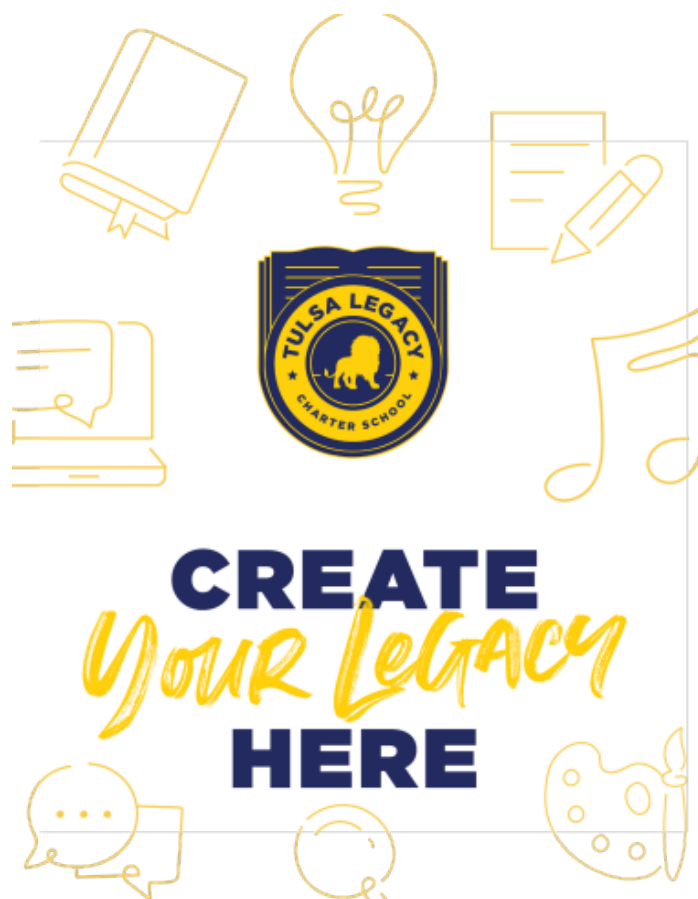


# Tulsa Legacy Charter School Scholar & Family Handbook



**2024-2025**



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# INTRODUCTION

## WELCOME

Dear Families and Scholars,

On behalf of the Tulsa Legacy School Board and staff, I would like to welcome you to Tulsa Legacy Charter School (TLCS). We are a close-knit community committed to **providing a safe, inclusive environment with equal access to high-quality education. We are here to fundamentally change public education by setting a standard of instructional excellence in the Tulsa community, transforming educational outcomes and becoming a beacon of holistic development for every scholar and family we serve.**

We understand that the choice to send your scholar to TLCS is an important one that demonstrates your high hopes and expectations of your scholar, yourselves, and us. We share these high hopes and expectations with you, and we are committed to making them a reality as we work together to pave the path for your scholar to live a **choice-filled life**.

This Scholar and Family Handbook outlines the responsibilities and expectations that you as a parent/guardian, and we as a school, must honor, to ensure we are able to deliver on our promise to your scholar's high-quality education and holistic development.

Please do not hesitate to reach out to us with any questions regarding the content in this handbook. We know that it takes a team—parent/guardians, teachers, Principals, administrators, support staff, community partners, etc., to raise the next generation. We are ready for this **commitment**, and ready to embark on this **rigorous** journey of **excellence** and **achievement** that sets the foundation for your scholar's bright future. We understand this partnership between school, scholar, and family, will require **teamwork** and **empathy**. We are thrilled to be aligned with you and working alongside you on this journey.

Sincerely,

Dr. Jennifer Greene  
Executive Director



## **PURPOSE OF THIS HANDBOOK**

This handbook has been developed to establish alignment in expectations between scholars, their families, and the school. Every effort has been made to summarize important school regulations so that scholars and parents/guardians will have a basic understanding of Tulsa Legacy’s expectations for scholars.

Each scholar is accountable for the handbook’s content. The policies in this document are subject to change due to the continuous review and revision of policies by the school site leadership team, the district leadership team, and the TLCS school board.

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for scholars and their families;
- To clarify the school district and school building’s processes and procedures;
- To serve as a source of information for scholars and their families about the school district and the school building, the organizational structure and overall philosophy;
- To provide scholars and their families with up-to-date and easy to understand information on the range of opportunities and programs available through the school and the school district; and
- To provide legal notices as required by the Oklahoma Department of Education and under federal law.

## **MISSION, VISION, VALUES**

### **MISSION**

#### **WHY DO WE EXIST?**

Tulsa Legacy Charter School (TLCS) exists to provide a safe, inclusive environment with equal access to high-quality education, fostering academic excellence, curiosity, and choice-filled lives for every scholar and family.

### **VISION**

#### **WHAT DO WE ASPIRE TO BE?**

Tulsa Legacy Charter School (TLCS) aims to fundamentally change public education by setting a standard of instructional excellence in the Tulsa community, transforming educational outcomes and becoming a beacon of holistic development for every scholar and family we serve.

## **CREATE VALUES**

At TLCS, we refer to all students as ‘scholars’ because being enrolled in a TLCS school means you are on the path that is specifically designed to foster academic excellence, curiosity, and a choice-filled life.

We refer to all teachers, administrators, and staff as ‘Legacy Builders’ because being an employee of a TLCS school means you have chosen to be a part of building the future legacies of our scholars and community.

There are six CREATE values that drive the collective efforts of all members of the TLCS school community:

<b>Value</b>	<b>Scholars</b>	<b>Legacy Builders</b>
<b>Commitment</b>	I show commitment by sticking to it until I deliver.	We provide every scholar equal access to opportunity, uphold professionalism and foster personal growth.
<b>Rigor</b>	I show rigor by facing and solving big challenges.	We believe scholar growth and success are maximized through high-quality instructional experience, development, and accelerated practices that foster rigorous academic growth.
<b>Excellence</b>	I show excellence in everything I do because it’s my habit.	We model excellence through high expectations and professionalism, maintaining our standards off and on campus.
<b>Achievement</b>	I show achievement by doing my best on each and every test.	We strive to be Tulsa’s highest-performing institution by empowering our community with the knowledge, skills, and opportunities needed to make informed choices, reach ambitions, and live choice-filled lives.
<b>Teamwork</b>	I show teamwork by helping my team and family and asking for help when I need it.	We believe it is our collective responsibility to foster collaboration, support each other, and hold each other accountable in all we do.
<b>Empathy</b>	I show empathy by putting myself in other people’s shoes and being kind.	We believe in understanding and addressing the needs and growth of all stakeholders, ensuring our interactions are caring and committed to positive

		outcomes.
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## **ADMISSION & DAILY PROCEDURES**

### **ADMISSION**

Any scholar may seek admission to our school if the scholar has met the required school entrance age and resides within the Tulsa Public School district. Scholars residing outside of the Tulsa Public School district lines may submit a transfer request through the Oklahoma State Department of Education website: <https://sde.ok.gov/student-transfers>. If a grade level is filled beyond the allotted capacity, a lottery will be used to randomly select scholars. A prospective scholar whose siblings currently attend TLCS will be given preference in admission.

