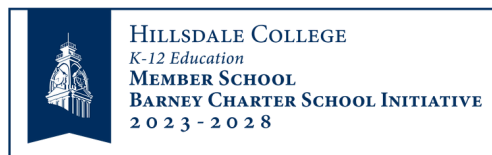




TULSA

CLASSICAL ACADEMY

FAMILY HANDBOOK
2026-2027
Tulsa Classical Academy
9815 S. Sheridan Rd.
Tulsa, OK 74133
(918) 346-6730



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INTRODUCTION

Mission

The mission of Tulsa Classical Academy is to train the minds and improve the hearts of young people through a content-rich classical liberal arts curriculum, with instruction in the principles of moral character and civic virtue.

Nota Bene

In keeping with the mission of the school, it is the duty of the Headmaster to oversee the implementation of the mission statement in the school. In his/her capacity as policymaker and community leader, this administrator advances the Tulsa Classical Academy's role as an institution dedicated to providing the best education for children. As such, he/she has the liberty to change/alter/amend any part of this handbook to best fulfill the mission. These decisions will be made according to his/her best prudential judgement and discretion. Changing the handbook in the middle of the school year is an exception and not the norm. Any mid-year changes would be based on an assessment that the current policy is not sufficient and is in grave need of change. There will be no changes made without communication with the school community, and in light of the already established board process.

Student Pledge

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

Core Virtues

Cardinal:

Prudence - "I will do the right thing at the right time."

Courage - "I will be brave and stand for truth in the face of fear."

Temperance - "I will exercise self-control, discretion, and moderation in all things."

Justice - "I will obey rules, respect authority, and give to others what is rightly due to them."

Academic:

Wisdom - "I will learn the order of things and share it with others"

Humility - "I will act without selfish ambition or conceit and respect the inherent dignity of others."

Wonder - "I will lift my eyes to marvel at the order of nature and nature's God."

Civic:

Friendliness- "I will always be of good will and seek the companionship of those who desire my edification."

Responsibility- "I will admit my follies with humility and endure the consequences with grace."

Gratitude- "I will be thankful for every good thing given to me and every good thing done for me."

Affiliation with Hillsdale College

The Hillsdale College K-12 Education Office (Hillsdale K-12) 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. Hillsdale K-12 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, Hillsdale K-12 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 its K-12 Education Office, a relationship that offers our school ongoing access to curriculum, training, and resources. For more information on the Hillsdale College K-12 Education Office, visit k12.hillsdale.edu.

Charter Sponsorship

Tulsa Classical Academy is authorized by Rose State College to operate within Tulsa County, Oklahoma.

I. SCHOOL LIFE AND DECORUM POLICIES

School Hours

School Hours: Monday - Friday 8:00 a.m. - 3:00 p.m. (K-4) 8:00 a.m. - 3:20 pm (5-12)

Front Office: Monday-Friday 8:00 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

Enrollment: enrollment@tulsaclassical.org

Attendance email: 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 direct younger students from their vehicles to the building. Other staff will be inside to supervise students on their way to class. Doors remain locked at all times to ensure the security of students and staff. During car line the main office will be closed until 8:00 a.m., and the latest time to collect your student is 3:45 p.m.

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, adult designees, or authorized student drivers. The adults driving through the car 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.

Parking

The school will communicate designated parking spaces. Employees and parents should 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, please do so on or before the absence and any consecutive days that follow to accurately record the information. A single notification prior to a multi-day absence is sufficient. Email **attendance@tulsaclassical.org**. Include **your child's name and the reason for his or her absence** in your email. If a parent fails to notify the office of a student's absence, the absence will be coded as unexcused until contact is made to clear the absence. Any vacation time or planned family outings need to be scheduled during school breaks. Planned absences during the school term are highly discouraged. Any such absence must be requested at least one week in advance and in writing.

Administration 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. Further, 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.

OK State Law

According to OKLAHOMA STATE LAW ON SCHOOL ATTENDANCE (70-10-105), it is unlawful for a parent of a child aged 5 to 18 to neglect or refuse to cause or compel such a child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under the age of 18 to refuse to attend some school and comply with its rules unless he/she has completed four years of high school or has signed an attendance waiver. Such waivers are only granted in extreme cases.

Chronic Absenteeism

The state of Oklahoma considers a student “chronically absent” if he/she is in attendance less than 90% of the time. This means that a student may miss no more than 10% of days per semester. The only absences that will not count toward a student’s overall absences are school-sponsored activities. A student who misses 10% or more of the school year will be referred to the attendance committee. The committee will determine the consequences, which could include failure and retention. . It is the responsibility of the school to notify the district attorney if the law is not being followed.

TCA Attendance Policy

All absences, excused or unexcused, count toward the 10% per semester limit. School activities are not absences. If a student misses more than half of the school day, he/she may not participate in any school-sponsored sports game, practice, or after-school event on that same day. Students who are chronically absent will be subject to losing their seat at TCA for the following school year.

*In Upper School (7-12), students missing more than one-third ($\frac{1}{3}$) of any class will be considered absent.

*In Grammar School (K-6), student attendance is compiled on a half-day basis. Students must be in attendance for two-thirds ($\frac{2}{3}$) of the first half of the school day to be recorded present for one-half day; likewise, a student must be in attendance for two-thirds ($\frac{2}{3}$) of the second half of the school day to be recorded present for one-half day.

Attendance Appeal

Students missing more than 10% of days per semester must submit an attendance appeal form before credits/grades can be restored or for parents to be considered in compliance with state compulsory attendance laws. Documentation for missed days, such as medical or court documentation, must be submitted with the form to the office for review. All appeals must be made within five days of the end of the semester. The final decision will be made by an attendance committee consisting of administrator(s) and teacher(s).

