the boundaries of the school district in which Tulsa Classical Academy is located.
3. Students who have a sibling enrolled.
4. Students who have a biological parent or legal guardian that is employed as a faculty or staff member.
5. Students who have a biological parent or legal guardian that is an active member of the governing board.
6. Students who have a biological parent or legal guardian that has achieved Founding Family status.
7. Students who have been previously enrolled at another BCSI-affiliated school.

The lottery will also establish the order of the waitlist.

Once students are admitted at the end of the open enrollment period, families will receive notice via email. Families will have 7 days from the date on which notices are sent to accept the seat offer. If families do not accept the seat offer by the due date, then they forfeit the offered seat. Seats that become available after initial lottery offers will go first to waitlisted students—in the order established by the lottery—and will then become available on a first-come, first-served basis.

The school will allow enrollment for open seats after the start of each school year, up to the end of the first and third quarters.

### **Field Trips**

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Head of School at least two weeks prior to their proposed date. The field trip planner will work with administration to ensure that all procedures are followed.

A permission slip must be signed and returned to the teacher by the parent/guardian of each student prior to the field trip. Students may be required to pay a fee to attend field trips. School uniforms are required on all field trips unless specifically noted otherwise and approved by the Headmaster. Students who have received 3 or more Pink Slips may not attend field trips without an accompanying parent.

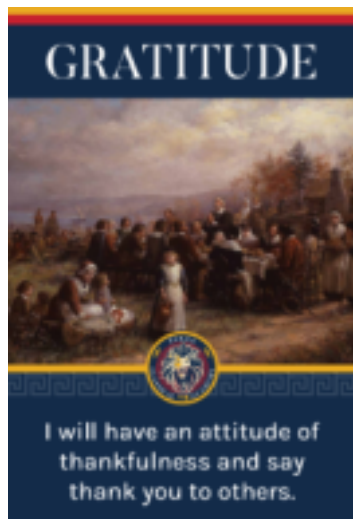
### ***Extended Field Trips***

An extended field trip is one that requires an overnight stay. All extended field trips require individual Board approval a minimum of 90 days (180 days outside US) prior to the proposed trip. All students attending the extended field trip must have Head of School approval. For Upper School students, the trip must include coursework and/or lesson plans and all

students must be awarded credit and a letter grade, which will be based on the accompanying coursework as well as their behavior on the trip. All extended field trips must have liability insurance protecting all the trip attendees, the school, and Rose State College. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc) must be paid for by increases in fees by trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with administration to ensure that all procedures are followed.

### **School Communication Procedures**

#### ***Parent Communications to Administration, Faculty, and Staff***



Tulsa Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Administration, Faculty, and

Staff:

- Scheduled face-to-face meeting
- Scheduled phone call
  - Message (given to the front office)
- Voice Mail
- Email

TCA employees will not use social media to communicate with parents or students.

During the school day and both immediately before and after school, teachers have their minds on teaching or imminent meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu conversation. Parents who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

TCA teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or staff member within twenty-four hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way. During busy periods, the Head of School may require an extra day to respond to correspondence.

#### ***General Communication with the School Community***

The Head of School must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

We ask parents to be responsible in sharing information about the school, and to consult the school website and school staff when asking questions or raising concerns. We also ask that parents be responsible when seeking out information about the school, especially online. The official outlets for school information are limited to the following:

1. The school website: [tulsaclassical.org](http://tulsaclassical.org)
2. The official monthly newsletter
3. The official TCA Facebook pages
4. Correspondence from school administration, including emails and postal correspondence
5. Notices sent home with students and/or distributed by the school office

The school disclaims any responsibility for information from third-party websites, social media pages, or entities outside the school.