### **GRADE-LEVEL PLACEMENT**

TLCS believes that the grade-level placement of a scholar has the tremendous ability to accelerate scholar growth and learning, both academically and socially-emotionally. Grade levels are generally determined by the scholar's age. In Oklahoma, children must meet the following age requirements on or before September 1st of the school year, to enroll in public school:

- Pre-Kindergarten: age 4
- Kindergarten: age 5
- 1st-8th grade: age 6-12

In some instances, a scholar may be retained by repeating the same grade level for the following school year. A decision for retention is not made lightly, and involves a number of factors including, but not limited to, scholar: attendance, academic performance, academic growth, and social & emotional needs. A scholar who was retained by a previous school will remain at the grade level as indicated by the previous school.

### **WITHDRAWAL**

In the event you choose to withdraw your scholar from TLCS, a withdrawal form will need to be filled out either [electronically](#), or in person at the main office of your scholar's campus. Upon completion of the withdrawal form, you can expect your scholar to be formally withdrawn from Tulsa Legacy and removed from our Powerschool Student Information System (SIS) within 24-48 hours. Be sure to indicate your scholars' new school. This will help facilitate a smoother transition, as the new school enrollment department or office will need to reach out to our main office to request your scholars' records before enrollment is eligible to be completed at the new school.

### **BUILDING SCHEDULE**

Bell times are from 8:00 a.m. to 3:30 p.m., Monday through Friday. Scholars are allowed entry into their school building at 7:30am, through the doors designated by their morning transportation.



Scholars are not permitted to leave the school grounds after arrival unless escorted by school personnel or by request from parents/guardians. Students who return to class or arrive after the school day has begun must sign in at the main office.

Scholars may not remain in the building or on school grounds after school unless they are participating in a scheduled event, under supervision of a staff member, or otherwise have arrangements (ex. tutoring) where permission has been granted from both the parent/guardian, as well as the teacher responsible for supervising the scholar. Supervision is not guaranteed to be provided before or beyond the regularly scheduled school hours (Monday through Friday, 7:30am-4pm) for any other reason.

## **ARRIVAL ROUTINES**

At Tulsa Legacy, we value safe, welcoming, efficient, and consistent procedures for scholars as they start their day. Doors open promptly at 7:30am and hot breakfast ends at 8:00am. Depending on the availability of products and supplies, a grab and go breakfast (ex. a cereal, milk, and banana) may be offered by the child nutrition service provider (OPAA!) from 8:01-8:14am.

The table below describes the doors used during arrival, for the varying arrival transportation modes:

	Car Riders	Bus	Walkers
Primary Academy	Main entrance at South side of building	Main entrance at South side of building	Main entrance at South side of building
Upper Academy	Parking lot at Northwest side of building	Main entrance at West side of building	Main entrance at West side of building OR parking lot at Northwest side of building

## **DISMISSAL ROUTINES**

We likewise value safe, welcoming, efficient, and consistent procedures for scholars as they end their day. Dismissal begins at 3:30 p.m.

The table below describes the doors used during dismissal, for the varying dismissal transportation modes:

	Car Riders	Bus	Walkers
Primary Academy	Main entrance at South side of building	Early Childhood hallway entrance at Northeast side of building	1st grade hallway entrance at Southwest side of building
Upper Academy	Parking lot at	Main entrance at	Library entrance at



	Northwest side of building	West side of building	West side of building
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Scholar procedural expectations differ by transportation mode at each campus and are listed below:

- **Car riders:**
  - Primary Academy: car riders exit the front door on the south side of the building. Scholars will wait on a designated ‘CREATE’ letter on the sidewalk until a staff member escorts the scholar to and into their car. Scholars will only be loaded between the front of the line and the flagpole, before the driveway bends. It is imperative that cars pull all the way up to the front of the line in the u-shaped driveway to maximize the efficiency of the and safety of the car line.
  - Upper Academy: car riders exit the back entrance on the east side of the building when called.
- **Bus riders:**
  - Primary Academy: bus riders are called to the cafeteria during dismissal. Scholars sit in assigned seats by bus. When a bus arrives, a staff member escorts the scholars to and onto their bus through the door on the northeast side of the building.
  - Upper Academy: bus riders are called when the bus arrives. Scholars are expected to walk from their classroom, out the front front door on the west side of the building, and onto their designated bus.
- **Walkers:**
  - Primary Academy: scholars who walk or ride bikes will be released to a parent/guardian through the southwest door.
  - Upper Academy: scholars who walk are released through the northwest door.
- **After school activities:** scholars enrolled in athletics and other after school activities will meet in the gym or cafeteria when called.

Please make arrangements for your scholar’s prompt transportation after school. Dismissal ends at 4:00pm Monday through Friday. Parents/guardians arriving after 4pm must bring their ID, park, ring the doorbell, walk through the main entrance, and sign their scholar out in the main office using our Raptor Technologies visitor management system.. Late pick-ups will be tracked. In the event of a late pick-up, Tulsa Legacy Charter School will attempt to contact all known guardian and emergency contacts. If a family does not pick up their scholar in a timely manner, Tulsa Legacy Charter School may contact the authorities.

## **OTHER MODES OF TRANSPORTATION TO SCHOOL**

Elementary-aged scholars in K-8th grade are permitted to ride bikes, roller blades, scooters and skateboards to school with parent/guardian permission. Scholars must walk their bike and/or carry their roller blades, scooters and skateboards once they are on school property. Bikes must be parked in the bike racks. Locking bikes and properly storing scooters, rollerblades and skateboards, as well as wearing helmets and related safety equipment, is recommended. The school is not responsible for lost or stolen bikes, scooters, roller blades, skateboards and related equipment.