Parental Notification

Parents can expect to be notified of absences through school phone calls, emails, letters of notification at 5 and 7 absences, and a letter for notice of excessive absences with referral to the State.

Make-up Work

Students are responsible for completing any homework or assignments missed due to an absence. Upon returning to school, students must consult with their teacher to determine deadlines and expectations for making up missed work. The time allowed for completing assignments will generally correspond to the number of days the student was absent, though teachers may set specific deadlines as needed. Students must take initiative in retrieving notes and assignments, preferably from a classmate, and be respectful of their teachers' time. For major assignments, such as tests or significant papers, an absence on the due date does not automatically extend the deadline. If a student is absent for only one day, they are expected to complete the assignment or test upon their return. For extended absences, the teacher will work with the student to establish an appropriate deadline.

Tardiness/Early Pick-Up

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 the established school or class start time. Early Pickup refers to any occasion in which a student leaves before the established school or class endtime.

Three (3) Tardies or Early Pickups will be counted as one absence. These will contribute to the total number of absences, which may not exceed 10% of days per semester in order for a student to receive passing credit in a class.

Releasing a Student from School

Tulsa Classical Academy's campus is closed during the school day. 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 authorized adult. Students must be signed out and received 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 not leave the activity or event unless prior written authorization is given.

Early Drop-Off and Late Pick-Up

Students may not be dropped off or picked up prior to the established dropoff/pickup times. Students who are still on campus and not participating in tutoring, clubs, athletics, or other school-sanctioned activity by 3:45pm . must wait for a parent/guardian or authorized adult in the front office. The late fee for pick-up after 3:45 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 emphasizes 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, students are 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 issued a *Dress Code Violation*. In some serious violations, parents will be expected to bring proper attire in a timely manner.

Tulsa Classical Academy will use *Global Schoolwear* for uniform purchases. Parents may access TCA approved uniform items by visiting www.globalschoolwear.com, search for "Tulsa Classical Academy," then select the grade and sex of their child. 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 Global Schoolwear, as it is a design specific to them.

Available uniform items are outlined below:

K-3 AttireCrest - Lionheart

Logo - Has full school name

Monogram - belongs on the Peter Pan Polo

All K-3 Students

- White button down Oxford with logo (L/S Sleeve)
 - White, gray, or navy polo with logo (L/S Sleeve)
 - Khaki/Navy pants
 - Khaki/Navy shorts (girls Bermuda)
 - Navy or white socks
 - Solid black, brown, or white shoes
 - Solid black or brown belt with solid, plain buckle. The belt must match the shoes. In the case of white shoes, either color belt will suffice
- *K-2 students are not required to wear a belt

Options for Girls

- White Peter Pan Polo or Blouse with Jumper with monogram
- Navy tights or leggings (full length)

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

Privacy shorts must not be visible below the jumper. If a student wears leggings they must be to the ankle.

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. Polos or Oxfords, not Peter Pan collars, may be worn with khaki/navy bottoms.

Peter Pan blouses must have blue piping, the cotton Peter Pan polos do not require blue piping.

Optional

- Navy or Grey Cardigan Sweater-Lion with crest
- Navy or Grey Long Sleeve V-Neck Sweater-Lion with crest
- Navy or Grey Long Sleeve Full Zip Sweater-Lion with crest
- Navy or Grey V-Neck Sweater Vest-Lion with crest

4-8 Attire All 4-8 Students

- White button down Oxford with logo (L/S Sleeve)
- White, gray, or navy polo with logo (L/S Sleeve)
- Khaki/Navy pants
- Khaki/Navy shorts (girls Bermuda)
- Navy or white socks
- Solid black, or brown, or white shoes

Solid black or brown belt with solid, plain buckle. The belt must match the shoes. In the case of white shoes, either color belt will suffice

Options for Girls

- Plaid/Khaki Box Pleat skirt or skort
- Navy tights or leggings (full length)

****Modesty/Privacy Shorts:** All girls must wear navy layer modesty shorts or leggings under skirts, these must not be visible below the skirt. This does not apply if wearing a skort. If a student wears leggings they must be to the ankle.

Optional

- Navy or Grey Cardigan Sweater-Lion with crest
- Navy or Grey Long Sleeve V-Neck Sweater-Lion with crest
- Navy or Grey Long Sleeve Full Zip Sweater-Lion with crest
- Navy or Grey V-Neck Sweater Vest-Lion with crest

9-12 School Attire

All 9-12 students

- Oxford white or light blue button down with logo (L/S Sleeve)
- Khaki pants
- Navy blue blazer (Wednesday only) with crest
- Plaid school tie (tie or bow tie for boys, cross tie for girls)

- Navy, black, tan, or white socks
- Solid black or brown shoes

Solid black or brown belt with solid, plain buckle. The belt must match the shoes. In the case of white shoes, either color belt will suffice

Options for Girls

- Plaid/Khaki box pleat skirt or skort
- Navy tights or leggings (full length)

**Modesty/Privacy Shorts: All girls must wear navy layer modesty shorts or leggings under skirts, these must not be visible below the skirt. This does not apply if wearing a skort. If a student wears leggings they must be to the ankle.

Optional

- Navy or Grey Cardigan Sweater-Lion with crest
- Navy or Grey Long Sleeve V-Neck Sweater-Lion with crest
- Navy or Grey Long Sleeve Full Zip Sweater-Lion with crest
- Navy or Grey V-Neck Sweater Vest-Lion with crest

PE Uniform Policy

Given facility limitations for the school, 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.

Note: Female students may wear a skirt to PE. However, if they do choose to wear a skirt, they must wear navy layer modesty shorts or leggings under skirts. This does not apply if wearing a skort.