### **Social Media**

TCA recognizes the utility and necessity of maintaining a social media presence and therefore regularly updates its social media pages often. TCA maintains a number of pages, both on facebook and instagram. The official Facebook pages can be found at [facebook.com/TulsaClassical](https://facebook.com/TulsaClassical) (public) and [facebook.com/TCALionHearts](https://facebook.com/TCALionHearts) (private). These pages are intended to provide regular communication with the school community and beyond as we share information, celebrate our successes, and tell our stories. We invite parents to “like” or “follow” our page to receive updates. There are also grade level Facebook pages found by searching for “TCA LionHearts Class of [year].” Any important notifications from TCA that are posted on our private and public Facebook pages will also be provided to parents by some other timely means of communication.

In the interest of privacy, TCA will limit the sharing of personal information about students on our Facebook page, and TCA staff and faculty will not discuss a student’s personal record in any format on social media, including direct messages.

In the interest of clarity and prudence, TCA will avoid lengthy or controversial replies to comments on our Facebook page. It will be the usual practice of TCA to invite questions and grievances posted on our official Facebook page to be brought to the school through our direct channels. TCA reserves the right to delete comments that are inappropriate, quarrelsome, or out of place.

While TCA is aware that other social media pages connected to the school community exist or may exist, we disclaim any authority or responsibility for these pages or the content posted therein.

Furthermore, we encourage parents and other members of the school community to use

social media for the positive support of the school and avoid using it for fomenting a culture of dissent. TCA administration does not review independent pages and will not recognize complaints until they are registered through formal channels.

TCA retains the right to enforce school policies and commitments insofar as these are implicated on social media and in the social media use of parents, students, teachers, and staff.

### ***Communicating with Parents with Joint Custody***

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

### **Student Network Use**

Students at Tulsa Classical Academy shall not have access to the internet without staff supervision and will not have the network or wireless passwords.

We also recognize the need of supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. Network access is a privilege, and all students are expected to practice proper and ethical use of these systems.

The use of these systems is monitored, without an expectation of privacy, and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education.

TCA does not assume responsibility for system failures that could result in the loss of data.

It is the policy of TCA to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act.

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Furthermore, students agree to the following terms and conditions:

- Students will not use the Internet for transmission of any materials in violation of any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.

- Students will refrain from using profanity and vulgarities on the Internet. Student will not use the Internet for illegal activities.
- Students will not give their home address, location of school, phone number or any personal information about themselves or any other student or school personnel to anyone via the Internet.
- Students understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- Students understand that they are prohibited from conducting any actions that may endanger their safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
- Students will not use the Internet in a way that would disrupt the use of the network by others.
- Students will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet. ● If students discover any way to access unauthorized information or defeat any security measures students must inform teachers/admin immediately. Students must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- Students understand access to the Internet through TCA is a privilege. TCA may deny any student access to the Internet at any time.

### **Security Checks**

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

### **Emergency Policy**

The Administration shall maintain a stand-alone Emergency Operations Plan, which shall be available for reference in the School office.

### **Facility Use**

The Head of School will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the Administration who is capable of executing the school's emergency and security procedures.

### **Parent Teacher Organization**

TCA will not establish a PTO in the first year of the school, but instead will seek to establish one in the second year. All volunteer efforts are run through volunteer teams in the first year. If you wish to volunteer or find out more about how to volunteer, please contact the office or visit our website.

### **Long-Term Suspension and Expulsion Statutes**

Pursuant to OK Statute §70-24-101.3 Out-of-school suspensions, TCA reserves the right to suspend students in the long-term. Please see the statutes outlined below.

70-24-101.3-C. 1. Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or district:

a. violation of a school regulation,

b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, and

c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in paragraph 2 of this subsection.

2. Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term "firearm" shall mean and include all weapons as defined by 18 U.S.C., Section 921.

3. Any student in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school as prohibited pursuant to Section 6-146 of this title shall be suspended for the remainder of the current semester and the next consecutive semester, to be determined by the board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis.

70-24-101.3-B. 1. Students suspended out-of-school for ten (10) or fewer days shall have the right to appeal the decision of the administration as provided in the policy required in subsection A of this section.

2. Students suspended out-of-school for more than ten (10) days and students suspended pursuant to the provisions of paragraph 2 of subsection C of this section may request a review of the suspension with the administration of the district. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision of the administration to the district board of education.