## **ARRIVAL AND DISMISSAL SAFETY**

In order to preserve a safe environment for scholars and staff, we require that all families who pick up or drop off their scholars to adhere to the procedures and instruction from staff. Failure to comply with these procedures, failure to adhere to directions of Tulsa Legacy staff members, or any other unsafe driving practices may result in consequences for the family.

All communication regarding transportation needs to be arranged between the parent/guardian and the Office Manager at each campus. In the event that a dismissal change is needed, please contact the main office before 12pm, by calling 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade). Dismissal changes that are communicated only through your scholar, or only through your scholar's teacher, will not be considered viable transportation changes. In the event of family miscommunication over transportation via afterschool program or bus, we will not be able to stop a bus or stop the car line to make adjustments. We will default to sending the scholar home by the transportation mode we have on file, per the most recent parent/guardian communication with the main office.

Picking up your scholar from the car line requires adherence to the following expectations:

- Pull up as far as is safely possible
  - Watch for signals and directions from staff members
  - Use extreme caution when driving around stopped vehicles
  - Follow the prescribed flow of traffic and follow the directions of teachers on dismissal duty.
- Parking nearby and omitting the carline will not give families priority. Cutting the line will also not give families priority. Scholars are called to the carline in the order that cars are in line.

## **ATTENDANCE**

### **IMPORTANCE**

In order to achieve our ambitious goals, scholars at Tulsa Legacy Charter School must be in school, ready to learn, every single day. The instructional day is 7.5 hours long, starting at 8:00am and ending at 3:30pm. Consistent and punctual attendance is of vital importance in order to receive maximum benefit from the instructional program, develop habits of punctuality, respect, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum.

Regular attendance is mandatory and poor attendance will not be tolerated. Scholars are expected to attend classes regularly and be on time to each class. Families should not schedule vacations and non-emergency appointments during school time. Families should take advantage of holidays, school vacations, and staff professional development days to schedule appointments and travel.

### **TARDINESS**

At Tulsa Legacy Charter School, the learning begins when scholars walk in the door. A strong start to the day includes a consistent routine that involves eating breakfast, having time to settle into class, and



participating in the connections that takes place in homeroom/advisory classes every morning. Late scholars miss essential reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. Therefore, being tardy is unacceptable.

- Primary Academy scholars are expected to be seated in homeroom, in full uniform at or before 8:05am. Scholars arriving to the front door after 8:00am are considered tardy.
- Upper Academy scholars are expected to be seated in advisory, in full uniform at or before 8:00am. Scholars arriving after 8:00 am, but before the start of first period, are marked tardy.

Tardiness will lead to a loss of privileges for scholars throughout the year. For Upper Academy students, tardiness may impact their eligibility for high school placement.

## **EARLY DISMISSAL**

We are intently focused on student achievement. As a result, scholars are expected to stay in school until the very end of the day. Early pickups are disruptive to the learning environment. The final early pickup of the day is no later than 30 minutes prior to dismissal, at 3:00 p.m. Early pick-ups will not be honored.

Scholars will not be dismissed unless the parent/guardian, or other authorized adult, physically comes in to the main office. Parents/guardians, relatives, or other adults designated to pick up the scholar must bring a valid form of ID to authenticate with Raptor, an electronic system that is synced with our student information system, Powerschool, before removing the scholar from school grounds. In the event that Raptor is not working or not available, the adult's identification will be manually checked and matched with the scholar's pick up list on file.

Scholars will not be called from class or dismissed until the parent or guardian has physically come to the Main Office to pick up their scholar from their respective campus. For planning purposes, keep in mind that it may take 10+ minutes to retrieve a scholar from class. Parents, guardians, or relatives will need to show identification to sign out the scholar and must be on the scholar's pick-up list. Early dismissal requests fewer than 30 minutes before dismissal will not be granted.

A note or phone call requesting that a scholar be dismissed on his/her own is insufficient and will not be honored. This policy applies to all early dismissals, including appointments and illness. In rare and extreme circumstances, the Principal may give his/her express permission for an individual scholar to be released on their own.

"Incomplete Day" consequences apply in such cases. Scholars being sent home for behavioral infractions or illness will not be dismissed unless the parent or guardian has physically come to the school (please see Code of Conduct for more details), unless certain rare exceptions apply as granted by the Principal.

## **ABSENCES**

Any day your child does not attend school is considered an absence. Scholar illness (with doctor's note) or a death in the family (with parent/guardian's notes) are all considered absences at Tulsa Legacy Charter School. All types of absences contribute to the scholar's total absence. However, Tulsa Legacy Charter



School will accept doctor's notes, other official documentation, and written parent excuses within 48 hours of return from the absence to track for potential truancy requirements.

Out-of-School Suspensions Are Considered Absences. If scholars are absent from school due to suspension, these days they will be treated the same as absences.

If your scholar is absent, please notify the Office Manager by 10am by calling the school's main office at 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade). A Parent Square message or voicemail that is time-stamped before 10am will suffice as proper notification. Attendance is formally communicated from the school via automated Parent Square notification at 10:00am each morning.

Upon return to school, the scholar must submit a note of explanation signed by a parent/guardian to the main office. All absences must be documented at the school through a written/typed, signed letter from a parent/guardian. In order for an absence to be excused, the absence must be accompanied by approved documentation (ex. A doctor's note).

Below are some examples of excused vs. unexcused absences:

**Excused Absences (must be accompanied by approved documentation)**

- Personal illness (note may be requested from a doctor if absence is 4 or more days)
- Attending a funeral
- Family emergencies
- Recognized religious observances
- Medical or dental appointments

**Unexcused Absences**

- Oversleeping
- Missing the bus or a ride
- Shopping and concerts
- Preparations and participation of party or other celebrations

Scholars who are absent for all or part of any day may not participate in any extra-curricular or sporting event on that day or night except with written permission from the Principal.

Scholars with 10 or more consecutive absences will be removed from the class roster and must re-register upon return.