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/she should wear one of the long sleeve uniform items listed above,

- 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, skorts, and shorts shall fall at knee length as seen when the student is standing.

**Note: At TCA we maintain a standard of modesty and professionalism in our dress code. Girls' skirts are expected to fall at or just above the knee. However, we recognize that body types, proportions, and growth patterns vary, and that the fit of standardized uniform skirts may not always align perfectly with this expectation.

Students will not be penalized for skirts that do not fully meet the length requirement due to factors beyond their control, such as growth or vendor sizing limitations. However, if Administration determines that a skirt is excessively short

or does not meet the school's standard of modesty, a conversation will take place with the student and parents to find a suitable solution. Our goal is to uphold the school's values while also maintaining justice and understanding for each student's individual circumstances

- Navy 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.
- Boys should be clean-shaven and sideburns should not extend lower than the earlobe.
- All girls' and boys' polo shirts may have the top button unbuttoned. All other buttons must be buttoned.
- Minimal jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry. Female students are permitted a maximum of two earrings per ear on the earlobe. Earrings must be studs or small hoops only. Dangling earrings are not permitted.
- No stretched piercings (gauge) or holes may be visible.
- Only ear piercings are allowed. (e.g., No nose rings or eyebrow piercings are permitted.)
- Boys are not permitted to wear earrings.
- Tattoos must be covered at all times.
- Temporary tattoos, as well as ink or drawings on the skin, are not permitted and must be removed or covered by clothing before arriving at school.
- 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, hoods, and bandanas. Religious headgear is permitted when worn for religious purposes.
- No cross-body bags or purses are to be worn or carried throughout the day.
- Shoes must be closed-toed, closed-heeled tennis or dress shoes. Girls may wear heels, but stilettos, kitten heels, and tall platform shoes are not permitted. Boots (including but not limited to UGGs), sandals, moccasins, and slippers are not permitted.
- Shoes must be kept in good condition.
- Good personal hygiene is required at all times. Strong/offensive body odors are inappropriate. This includes wearing neat, clean clothing. Clothes may not be ripped or torn.
- 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.

- 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 the principles of the dress code policy.

Spirit Days

Spirit days will be periodically conducted during the school year. On these days, students may wear approved Spirit Wear items from 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. All other typical uniform policies remain in place on Spirit Days. Spirit apparel must only be worn during spirit days and not as a daily uniform.

Lost and Found

The student Lost and Found is in the 2nd/3rd grade hallway closet. Students are responsible for retrieving their misplaced items. Because of 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 Headmaster, 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 in and out of the classroom, 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 others. The student aspires to excellence in Prudence, Courage, Temperance, Justice, Wisdom, Humility, Wonder,

Friendliness, 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 5-12 are also required to sign it.

The Purpose of Discipline

Student discipline is primarily concerned with the development of habits. Habits lead to either virtues or vices depending on whether or not they are ordered to the good of the person.

The primary purpose of discipline is to assist students in the cultivation of virtue. The aim of the school is to teach students. “Student” derives from the Latin word *studēre*, which means “to give attention to,” “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” Students, then, should be diligent in, attached to, and zealous for their studies and their pursuit of virtue.

The secondary purpose for student discipline 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 merely to punish but also to educate.

While we recognize that there are many divergent philosophies regarding the discipline of children, TCA holds to the classical principles of human nature, conduct, and discipline with students at every stage of development. Consequences issued by the school are final and must be served. The parental appeal process cannot impede the school’s ability to operate, which includes the discipline of students and issuing of consequences.

Justice has three ends:

1. **Distributive Justice:** Rewards as well as punishments ought to be properly distributed according to the merit of each individual or group.
2. **Corrective Justice:** When injustice occurs, a fitting punishment is owed to the offender. This is intended to correct habits toward virtue and away from vice.

Retributive Justice: When harm is done to the community, something is then owed to that

community by the one responsible for causing the harm.

Student Code of Conduct

A student of Tulsa Classical Academy, agrees to the following:

- I will be attentive in and out of class.
- I will do everything in my power to attend school consistently, to make it to class on time, and to promptly make up any work missed when absent.
- I will come to class prepared.
- I will cheerfully follow the rules and comply with requests made by all those who have responsibility for me.
- I will be a good steward of school property.
- I will communicate in a respectful tone of voice.
- I will show respect to other students by avoiding words or actions that would intimidate or distract.
- I will not bring toys to school or use personal electronics on campus during school hours.

Levels of Discipline

1. Minor

Typically, minor offenses will be addressed by a teacher without needing to involve school leadership. However, minor offenses may become major through repetition.

Examples may include:

- Distracting behaviors
- Minor disrespect toward a classmate or authority
- Minor dishonesty (e.g., misleading through the telling of partial truths)
- Slowness or initial unwillingness to follow directions
- Passing notes
- Talking out of turn
- Using mildly inappropriate words or gestures
- Failure to take responsibility for materials (e.g., bringing required supplies to class, maintaining organization of binders)
- Failure to complete assigned work
- Excessively wasting time or goofing off (e.g., in the bathroom)
- Walking or lingering in unauthorized parts of the building
- Frequent tardiness
- Minor Dress Code Infractions

2. Serious

Serious offenses are those that should not be handled exclusively in-class but should involve an administrator. These typically will involve a discipline referral and may include further disciplinary action.

Examples may include:

- Repeated minor offenses
- Significant dishonesty (e.g., cheating, plagiarism, forging a parent's signature)
- Written or spoken words that are vulgar, abusive, or threatening
- Aggressive or unsafe actions (e.g., excessive roughhousing, tearing up or throwing a book)
- Vandalism (e.g., peeling paint in the bathroom)
- Theft
- Continued failure to follow the direction of the teacher/adult. This includes disrespect and arguing, prolonging or continuing to carry on conflict refusing to take your direction

3. Egregious

Egregious offenses require immediate attention by an administrator. These may be criminal in nature and call for mandatory suspension or expulsion.