70-24-101.3-A. Any student who is guilty of an act described in paragraph 1 of subsection C of this section may be suspended out-of-school in accordance with the provisions of this section.

## IV. GOVERNANCE AND MANAGEMENT

### **Board of Directors**

Tulsa Classical Academy (the “School”) is a non-profit corporation, recognized as a 501(c)3 organization by the Internal Revenue Service. The corporation is governed by its Board of Directors (the “Board”). The Board operates in accordance with its bylaws and uses the principles of Policy Governance<sup>®</sup>. The Board has entered into a Charter Agreement with Rose State College. The bylaws and Charter Agreement are available on the School’s website, [tulsaclassical.org](http://tulsaclassical.org).

### **Board Responsibilities and Obligations**

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission. The Founding Board created Tulsa Classical Academy specifically to implement a traditional, classical, liberal-arts education guided by the following mission:

*Tulsa Classical Academy provides an excellent classical liberal arts education for all students by cultivating wisdom, virtue, and lifelong learning.*

The Board oversees budgeting and spending, school leadership and governance, charter fidelity, compliance with applicable laws and regulations, and development to support the program.

### **Board Meetings**

In compliance with the Oklahoma’s Open Meetings and Open Records Act, the Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location, including the School website (date, time, location);
- Post agendas at least twenty-four before a meeting;
- Post and place 24-hour notice for emergency called meetings and state the reason for the emergency meeting in the notice;
- Provide specific agendas for meetings to advise the public of the matters expected to come before the Board.
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, and a record of votes.

For information about Special Meetings or Executive Sessions of a regular meeting, refer to the Classically Formed Board Bylaws and Policy Manual.

### **Communication to the Board**

The role of the Board is to oversee the school but not to manage its daily affairs, so the Board will generally defer to the Head of School to address questions, complaints, and grievances

brought to the attention of the school. Furthermore, while the Board possesses overall control of the school, the Board's collective authority is not held by individual Board Directors acting alone. The Board does, however, recognize that accountability and good governance sometimes require that communication be brought to the Board directly. In such cases, the Board directs that the communication be submitted in writing to both the Board Chair and the Board Secretary. Such communication can be addressed accordingly and delivered to the School or sent via email to [president@classicallyformed.org](mailto:president@classicallyformed.org) and [secretary@classicallyformed.org](mailto:secretary@classicallyformed.org).

The Board kindly requests that members of the TCA community refrain from approaching individual Board Directors with concerns or grievances that should be brought to a specific teacher, the Head of School, or the whole Board.

Any communication to the Board should follow the Grievance Policy detailed below.

### **Role of the Head of School**

The Head of School will implement a traditional, classical, liberal-arts curriculum. The Head of School makes final decisions on curriculum, subject to the approval of the Board of Directors. The Head of School, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

### **Chain of Command**

The Board has established a chain of command whereby all authority for the management of the school rests with the Head of School, and he has the sole responsibility of reporting to the Board and managing the operations of the School. It is the expectation of the Board that the Head of School will establish a chain of command within the School to assist him with its operations.

In all communication to the School, the Board expects the TCA community to observe the chain of command and direct communication accordingly. The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. TCA understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after speaking with the Head of School, then the parent should refer the matter to the Board, as needed.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the Administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can an administrator or board member. We understand that some parents are “conflict averse” and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the Head of School initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching, such as the Socratic method. As a result, it is easier and more expedient to speak to the Head of School first. In these cases, however, it is always better for the parent to have as much specific information as possible so the Head of School can act on that information.

### **Grievance Policy**

#### ***Grievance Related to the Classroom***

TCA firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the Administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

- **The Teacher**: Parents should meet directly with the teacher in order to attempt resolution. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
  - **The Head of School**: If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the Assistant Head of School or the Head of School.
    - **The Board**: If the grievance cannot be resolved with the Head of School, the parent should refer the matter to the Board in writing.