**TYPES OF ABSENCES**

Code	Description	Type	Note
REL	Religious	Excused	Observing religious holy days; Requires prior written request

FNL	Funeral	Excused	Requires documentation
EXP	Parent Explanation/ Principal Excused	Excused	Emergency, excused by principal, at the request of the guardian; examples include family emergency, legal matters, death of family member, participating in military funeral honors ceremony, etc.
MED	Doctor appointment or medical	Excused	Medical need with written documentation from healthcare professional, includes medical appointments
ILL	Illness	Excused	Guardian explained illness but no medical note
OSS	Out of School Suspension	Excused	Out of school suspension
UEX	Unexcused but explained	Unexcused	Guardian explained, but the reason is not excused. Examples include missed bus, working, sleeping late, vacation, etc.
SKIP	Skipping	Unexcused	Confirmed scholar skipping, without parent or school approval Examples include not coming to school without parent permission, showing up at school but going to other areas of the building instead of going to class without school permission.
SU	Situation Unknown	Unexcused	School attempted to contact but unexplained

## **ATTENDANCE TRACKING & COMMUNICATION**

The school will keep records of all scholar absences. If a scholar misses school, Tulsa Legacy Charter School staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, writing, or in person. Staff will explain the school's attendance policy and request the parent/guardian's strong support in enforcing this policy. All questions regarding scholar attendance and attendance records should be directed to the school's main office. Scholar absences will be documented with the attendance codes listed above, for the purposes of tracking truancy requirements.

All notifications regarding dismissal mode changes, absences, leaving early, arriving late, etc. must go through the main office rather than through the classroom teacher or your scholar.

Given the importance of attendance, updates and communication regarding attendance may:

- come from multiple sources at TLCS, such as the Office Manager, Dean of Scholars, Principal, District Counselor),



- require additional action steps by a parent/guardian, such as an a required attendance meeting or attendance improvement plan
- be delivered through multiple means, such as phone call, text message, letter, email, etc.

## **INCOMPLETE DAYS**

Scholars are counted absent for a half day if they miss more than one-third or 75 or more minutes, of any half of the day, resulting in an Incomplete. This policy applies to both late arrivals, mid-day absences, and early dismissals. Two (2) incomplete days are counted on a scholar's record as one (1) absence.

<b>Instructional Minutes</b>	<b>Incompletes -&gt; Absences</b>
<ul style="list-style-type: none"><li>• Full day of instruction: 7.5 hrs (8:00am-3:30pm)</li><li>• Half day of instruction: 3.75 hrs</li></ul>	<p>1 incomplete = missing 75+ minutes 2 Incompletes = 1 day of absence.</p>

## **PROMOTION POLICY**

Scholars who accumulate 20 or more absences in a given school year will be candidates for retention. Please note for the purposes of this policy, Tulsa Legacy Charter School does not distinguish between excused and unexcused absences. Exceptions to this policy are made on extremely rare occasions for long-term hospitalizations, court-mandated appearances, religious observances, and other exceptional circumstances approved by the Principal or Executive Director. Additionally, scholars are afforded rights under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act should their absences be related to a disabling condition.

## **TRUANCY**

If a scholar is absent for the first five days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that scholar may lose his or her seat at Tulsa Legacy Charter School and may be considered un-enrolled from the school.

According to 70 O.S. §10-105, all scholars under 18 are expected to be in school. All scholars under the age of 18 will be expected to comply with these laws and the school will follow procedures set out in 70 O.S. §10-106 if the scholar does not comply with the law. In cases of truancy, the Principal (or her/his designee) will investigate the situation. Tulsa Legacy Charter School operates in compliance with 70 O.S. §10-106 requirements, which can include mandated reporting of truancy to appropriate state agencies.



## **DISTRICT COMMUNICATION & PLATFORMS**

### **COMMUNICATION**

The Tulsa Legacy Charter School District values clear and efficient communication between home and school. We will be communicating with you frequently throughout the year through the following modes of communication:

- Parent Square:
  - District announcements, alerts, newsletters
  - Classroom updates and information
  - Community partnerships and events
- District Facebook page @TulsaLegacyCharter
- District Instagram page #TulsaLegacyCharter
- Powerschool Student Information System (SIS)
  - Parent portal for grades and attendance
  - Automatic notifications for absences
- Parent-teacher conferences, once per semester
- Meeting between any combination of: parent/guardian, school-site leadership team member, district leadership team member, counselor or other authorized partner (ex. Language interpreter, Speech Language Pathologist). These meetings may be set up at the request of any of the people listed above.)
- Quarterly progress reports, annual report cards

Teachers may not have a break from teaching to check email or take phone calls during the day. If you would like to schedule a meeting with a teacher or administrator, or you have urgent information for scholar, please contact the main office by calling 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade). Our dedicated Office Managers will deliver your message before dismissal.

In general, you can expect to hear back from a teacher, administrator, or other staff member, within 2 business days of your original inquiry. In some instances when a teacher, administrator, or other staff member is out of office for professional development or personal reasons, it may take more than 2 business days for a response. In such instances, that Tulsa Legacy team is dedicated to rerouting your question to the next-most-relevant staff member to assist you, until the original staff member returns.

If your address and/or phone numbers (including work and cell phones) change during the school year, please inform the Office Manager at your scholar's school as soon as possible.

Parents/Guardians are responsible for communicating information to the Office Manager and/or District Nurse regarding scholar illnesses, accidents, medication, physical education restrictions, communicable diseases, treatments or pertinent medical and dental information. Parent/guardians are also responsible for informing the school of any changes of contact, health, or emergency information. It is imperative that we are able to reach you at all times for the safety of your child.





If a scholar's legal status, such as the scholar's name or custodial arrangement should change during the school year, the parent/guardian must notify the Office Manager and provide a legal document. The school district needs to know when these changes occur to ensure that the school district has a current scholar record. This includes non-contact orders, or changes to who is authorized or not authorized to pick up your scholar from school.

## **PARENT SQUARE**

TLCS uses a parent/guardian communication platform called Parent Square. Parent Square is a fully hosted notification platform used to connect parents, scholars, and staff through messaging. TLCS also uses Parent Square for emergency and general notifications. This includes notifications such as building information, bus updates, late starts or other emergency situations that may arise during or after school hours. Parent Square is automatically synced to your scholar's guardian contact phone numbers in Powerschool SIS. Please be sure that you inform the Office Manager if your phone number changes. You can reach the main office by calling 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade).

It is crucial that all parents/guardians download the free Parent Square app to stay connected to announcements, events, and other important communication. We know that a strong partnership between school and home is paramount to your scholar's continued success, and we believe that clear and transparent communication is crucial to this partnership.