Examples may include:

- Persistent minor or serious offenses (more than 3 instances of the same sort of behavior in a 30 day period)
- Deliberate destruction of, or tampering with, school data or networks
- Possession or use of illegal drugs or other controlled substances
- Criminal mischief against school, student, or staff
- Significant threats of imminent bodily harm
- Destruction or defacing of property
- Physical harm of self or others
- Sexually inappropriate acts
- Possession of a dangerous weapon
- Gang activity
- Leaving campus without permission
- Cheating (2nd offense or greater) Check with the Dean's Office to inquire if the student has cheated previously. If 1st offense, student receives a zero on the assignment or exam; Assign an after school detention
- Drug/vape violations
- Threat of a teacher or staff member
- Violent threat of a student
- Obscene, offensive language or gestures directed at a teacher or staff member

Teacher Responses

Teachers retain the ability to use their prudential judgement when issuing disciplinary consequences in response to infractions. Administration retains the ability to use prudential judgement in revising, overriding, or escalating disciplinary decisions.

Procedures

Grammar School (K-6)

Grammar School classrooms follow the Clip Chart system, which provides students with a visual representation of the connection between choices and consequences. There are multiple levels through which students can ascend and descend. Students always have the ability to rise (“clip up”) throughout the day. Students who exhaust the downward levels of the Clip Chart are referred to Administration for further discipline. Some serious or egregious offenses, however, may result in immediate referral to Administration. **If students are unable to return to the classroom, they will be sent home for the remainder of the day.** This is done in order to sponsor the formation of good habits in our students.

Upper School (7-12)

Generally, the procedure of discipline for Upper School students follows a series of steps, through which a student’s behavior is addressed and corrected. The first step would be for the teacher and student to have a conversation about concerns related to their behavior, and this also would include a clear communication with the student’s parents. After this, if this was unsuccessful in correcting the issue, the teacher may then assign appropriate consequences, while continuing to have ongoing conversations with the student and his/her parents. Except for more serious or egregious cases, the general progressive and graduated sequence of consequences is the following: lunch detention(s), followed by after-school detention(s), followed by Saturday detentions(s), followed by suspension(s) of increasing duration. When students accumulate multiple consequences of lesser severity in a single semester, these will result in an escalation in the assigned consequences. These escalations will follow the sequence below. These escalations will reset each semester.

- 3+ lunch detentions will escalate into after-school detentions.
- 3+ after-school detentions will escalate into Saturday detentions.
- 3+ Saturday detentions will escalate into suspensions of increasing duration.

The majority of students are able to conduct themselves in such a manner that does not result in disciplinary action and, therefore, contribute to the common good of the school. Repeatedly requiring disciplinary consequences demonstrates a level of obstinacy that also requires attention. When a student receives 3 consequences at a certain level within a semester, that will result in an automatic, additional consequence at the next level. For example, a student receiving his third lunch detention within a semester will be issued an after school detention as an additional consequence. Likewise, a student receiving her third after school detention within a semester will be issued a Saturday detention as an additional consequence. When consequences are escalated, further disciplinary action will be issued from that escalated level. Some serious or egregious situations require immediate escalation, which is at the discretion of the Administration.

Ultimately, if a student’s behavior results in repeated serious violations of the student code of conduct, the student may lose his/her seat at TCA. The purpose of these consequences is to

provide and maintain proportional justice in the school culture, and to attentively and diligently pursue the formation of good moral character in each of our students. This is done for the good of the individual, the school community, the family, and civil society at large. Teachers and administrators retain the ability to use prudential judgement when making disciplinary decisions for the good of the school.

Procedures for Serious or Egregious Offenses

1. Students may immediately be sent to the Dean of Students; notify the Dean that the student is coming and message him with brief details of the incident. If unable to send the student and/or you cannot leave the class, call for the Dean to come to class and get the student.
2. Consult the Dean of Students promptly. Illegal activity should be reported to the school officer as soon as possible.
3. Plan for safety. When students make a threat against themselves or others, the school administrators will meet with parents to discuss if a threat assessment needs to be completed. If Administration deems that the threat meets the criteria for an assessment, the student will need to have a threat assessment completed prior to returning to school. More information can be found in The Student Mental Health Protocol.

Uniform/Dress Code Infractions

TCA insists upon the dress code policy. Corrections to student uniform violations will generally follow a series of measures to ensure compliance. Upon the first violation, students will receive a dress code infraction notice, specifying how they are out of dress code and what needs to be corrected. Parents will also be contacted regarding this infraction notice. Upon further violations, students will be subject to the sequence of consequences listed above in the Upper School section.

Physical Intervention

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. The school has trained a select group of the faculty in the proper use of physically restraining students in cases where student safety and/or medical interventions are necessary.

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 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 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 Administration of the district. If Administration does not withdraw the suspension, the student shall have the right to appeal the decision of 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.

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" is defined as:

Repetitive, intentional harm of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.

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 should contact administration if their 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.** 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, it must be kept in a locker (7-12th) or backpack (K-6) 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, electronic readers, handheld 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 Headmaster's discretion.

Any student who is using a phone or other electronic device (as noted above) 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. Violation of this policy will result in the

confiscation of the device and a \$10 fine. Devices will be released to parents after dismissal.:

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 the students involved are subject to disciplinary consequences.