#### ***Grievance Related to Administration***

For grievances regarding an administrator who reports to the Head of School, the grievance should be directed to the individual first, then the Head of School. If necessary, grievances left unresolved by the Head of School should be submitted in writing to the Board. Grievances regarding the Head of School should be directed to the individual first, then in writing to the Board.

### **Records Requests**

Per state law, charter schools are subject to public records requests. The federal standard for open records requirements is the Freedom of Information Act (FOIA), which is why public records requests are often referred to as “FOIA Requests.”

In accordance with state law, please submit a public records request through our website at [tulsaclassical.org](http://tulsaclassical.org) or request in person through our office. A delay in providing access to records will only be limited to the time required for preparing the requested records without causing an excessive disruption of TCA's essential functions. Most requests are fulfilled within 15 days. However, reasonable response times may be shorter or longer, depending upon a number of factors, including the volume of pending requests, workload of the office, and the number of records responsive to the request. There may be a small fee in cases where the request will take considerable time and resources.

## V. PRIVACY

### Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to a student's education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school Head of School or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school Head of School or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and

address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605

### **Student Information**

Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school.

Classroom activities and events sponsored by the school occasionally are photographed or video- taped for use by the school, by the media, or by other organizations operating with approval from the school Head of School. Photos and videos help the school to share information within the school community and our mission beyond our immediate community. We request that all parents sign the TCA photo/video release waiver included with TCA enrollment paperwork, but respect the rights of parents who do not wish for photos and videos of their students to be shared.

Student names will not be listed alongside their pictures on the school website or in TCA advertising publications.

## **VI. APPENDIX**

### **Change Log**

This is version 1.0 of the TCA Family Handbook. The handbook and the policies herein were adopted for use by the Classically Formed Board of Directors for use during the 2023-24 school year on May 23, 2023. Future changes to the handbook and policies contained herein will be noted in this appendix.

#### *PE Policy Update (Approved June 20, 2023)*

Given facility limitations for the school in the first year, all students will not be required to purchase PE uniforms or change for PE on any grade level. The primary reason for this is that we do not have adequate changing rooms or locker rooms. As such, we will be implementing the following schedule:

- Kinder through 5th grade students will have PE everyday and may change their shoes for PE if desired.
- 6th grade will have PE on Mondays, Wednesdays, and Fridays, changing shoes if desired.
- 7th and 8th Grade will have PE on Tuesdays and Thursdays, changing shoes if desired.

We have now added shorts to the uniform list for all girls in all grades (available through our uniform website Global Schoolwear, see uniform code above). This means that students may wear shorts at any time and for PE.

Note: In the interest of modesty and appropriate wear for PE and without having adequate changing rooms for girls, 7th and 8th grade girls may not wear skirts or skorts on PE days (Tuesdays and Thursdays). They may wear any other uniform bottom on those days (khaki or navy pants or shorts and any top). If a student must change for PE, they may enter the bathroom and change in one of the stalls in privacy.

[Shorts options are added for girls on all grade levels as a part of this policy, reflected in the uniform code above.]

## VII. PARENT ACKNOWLEDGEMENT

I, \_\_\_\_\_(printed name of parent), do hereby recognize receipt and review of the Tulsa Classical Academy Family Handbook, 2023-24. As a parent of a child enrolled in TCA, I agree to abide by these terms and support the mission and operations of the school.

### **Honor Code**

A TCA LionHeart is honorable in conduct, honest in word and deed, courageous in study and service, and respectful of those around them. The student aspires to excellence in prudence, courage, moderation, justice, wisdom, humility, wonder, friendship, responsibility, and gratitude.

### **Parent Pledge**

I have carefully discussed the TCA Honor Code with my child and he/she understands what it means. I pledge to encourage my child to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will help my child aspire to excellence in virtue, wisdom, and wonder.

Full Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

### **Student Pledge (To be signed by all students in grades 5-8)**

I understand the TCA Honor Code and have discussed it with my parent(s). I pledge to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will aspire to excellence in virtue, wisdom, and wonder.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_