To get connected to your scholar via Parent Square, take the following steps:

1. Go to your phone's app store (ex. Google Play store)
2. Search 'Parent Square' (typically multi-colored circled connected with grey lines)
3. Download Parent Square
4. Open the app
5. Type in the email address that you used for your scholars' registration. If you are unsure which email you used, or need to update the email address on file, contact the Office Manager by calling 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade).
6. If you have never logged in before or do not remember your password, click 'forgot password.' As password reset notification will be automatically sent from Parent Square to your email address on file, where you then follow the instructions in the email to reset your password.
7. Type in your password and press 'submit'
8. Once logged in, you will be taken through a series of prompts that ask for your confirmation to be connected to each of your scholars.
9. Once confirmed, you will be connected to your scholars (and therefore your scholars' teachers' pages and the groups associated with your scholar (ex. Bus route, sports, etc.) You will be directed to the main page where you can see a newsfeed with posts.

There are at least four forms of communication on Parent Square. As a TLCS parent, you can expect to access:





1. Parent Square alerts: there are brief, often urgent, messages that come directly to your phone via text message notification or phone call (ex. a bus running late, school closure due to inclement weather). The format is similar to that of an all-call.
2. Parent Square posts: these are located on the main page, and are often quick announcements and reminders, or flyers for school or community events. The format is similar to that of a social media (ex. Facebook) newsfeed.
3. Parent Square messages: this is the best way to communicate with your scholars' teachers in written form. The format is similar to that of a social media direct message (DM) or a text message. There are options to include multiple teachers or staff members in one group message.
4. Parent Square page: this is individualized according to the scholars you are connected to; each grade level as their own page. Posts from your teachers' pages will automatically populate in your main page/Parent Square news feed. To access a particular page, click on the blue hyperlink heading at the top of one of the posts.

## **EMERGENCY CONTACT INFORMATION**

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

# **ACADEMICS & EXPERIENTIAL LEARNING**

## **GRADING**

By using multiple pieces of assessment information, we are able to determine whether or not your child is progressing towards the essential learnings. This progress is communicated to parents/guardians quarterly through our report cards. Grades are also available to parent/guardians for access any time, via the online parent portal of Powerschool SIS.

Tulsa Legacy holds the following core beliefs about grades and grading. The policies listed in this section are aligned with these core beliefs.

- 1) Grades Accurately Reflect Scholars' Academic Performance – Our grading system uses mathematically sound calculations that are simple to understand and correctly describe a scholar's level of academic performance on grade-level, standards based content.
- 2) Grades Are Based on Valid Evidence of Scholar Academic Performance – Scholars receive grades based on valid evidence of their content knowledge, not classroom behavior. Grades are calculated using evidence that cannot be corrupted by a teacher's unconscious bias. These grades also reflect only classroom achievement, not a student's environment or circumstances.
- 3) Grades Are Transparent and Understandable – Academic achievement is measured in a way that supports a growth mindset; grades are transparent and understandable, so every scholar knows their grade at any time and knows how to improve. Grades measure learning outcomes, not the learning process and, therefore, give students frequent opportunities for feedback and redemption.

Scholar's grades fall under one of two categories:

1. **Daily Achievement Grades** measure scholars' mastery of the day's learning objective. This grade is most often based on a scholar's Exit Ticket score but may also be derived from class-long assignments, such as a lab activity. This grade is based on a scholar's accuracy on an assignment. No retakes are offered on Daily Achievement Grades. For academic courses taught five days per week, scholars receive approximately two daily achievement grades per week. For courses taught less than five days per week, scholars receive approximately one daily achievement grade per week.
2. **Cumulative Achievement Grades** measure scholars' mastery of content over time. This grade may be based on quizzes, tests, essays, or projects. This grade is based on a scholar's accuracy on an assignment. Scholars may retake all quizzes, tests, essays, or projects included in this grade. For courses taught five days per week, scholars receive at least four cumulative achievement grades per quarter. For courses taught less than five days per week, scholars receive at least two cumulative achievement graders per quarter.

The report card will use A, B, C, and F to classify your scholar's level of proficiency for specific grade level academic areas.

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
I	*on progress reports only- Incomplete/Missing Assignment

## **FIELD TRIPS**

Before each field trip, the teacher will send home information regarding that particular experience. This information will also include a permission slip. The permission slip must be returned to the school by the designated deadline prior to the field trip. Parent/guardian chaperones may be requested for the group in general, or specifically for your scholar, if extra supervision is needed. Parent/guardian will be reminded of these class trips through Parent Square or a hard copy memo from the classroom teacher.

## **OTHER SCHOOL PROCEDURES**

### **LOST AND FOUND**

A lost and found center is kept at school, in the foyer area of each school building. Articles of clothing should be labeled with your scholar's name. It is especially important to label coats, boots, gloves and



bags. At the conclusion of each quarter, all lost and found items will be donated to the nurse's office or a shelter within our community. Items of value (ex. phones) are kept in the main office. TLCS is not liable for lost or stolen cell phones or other personal property.

## **MONEY**

Scholars should not carry extra money to school. TLCS recommends that a parent/guardian submits money directly to the Office Manager, or another staff member authorized to collect and handle money. If you choose to send money to school with your scholar, lunch money and field trip money should be sent in a sealed envelope marked with the scholar's full name, grade, and homeroom. TLCS is not liable for lost or stolen cell phones or other personal property, including money.

You should also be concerned if your scholar suddenly has extra money found at school, or if s/he comes home with items bought from other scholars. Scholars are not allowed to sell or trade items of any kind at school.

## **PARTY INVITATIONS**

It is the policy of the district that we cannot give out addresses, phone numbers or email addresses of our scholars for any reason, including party invitations.

## **PETS**

Pets are prohibited from visiting our schools unless they are service animals or part of the approved classroom curriculum unit.

## **RECESS**

All scholars PK-8th grade are provided with time for recess, on a daily basis at Primary Academy, or weekly basis a. Recess takes place outdoors when weather permits. Please ensure that your scholar is dressed appropriately for the weather. It is recommended that scholars always have an outer layer available in their locker, for times when the temperature is highly variable during the day. Scholars are encouraged to wear a jacket when the temperature is at or below 60 degrees Fahrenheit. If the wind chill or temperature is below 40 degrees Fahrenheit, or heat index is above 95 degrees, recess will take place indoors.

Scholars are directed to stay away from mud, puddles, and wet slides while outdoors. Clothes will not be provided for scholars who get wet or muddy. Especially for scholars in PK and Kindergarten, we highly recommend packing a full spare change of clothes in your scholar's backpack or to keep in their locker.