Lockers

Lockers are provided for Upper School Students. Administration has the authority to search lockers when deemed necessary. TCA is not responsible for lost or stolen items. Valuables are NOT to be brought to school. Problems with lockers should be reported to the office.

Students are not allowed to decorate the inside of lockers in any manner inconsistent with the TCA Honor Code or the Mission of the school. This includes references to popular culture. All decorations must be temporary. Lockers must be kept neat and orderly at all times. Locker checks will occur randomly throughout the year.

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.

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.

Note: Students who withdraw must clear their lockers and/or will have lockers cleared out by the Dean of Students making sure all TCA books and library books are returned.

Withdrawals

1. All withdrawal notices are in writing and sent to enrollment@tulsaclassical.org.
 - Student name
 - Grade
 - Effective date
2. The teacher is informed of the notice and asked to bring personal items to the office for pick-up.*
3. Parents/Guardians are notified before personal items and records are released, lunch balance (if applicable) must be paid, and school books and property must be returned.
4. Parents/Guardians are notified when personal items are ready for pickup.

Lunch and Snacks

Students must talk quietly and behave calmly during lunch. Snacks are prohibited in the hallways and classrooms. The only exception is when lunch or snack must be taken in the

classroom due to weather.

Free or Reduced Meals

Applications for free or reduced meals are available in the Student Information System.

Balances on Student Meals

It is expected that all balances on lunch meal plans are to be prepaid and not be in the negative. Students may receive up to \$20 in charges before their account is put into the negative. After \$20 in charges, the student will be offered an alternative meal.

Snacks

Grammar School students may take a snack to either morning or afternoon recess, which will be determined by their teacher. Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes and can be eaten without utensils or creating a mess.

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

Students may not chew gum anywhere in the building.

Water Bottle Use

- Water is the only liquid allowed in the water bottles. Energy Drinks (including coffee or other caffeinated beverages) should not be brought to school for breakfast, lunch, or a snack.
 - There is an exception for upperclassmen (11/12th grades) to be allowed to bring coffee to school. This exception is only for coffee, energy drinks are not permitted.
- The container must be spill proof with a screw on lid or a push top.
- The water may only be consumed in the first five minutes of class, the last five minutes of class, or at the discretion of the teacher for the remaining time not mentioned.
- The student will be responsible to fill the bottle between classes. A student may not leave class to fill a bottle.
- Classroom rules regarding the use of the restroom will be in effect. Students need to take care of restroom needs before class starts and one must be responsible for the amount of water that is taken in during classroom time.
- Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto another student or teacher.
- Any failure to follow the policy will result in the student losing the privilege of having water in the classrooms or other disciplinary action.

Birthday Celebrations

In order to prevent frequent disruptions to the classroom, classes will celebrate the student birthdays of each month on that month's Spirit Day. Teachers will coordinate these celebrations to ensure the proper amount of treats and time is contributed to these celebrations.

Food Delivery

To alleviate inundation to the office, which disrupts the order of the day, students are not allowed to receive food deliveries from any restaurant or food delivery service such as Uber Eats, GrubHub, or DoorDash. Students are allowed to bring lunch for themselves or have a hot lunch.

Dropping Off or Retrieving Forgotten Items

Aside from student medications, drop off of forgotten items is discouraged. Allowing this undermines a students' ability to develop organizational skills and learn from their mistakes. That said, we are willing to work with parents to help move students toward responsibility and self-governance. Parents will not be turned away if they attempt to drop off items after the start of the school day, but repeated instances will lead to this privilege being revoked. Parents need not bring forgotten lunches. Students who forgot their lunch will be provided a hot lunch at parent expense.

Parents may pick up students missing work, but they must communicate with the child's teachers and have the work waiting in the office. Parents and other siblings will not be allowed to go to the child's classroom or locker to retrieve items. If there is a concern about collecting items before a long break, parents may contact the office and it will be addressed on a case by case basis.

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 Headmaster, 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 Headmaster 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 training 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, has diarrhea, has vomited, 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, however, 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 Headmaster. 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 come 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 Headmaster may grant exemptions in specific circumstances and for specific events .

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.

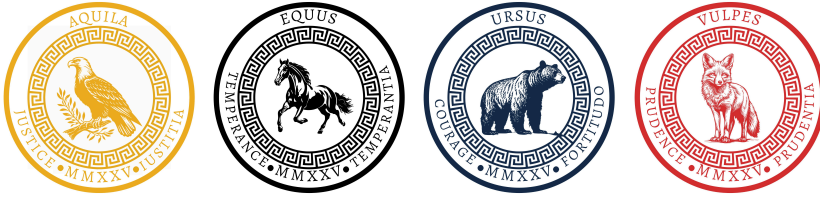
Students with either two Ds or one F are ineligible to participate in extracurricular activities. Eligibility is based upon weekly grade reports.. |

Any student who receives three detentions or one suspension in a semester will be ineligible to participate in extracurricular activities for the remainder of the semester. Ultimate discretion on eligibility is the responsibility of the Headmaster.