If a child is physically unable to be outside, please send a doctor's note or connect with the District Nurse to ensure your scholar's medical needs are taken care of.



## **SCHOOL PROPERTY**

All desks, lockers, technology, and furniture in the buildings are the property of TLCS and remain as school property, even if they are signed out to scholars to use during the school year. Scholars are to use desks and lockers only for the storage of school-related books, school materials, outerwear clothing, and possessions ordinarily used in day-to-day school activities.

## **LOCKERS**

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

Scholars may not use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

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

## **DAMAGED SCHOOL PROPERTY**

TLCS anticipates normal wear and tear of books, lockers, furniture, and supplies used by scholars. If scholars damage or lose school property, or damage a staff member's personal property, it is the scholar and/or their family's responsibility to pay full price to replace the item(s).

## **TECHNOLOGY**

TLCS scholars have access to technology and the internet. TLCS uses GoGuardian, a platform designed to promote safety and help teachers manage the content scholars access on TLCS chromebooks. The vast domain of information contained within internet libraries can provide unlimited opportunities for students. With this in mind, scholars are expected to abide by the following:

- Scholars will be allowed access to the internet and digital devices, unless the scholar's parent/guardian provides a written notification prohibiting access.
- Students will use language and topics that are school appropriate in their research, searches, and written content
- Scholars shall not intentionally access or download any text file or pictures or engage in any conference that includes pornography, advocates violence, racism, anarchy, treason, or discrimination.



- All search history, google suite documents, and scholar email content is accessible by a TLCS network administrator.
- Failure to adhere to the aforementioned technology expectations will result in a consequence that is determined by the Dean of Culture, Principal, or another school-site administrator.

## **TOYS/ELECTRONICS AT SCHOOL**

Scholars who bring personal items to school assume all risks, including theft, associated with that item. The school is not liable for lost or stolen items, even if the incident or theft occurred on school grounds. TLCS strongly recommends that all electronics and toys are left at home.

Scholars should not bring personal items to school unless the items are related to specific classroom activities. Trading of items is not allowed. If a staff member believes that any item a scholar has brought to school is disruptive to learning or potentially dangerous to the individual scholar or another person, that staff member may take the item(s) from the student.

The item(s) in contention, especially if potentially dangerous to the scholar or another person, will be brought to the attention of the Dean of Culture and/or the Principal.

## **HEALTH & WELLNESS**

### **SCHOLAR ILLNESS**

The safety and health of your scholar is our top priority. Please keep the District Nurse informed of any needed medical information.

Please do not send your scholar to school if s/he is ill. Your scholar must be fever-free for 72 hours without fever-reducing medication, before returning to school. Scholars who participate in school activities during the day or evening are to attend school all day the day of the activity. Written permission to be absent any time before the activity, will be the only exception to this situation. (Example: dental appointment, funeral, non-illness appointment).

For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or certain taking fever reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDS]).

Any student with a fever of 100.4 or above and with additional symptoms consistent with influenza or COVID-19 will be asked by the school nurse to wear a mask and be placed in an isolated area until the student can be picked up by a parent or emergency contact. This is to protect others from potential exposure.

In the event that a scholar has an accident or is seriously ill while at school, every attempt will be made to notify the parent, guardian or designee. If all are unavailable, your child's physician (or dentist if a dental injury) will be contacted for instructions. If that person is unavailable, the



school will make whatever arrangements are deemed necessary for your scholar's well-being, including ambulance transportation to the emergency room. Therefore, it is pertinent that your contact information, and the contact information of all emergency contacts, is kept as accurate and as complete as possible. It is parent/guardian responsibility to notify the Office Manager of any changes in information. The campus Office Manager can be reached by calling the school at 918 794 1442. At the main menu, dial x1000 for Primary Academy (PK-4th grade), or dial x1206 for Upper Academy (5th-8th grade).

## **ILLNESS PROCEDURES**

Scholars with the following symptoms may be sent home at the discretion of the District Nurse, or other qualified School Operations Personnel:

- Temperature of 100 or above (oral) or equivalent (normal temperature for 24 hours before returning to school)
- Vomiting (free from vomiting for 24 hours before returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the nurse's judgment is of concern for the child's or other's Health

## **IMMUNIZATION REQUIREMENTS**

Per the Oklahoma State Department of Health, "all children two months of age and older must present an immunization record or file or an exemption before they are allowed to attend child care or school in Oklahoma". As a result, proof of immunizations or a filed exemption is a registration requirement for enrollment at TLCS.

A list of required and recommended immunizations for the 2024-2025 school year can be found here: <https://oklahoma.gov/health/immunizations.html>. For additional information, call the Immunization Service at (405) 426 8580.

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

## **MEDICATION**

TLCS must be informed of any prescription medication that a scholar is required to take at school. To dispense prescription medication to scholars, the school must receive a copy of the doctor's note, along



with the medication administration instructions, from the scholar's parent/guardian. Scholars may not bring their own medicine to school to keep their own medicine in their backpack, classroom or elsewhere. Please notify the school if special medicinal requirements are necessary for your scholar.

## **PHYSICALS**

Scholars must have a physical by a qualified physician at the age designated by Oklahoma regulations in order to play sports with the school. The school will advise you of specific requirements that scholars must meet before athletics tryouts begin.

## **PE GUIDELINES**

Oklahoma state education laws require that all scholars be enrolled in and participate in a course of Physical Education. Students are required to participate in all PE classes. If a physician determines that a scholar should not participate or should only participate on a limited basis, the parent/guardian must obtain a note from the physician with all restrictions noted. This documentation must be submitted to the District Nurse. When the scholar is cleared by their physician to return to all activities, a clearance note must also be given to the District Nurse. In the case of an unexpected injury or illness, the school nurse may determine if a student is unable to participate in PE activities.

## **CHILD NUTRITION SERVICES**

TLCS partners with OPAA! to offer a breakfast and hot lunch service. As of the 2024-2025 school year, breakfast and lunch is free of cost to all scholars, regardless of the scholar's free & reduced lunch status. Students who choose to eat breakfast at school should report directly to the cafeteria upon arrival.

Scholars are also welcome to bring lunch to school. We recommend that scholars bring a full and healthy lunch, per the federal nutrition standards (<https://www.fns.usda.gov/school-meals/nutrition-standards>) that are aligned with the Dietary Guidelines for Americans, found here:

<https://www.fns.usda.gov/cn/fr-042524>. These standards include a balance of fruits, vegetables, whole grains, and lean protein. Scholars who bring only snacks to school from home will be instructed to go through the lunch lines. Please do not send any glass bottles, glass containers, or peanut butter products in your scholar's lunch.

If special food precautions are necessary for your scholar, please notify the District Nurse. A doctor's note for food allergies is required. In accordance with Federal Law and U.S. Department of Agriculture policy, the TLCS child nutrition food provider, OPAA!, is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employee.

Monthly menus are posted on our website, or can be viewed on the bulletin board in the main office.



## **SAFETY & VISITORS**

### **PARENT/GUARDIAN EXPECTATIONS**

We are committed to maintaining a safe, respectful, and supportive environment for all scholars, staff, and visitors. To ensure this, all parents/guardians must adhere to the following expectations when interacting with school staff:

- **Respectful Communication:** All staff members must be spoken to respectfully. Yelling, cursing, or using abusive language is unacceptable.
- **Appropriate Behavior:** Physical threats or aggressive behavior towards staff or scholars will not be tolerated under any circumstances.

Failure to comply with these expectations may result in:

- **Restricted Access:** Parents/guardians who engage in inappropriate behavior may be banned from school premises.

We appreciate your teamwork and cooperation in helping us maintain a safe, positive and respectful school environment.

### **SCHOOL CLOSINGS**

TLCS follows its authorizer, Tulsa Public Schools, for any closures due to inclement weather. For example, if the Tulsa Public Schools closes due to inclement weather, then TLCS will also close. In the event that weather conditions become hazardous during the school day, TLCS will either follow the early dismissal policies of Tulsa Public Schools or advise otherwise, using Parent Square, the district's electronic notification and communication system.

TLCS may choose to make up the inclement weather day via a method that is different from Tulsa Public Schools. For example, Tulsa Public Schools may opt to add a school day for scholars at the end of the year. TLCS may opt to make up for that same inclement weather day by turning a Professional Development day for staff into a school day for scholars. The decision for how to make up an inclement weather day is recommended by TLCS district administrators, approved by the Executive Director, and communicated to all parents/guardians via Parent Square, the district's electronic notification and communication system.

### **EMERGENCY DRILLS & EVACUATION**

There will be regular fire, tornado and other emergency/evacuation drills at the school throughout the school year. Please reinforce with your scholar the importance of following staff directions during these drills. We take every precaution to see that your scholar is safe at all times.

Drills may be held without warning. TLCS uses Raptor Alert, a platform that is synced with the scholar information housed in Powerschool SIS, and is connected to local authorities. Additionally, there is an exit plan in each room with specific procedures in place in each school.





## **VISITING A CLASSROOM**

Visitors are not permitted during the first six week of school, or the last four weeks of school, so that all scholars can participate in the setting and practicing of school lunch procedures, and end of year activities.

Arrangements to visit a classroom can be made in advance by calling the main office at 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade). Visitors are expected to abide by visitor sign-in procedures upon arrival:

1. arriving to the campus main office with your ID
2. using your ID to sign in to Raptor, our Visitor Management system
3. printing your visitor badge
4. wearing your visitor badge, and
5. being escorted by a staff member to your destination.

Visitors are permitted only in the areas of the school building designated by the 'location' or 'destination' as printed on the visitor's badge.

Unless otherwise specified in a behavior plan or in the result of a referral, classroom observations should be limited to one hour to keep scholars focused on in-class learning time. Observers should not interact with their scholar throughout the observation in order for the scholar to stay focused on learning.

Additionally, parent/guardian observations may be required at the school site administrator's discretion, usually due to a logical consequence, behavior plan, or academic concern.

When visiting, please keep in mind that teachers and scholars are focused on instruction. As a result, teachers are not available for impromptu meetings, conferences, or conversations. We discourage scholar's siblings from visiting school with parent/guardians, as their presence often becomes a distraction to learning. Minors unaccompanied by adults are not permitted to visit any TLCS school.

## **SCHOOL VOLUNTEERS**

TLCS welcomes parents/guardians who wish to volunteer in classes. For the safety of all students, it is required that all volunteers undergo a training and background check, which may include fingerprinting if mandated by state law or local regulation, prior to volunteering in the school and/or with scholars.

Information on how to become a school volunteer will be sent home at the beginning of the school year or you may inquire at the main office.

As parents/guardians contact the main office to offer their assistance, parents/guardians will then be connected with the appropriate teachers or staff member. Upon arrival, school volunteers can expect that a TLCS staff member will review: classroom norms, procedures and expectations for scholar behavior, emergency procedures, and the work for the day(s) on which the parents/guardians are volunteering.

Additionally, opportunities for support exist outside of the classroom. TLCS may solicit parents/guardians' time and support for items including, but not limited to: fundraising, leading parents/guardians organizations, chaperoning field trips, decorating or refreshing the school building,



cutting or preparing class materials, or helping to plan monthly parents/guardians events. Having parents/guardians volunteers allows for teachers and Principals to focus on teaching, learning, and scholar instructional success.

## **LUNCH VISITORS**

Visitors are not permitted during the first six week of school, or the last 4 weeks of school, so that all scholars can participate in the setting and practicing of school lunch procedures, and end of year activities.

To request and schedule a lunch visit, call the main office at 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade). Requests will not be granted when there is a competing priority for your scholar's lunch that day (ex. positive incentive, event, other campus priority).

Visitors are expected to abide by visitor sign in procedures upon arrival. This includes: arriving to the campus main office with your ID, using your ID to sign in to Raptor, our Visitor Management system, printing your visitor badge, wearing your visitor badge, and being escorted by a staff member to your destination. Visitors are permitted only in the areas of the school building designated by the 'location' or 'destination' as printed on the visitor's badge.

If you opt to eat the food provided by the cafeteria, you will need to pay for your lunch via exact change in cash, cashier's check, or money order, at the main office, upon your arrival.