TCA House System & Student Government

TCA maintains a student House System. All students are randomly sorted into a House when they join TCA, and switching Houses is not permitted. All siblings are sorted into the same House. House Systems have long been considered a beneficial element in the culture of Classical Schools, as they provide smaller communities based on virtue within which students may gain a sense of honor and belonging within the larger community of the school. All student life and activities belong to the House System and are subject to the authority of the House System. The TCA House System consists of four individual Houses, each named after the **Latin animal** that represents one of the four Cardinal Virtues (Justice, **Temperance**, Courage, and Prudence). Each House is also assigned a color unique

to the House. The Houses are: **House Aquila (Eagle, Yellow, representing Justice)**, **House Equus (Horse, Black, representing Temperance)**, **House Ursus (Bear, Blue, representing Courage)**, **House Vulpes (Fox, Red, representing Prudence)**. Each House also has its own crest:



Each House has its own elected and appointed student leaders, and some of these collectively make up the Upper School Student Government. The structure of the House leadership roles and the Student Government is the following:

The Consul (sole leader of all Houses and the Student Government)

The Praetors (the leaders of each individual House)

The Senators (two per House, who alongside the Consul make up the Student Government)

The Treasurers (student in charge of the funds for each House)

The Chroniclers (student in charge of the House history book and the school newspaper)

The Prefects (two per grade level, male/female, in charge of decorum and culture of the House)

*All above positions are elected except for the Prefects, who are appointed by the Arbiters (see below)

All House positions are exclusive to Upper School (7-12) students. Only High School students may hold elected positions. Middle School students may serve as Prefects, or volunteer to assist the High School students in their elected positions. Further requirements for eligibility to run for a House position are subject to the prudential judgement and discretion of the Arbiters.

Each House is governed individually, but the Houses collectively make up the Student Government through the representation of their respective two Senators and the singular leadership of the Consul. Houses may put on individual events for themselves, but larger school-wide events and activities belong to the Student Government. The Student Government functions as a bridge between the Administration and the student body, for the good of the school.

Teachers are also assigned to a House, and function as House Tribunes. The Tribunes will function as mentors to the students of their House. Teachers with children in the school are sorted into the same House as their children.

Administrators are not sorted into Houses, but some serve as Arbiters. Arbiters have ultimate authority over the House system, and assist the student leaders in governing the Houses and may veto decisions or ideas when necessary. Arbiters may depose students from their positions if they abuse their power or violate the student code of conduct in a serious way,

and may appoint students to vacant positions without elections, at their prudential discretion.

House Elections will be held at the end of February of each year, and terms will run for one full 12-month year. There are no term limits. Students elected to positions retain their position through the summer months, and may meet or organize events over the summer with the approval of the Arbiters.

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

Special Events

The school will facilitate certain holiday celebrations throughout the year, as well as various social events for the community. Students are expected to follow school rules and the Honor Code at these events, and attending students are subject to school disciplinary procedures.

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. 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. Students who are absent from school due to illness or an unexcused absence will not be allowed to participate in practice or competition occurring on the same day.

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 wider 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 Headmaster. Employees of the school or parents

may not use student media to proselytize their own views on controversial issues. The Headmaster 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 for various tasks 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 Volunteer Integrity Program (VIP), cleared through the visitor management system, and are subject to approval by administration. Volunteers are only allowed in the building while volunteering services to the school with approval of administration and a designated staff liaison. The Headmaster reserves the right to revoke a volunteer's privilege to work in the building if a conflict should arise.

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 administration. Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue. 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

For the safety of our students, the campus is closed during the day.

Administration believes that classroom observations are beneficial; however, requests for classroom observations will be handled on a case-by-case basis. The administrative team, the teacher, and the parent will collaborate to develop the observation experience.

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 Headmaster or designee. The Headmaster 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.

II. ACADEMIC POLICIES

Curriculum Introduction

The curriculum of Tulsa Classical Academy is based on the curriculum scope and sequence offered by the Hillsdale College K-12 Education Office. This curriculum is used throughout the network of Hillsdale-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:

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

Grade level teams will develop late homework policies with the oversight of their respective head of school.

Grading

Grading is not the be-all and end-all of education. If anything, students often put more emphasis on grades than their teachers do. 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.

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:

- A (90% - 100%) Superior 4.0
- B (80% - 89%) Proficient 3.0
- C (70% - 79%) Competent 2.0
- D (60% - 69%) Deficient 1.0
- F (0% - 59%) Failing 0.0
- I - Incomplete
- P - Pass; credit earned
- W - Withdrawn - No grade; no credit earned

Grades are always available via Sylogist. Only semester grades will count toward a student's grade point average in the High School (grades 9-12). 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 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

In the calculation of GPA, weights will not be applied for any reason. Tulsa Classical Academy refuses to inflate student grades, since doing so does not prepare students to lead independent, responsible, and productive lives.

High School courses taken in Middle School

Students completing high-school level courses in grade levels 6-8 are awarded high school credit. The final semester grades and credits are reported on the student's transcript. Any high-school level courses completed in grade levels 6-8 will not, however, 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.
- 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.
- Progress reports will be available on Sylogist.
- Once a semester, parent-teacher conferences will occur to discuss the student's academic progress. Students with a C- average 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 parent portal.

In general, grades will be posted within a week of 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 their respective 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 may 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 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. Situations may arise in which a student enters TCA and is not on grade level. Placement will be evaluated on a case by case basis and will be determined through a combination of communication with parents, teacher input, and grade level testing.

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, or mental development would not allow satisfactory progress in the next higher grade. Specifically, students are assessed based on academics, behavior, attendance, and teacher recommendations. Regarding academics, the below noted information is helpful to discern the process of assessment in progress or retention.

The following strong supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on:

1. Testing that actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter and the Oklahoma Standards being taught.
3. Consideration will also be given to the student's level of maturity (mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as items 1 and 2 and cannot be the sole reason for a decision to retain or promote a student.
4. The 3rd grade OSTP Reading scores will also be considered, per state law.

Kindergarten – 6th Grade

A student will be considered for retention if he or she has a failing grade in two 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.

7th - 8th Grade

A student who does not maintain a D average or higher will be considered for retention . If your child is in danger of being retained, a committee will contact you based on their decision to retain. A committee, led by the Headmaster designee, to review and make decisions regarding retention and promotion.

9th - 12th Grade

If a student does not earn a sixty percent or above in any semester of a high school credit course, then the student must retake the course in order to receive credit.

Appeal Process

Any parent may request reconsideration of a retention decision:

First Level of Appeal: The parent may request review of the initial decision by letter to

the Assistant Headmaster. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final.

Final Level of Appeal: The parent may request review of the Assistant Headmaster's decision by the Headmaster in writing. The request must be received within five (5) days of the parent's receipt of written notification of the Assistant Headmaster's decision. The Headmaster's decision is ultimately the final one.

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 re-phrasing 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 Headmaster of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or the Headmaster 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, loss of seat for the following year 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 receive a zero on the assignment. A student who allows others to copy his work will also be held accountable in the same fashion. A disciplinary action will also 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.

The mission of TCA demands that we view each student and their human flourishing from a holistic perspective. To that end, the goal of student services is to provide accommodations that will keep students in the classroom and assist in accessing the curriculum. We believe that whole-group, teacher-led learning provides students with the most excellent means to excel in wisdom. Accommodations are meant to help a student access our curriculum, not another. Therefore, student services teachers will primarily work with our curriculum and generally will not introduce new techniques and curriculum to the learning environment. We believe that the best place for a student is in the classroom.

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 to ensure that FAPE (Free Appropriate Public Education) is being provided.

Since classroom time is crucial for all students to develop these skills, Student Services will create and lead collaborative efforts 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.

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 complete views of the issues. Contemporary controversial issues will not be discussed in the elementary school without the Headmaster's approval.

Guest Speakers who cover controversial topics must be screened by the Headmaster. The screening may include an interview of the guest by the Headmaster 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 the 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 with their parents. Science teachers will cultivate the nature of science and its pursuits *in toto* in science class.

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 Headmaster 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 violent/sexually explicit material. Teachers must receive prior approval from Administration to show a video. Students will not be shown a full-length film 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.

Admissions Eligibility

Tulsa Classical Academy is an open-enrollment charter school open to all students in the surrounding districts, subject to availability. At the time of 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 Headmaster. The Headmaster 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 at tulsaclassical.org.

TCA will determine the number of seats to be offered in each grade on an annual basis. While it is expected 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. Families of enrolled students who wish to re-enroll will be required to submit an intent to re-enroll 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 have a sibling enrolled.
2. Students who have a biological parent or legal guardian that is employed as a faculty or staff member.
3. Students who have a biological parent or legal guardian that is a member of the governing board.
4. Students who have a biological parent or legal guardian that has achieved Founding Family status.
5. Students who have been previously enrolled at another BCSI-affiliated school.
6. 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.
7. Students who reside within the boundaries of the school district in which Tulsa Classical Academy is located.

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.

Returning students may forfeit their seats in one of the following manners:

1. Chronic absenteeism
2. Repeated discipline referrals
3. Opting out of 25% or more of curriculum
4. Failing the majority of subjects

Field Lessons

Field lessons should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field lessons will be approved by Administration at

A permission slip must be signed and returned to the teacher by the parent/guardian of each student prior to the field lesson. Students may be required to pay a fee to attend field lessons. School uniforms are required on all field lessons unless specifically noted otherwise and approved by Administration. Students who have received three (3) or more discipline referrals in that semester may not attend field lessons.

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

There will be no direct communication between teachers and parents via social media of any kind, for any reason. 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, holidays, and breaks. While schedules may not permit an actual meeting within that time, the school will attempt to make contact in some way. During busy periods, the Headmaster may require extra time to respond to correspondence.

General Communication with the School Community

The Headmaster 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
2. The official 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.
6. The official TCA GroupMeAccounts

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 (public) and 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. Any important notifications from TCA that are posted on the 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 for 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. Students 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 subject to searches at any time.

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 Headmaster 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 Coalition

The Parent-Teacher Coalition (PTC) at Tulsa Classical Academy provides parents with opportunities to actively support the school through volunteering, event planning, and community engagement. The PTC plays a vital role in fostering a strong partnership between families and the school, enhancing the educational experience for all students. Members assist with school events, fundraising efforts, teacher support, and various initiatives that align with TCA's mission. The PTC operates under the auspices of the Headmaster. Those who wish to volunteer or learn more regarding how to volunteer can contact the PTC at ptc@tulsaclassical.org.

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[®]. 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.

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:

The mission of Tulsa Classical Academy is to train the minds and improve the hearts of young people through a content rich classical liberal arts curriculum, with instruction in the principles of moral character and civic virtue.

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 Headmaster 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 board@tulsaclassical.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 Headmaster, or the whole Board.

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

Role of the Headmaster

The Headmaster will implement a traditional, classical, liberal-arts curriculum. The Headmaster makes final decisions on curriculum, subject to the approval of the Board of Directors. The Headmaster, 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 Headmaster, 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 Headmaster 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 Headmaster , 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 Headmaster 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 Headmaster first. In these cases, however, it is always better for the parent to have as much specific information as possible so the Headmaster 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 Headmaster**: If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the Assistant Headmaster or the Headmaster .
- **The Board**: If the grievance cannot be resolved with the Headmaster , the parent should refer the matter to the Board in writing.

Grievance Related to Administration

For grievances regarding an administrator who reports to the Headmaster , the grievance should be directed to the individual first, then the Headmaster . If necessary, grievances left unresolved by the Headmaster should be submitted in writing to the Board. Grievances regarding the Headmaster 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 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 if 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 Headmaster 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 Headmaster 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 Headmaster . 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 last names will not be listed alongside their pictures on the school website or in TCA advertising publications.

VI. APPENDIX

The handbook and the policies herein were adopted for use by the Classically Formed Board of Directors for use during the 2026-2027 school year.

Tulsa Classical Academy

Restroom and Changing Room Policy

For the privacy and safety of our students, faculty, administration, staff, volunteers and guests, each multioccupancy restroom and changing area (including but not limited to locker rooms and showers) in public schools within the District shall be designated either for the exclusive use of the male sex or the exclusive use of the female sex. The District has, therefore, designated its restrooms for use as follows: "men," "women," or "single occupancy." Only members of the sex designated shall use that restroom or changing area.

"Sex" is determined by the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate. A birth certificate which is amended to reflect a change of a student's sex does not alter the restroom or changing area which the student is allowed to use.

70 O.S. § 1-125.

Issued on: 11/12/2024

Tulsa Classical Academy
Sports Participation Policy and Affidavit

In accordance with Oklahoma law, District athletic teams shall be expressly designated as one of the following:

1. Males, men, or boys;
2. Females, women, or girls; or
3. Coed or mixed.

District athletic competitions and District athletic teams designated for females, women, or girls shall not be open to students of the male sex. District athletic competitions and District athletic teams designated for males, men, or boys shall not be open to students of the female sex. A student's sex is the biological sex of the student at birth as shown on the student's original birth certificate.

Prior to the beginning of each school year, the parent or legal guardian of a student who competes in a District athletic competition or on a District athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If a student is 18 years of age or older and competes in a District athletic competition or team, the student shall sign an affidavit acknowledging his or her biological sex at birth.

If there is a change in the status of the biological sex of a student, the parent, legal guardian or student shall notify the school within thirty (30) days of such change. The student whose biological sex has been changed is only allowed to participate in the District athletic competitions and teams designated for the sex of the student's biological sex at birth, regardless of whether the sex indicated on the student's birth certificate has been changed.

No student of the District shall be subject to retaliation or other adverse action by TCA, the District or an athletic association in the District as a result of reporting a violation of this policy.

70 O.S. § 27-106.

Adopted and Effective on March 25, 2025.

Tulsa Classical Academy
Pronoun Usage Policy

Purpose:

To establish guidelines for addressing or referencing students, faculty, staff, and volunteers based upon a person's biological sex and the number of persons addressed or referenced consistent with the school's educational and administrative standards.

Scope:

This policy applies to all students, faculty, staff, and volunteers on school premises and during school-sponsored activities.

Policy Guidelines

1. Pronoun Use Based on Biological Sex
 - 1.1 All students, faculty, staff, and school volunteers shall be addressed and referenced to using pronouns and titles (e.g., he, she, Mr., Miss, Mrs.) that correspond to their

biological sex at birth. 1.2 Official school records, including attendance logs and report cards, will reflect students' legal names and biological sex at birth.

2. Classroom and Interaction Guidelines Faculty, staff, and volunteers are required to address and reference students in accordance with this policy during class instruction, extracurricular activities, and administrative interactions.
3. The practice of specifying one's preferred pronouns (she/her, he/him, etc). in either written or verbal form is prohibited on school property, at school-sponsored events, and in school-related communications (postal mail, email, social media, SIS).
4. Compliance and Enforcement
 - 4.1 Intentional violations of this policy by faculty and staff may result in disciplinary action in accordance with school district procedures.
 - 4.2 Students refusing to adhere to the policy will receive (i) appropriate correction or discipline for refusing to adhere to a school policy.

VII. FAMILY ACKNOWLEDGEMENT

TULSA CLASSICAL ACADEMY PARENT/STUDENT CONTRACT

We the families and staff of Tulsa Classical Academy (TCA) affirm the following:

THE ACADEMY MISSION STATEMENT:

The mission of Tulsa Classical Academy is to train the minds and improve the hearts of young people through a classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

To this end, Tulsa Classical Academy seeks to develop within its students the intellectual and personal habits, values, and skills upon which responsible, independent, and productive lives are built, in the firm belief that such lives are the basis of a free and just society. The Academy prepares its students to be leaders in their homes and communities, entrepreneurs in business, and statesmen and stateswomen in government. Through its rigorous curriculum with a strong emphasis in civics, Tulsa Classical Academy provides a traditional education with a constant view towards developing exceptional American citizens.

As such, we value *honor in conduct, honesty in word and deed, courageousness in study and service, and a respect of those around them. The student aspires to excellence in prudence, courage, moderation, justice, wisdom, humility, wonder, friendship, responsibility, and gratitude.*

ACADEMY LIFE:

Students and parents respect Tulsa Classical Academy teachers, as role models and instructors, for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility, integrity, and compassion are characteristics of the faculty.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to communication and work in collaboration with teachers and administrators to help students succeed both academically and behaviorally.

The Headmaster oversees the implementation of the mission statement in the school. In his/her capacity as policymaker and community leader, this administrator advances the Academy's role as an institution dedicated to providing the best education for children. By providing moral and ethical standards, the Academy prepares its students to accept the privileges and responsibilities of citizenship in a democratic society. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline, and appropriate instruction.

THEREFORE, WE SUPPORT the mission statement as it is expressed in the curriculum and school culture of the Academy. We understand that automatic re-enrollment at Tulsa Classical Academy is dependent on abiding by the requirements contained in the Tulsa Classical Academy Family Handbook and Policy Manual. This includes support of the high academic standards of our school, the uniform code, the code of conduct, the code of good sportsmanship in athletics, issues with chronic absenteeism, and general culture of respect for Administration, teachers, staff, and students of Tulsa Classical Academy. We acknowledge and will abide by Tulsa Classical Academy's Parent Grievances Policy for parent conflict resolution. Violation of this contract may result in discipline, loss of automatic re-enrollment, or dismissal (in accordance with applicable laws and the school's code of conduct).

Parent's/Guardian's Signature/Date:

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Student's Signature/Date:

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