## **SCHOLAR BEHAVIOR & EXPECTATIONS**

### **DRESS CODE**

Bottoms	<p>Bottoms: scholars may choose between the following.</p> <ul style="list-style-type: none"><li>● Khaki, Grey or Navy Pants</li><li>● Shorts and Skirts that reach the knee.</li><li>● Fridays only- jeans (rips/tears must be below the knee)</li></ul> <p>Expectations are that bottoms <b>MUST</b> be appropriately sized, fitted and worn at the waist.</p> <p><b>Not Permitted:</b></p> <ul style="list-style-type: none"><li>● Athletic bottoms, pajamas, spandex, leggings and bottoms with tears/holes above the knee</li></ul>
Shoes	<p>Shoes: For safety purposes, all shoes must meet the following criteria.</p> <ul style="list-style-type: none"><li>● Closed-toed.</li><li>● Must have backs.</li><li>● Must have hard soles.</li></ul>

	<p><b>Not Permitted:</b></p> <ul style="list-style-type: none"> <li>• Slides, sandals, Crocs, heels, slippers</li> </ul>
Shirts	<p>Tops: scholars may choose between the following:</p> <ul style="list-style-type: none"> <li>• Polo or button-down shirts of any of the following solid colors <ul style="list-style-type: none"> <li>○ Navy</li> <li>○ Golden yellow</li> <li>○ White</li> <li>○ Light blue</li> <li>○ Grey</li> </ul> </li> <li>• Approved TLCS spirit, TLCS athletics, or TLCS scholar organization t-shirts, sweatshirts, or jackets</li> </ul>
Outerwear	<p>Students may wear the following outerwear:</p> <ul style="list-style-type: none"> <li>• Sweatshirts*</li> <li>• Jackets*</li> <li>• non-TLCS outerwear must be solid navy blue, golden yellow, or white</li> </ul> <p>*All hats, beanies, skull caps, and hoods must be removed when inside the building.</p>
Accessories/ Styling	<p>Due to safety purposes, the following items are NOT permitted:</p> <ul style="list-style-type: none"> <li>• Hats, hoods, bandanas, bonnets, and sunglasses (except religious or cultural head-coverings)</li> <li>• Spiked accessories</li> <li>• Earbuds/airpods/headphones</li> <li>• Clothing with inappropriate brands.</li> </ul>
Themed Dress	<p>Periodically throughout the year, scholars are given the opportunity to dress in accordance with a theme dress. This happens on special holidays such as Halloween or during Spirit Weeks throughout the year. On these days, scholars can dress according to the theme dress for that day.</p> <p>If they choose not to, they will need to comply with the daily dress code expectations. If they choose not to be in theme dress and are not in appropriate dress code, they will be held accountable through receiving a demerit if the dress code violation is fixable. If it is not, the student will be asked to call home to receive a new dress option that allows them to remain on campus.</p>

## **SCHOLAR DISCIPLINE**

To attain the highest standards of education, and to promote the development of responsible and respectful scholars, it is necessary for TLCS to work in partnership with you as the parent guardian, and with any additional partners (ex. counselors). TLCS believes in correctional discipline that is constructive and not just punitive. Scholar conduct and behavior must be appropriate to maintain the orderly and efficient operation of the school, while respecting the rights and privileges of all scholars, school personnel and members of the community. Our district scholar discipline policy is based on the premise that all scholars are responsible for their own words and actions. At TLCS, we use a progressive discipline tier system to apply consequences. Infractions that are considered zero tolerance are not subject to the same progressive tier system.

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

## **SCHOLARS LEAVING THE BUILDING WITHOUT PERMISSION**

It is our desire that all scholars remain safe and make wise choices while at school. In the event of a scholar leaving the building and/or school grounds without permission, an appropriate consequence will be given at the discretion of the site-level Dean of Culture or Principal. This may include suspension.

## **SCHOLAR USE OF CELL PHONES & COMMUNICATION/RECORDING DEVICES**

Scholars are allowed to bring a cell phone to school, however, all cell phones must remain with power off and away during the instructional school day (Monday through Friday, 8:00 a.m. to 3:30 p.m.) There are some instances where cell phone use may be granted and communicated to a specified group of scholars by the Principal or Dean of Culture at a campus (ex. 8th graders during their lunch period).

Scholars should not take photos or videos of other scholars or staff without that/those individual's consent. Additionally, phones will not be used for academic research or activities. Any such learning activities or research will be conducted with school-issued class sets of chromebooks.

TLCS is not liable for lost or stolen cell phones or other personal property. Final determination regarding cell phones and communication/recording devices policies and consequences may be made at the school site level by the building Principal and/or Dean of Culture.

Please do not communicate with your scholar via cell phone or communication/recording device during the school day. To communicate with your scholar, please contact the main office by calling 918 794 1442 (x1000 for Primary Academy PK-4th grade, x1206 for Upper Academy 5th-8th grade). Our dedicated Office Managers will deliver your message to your scholar before dismissal.



At Primary Academy (PK-4th grade), scholars who choose to bring a cell phone to school must store their cell phone in their locker, or give their cell phone to the Dean of Culture.

At Upper Academy (5th-8th grade), scholars may use their cell phones during arrival (7:30-8am) and dismissal (3:30-4pm). Scholars can expect for their cell phones to be placed in a cell phone holder, basket, or lock box in the teachers' area. In the event of a drill/emergency, teachers are responsible for gathering phone basket. Scholars can also expect that phones will be returned to them before the class period ends.

## **BUS PRIVILEGES**

The purpose of school transportation is to provide safe, comfortable and economical transportation for scholars who live beyond the walking distance established by TLCS. Bus ridership is a privilege. The rules governing scholar behavior apply to all transportation provided by the school.

Scholars are expected to abide by the following rules and expectations on the bus. Note that the following is not an exhaustive list, and is subject to change at the discretion of the Dean of Culture or the Principal at either campus, based on evolving needs grounded in safety.

1. Enter the bus at a voice level one and sit in your assigned location/seat.
2. Sit in your seat facing forward, with your feet on the ground.
3. Stay seated throughout the duration of the bus ride unless you are boarding or de-boarding the bus, including both when the bus is moving, and when the bus is stopped
4. Any food, drinks, snacks, and candy must remain in your lunchbox or backpack at all times. Eating on the bus is not permitted.
5. Respect yourself and those around you, including all scholars, drivers, bus monitors, parent volunteers and chaperones, etc.
6. All scholars must adhere to the bus rules at all times. Failure to meet any of the rules will result in consequences assigned by the Dean of Culture, potentially involving and leading up to temporary or permanent suspension of bus privileges.

TLCS reserves the right to refuse transportation to any scholar not abiding by bus expectations. If a scholar misbehaves on a school bus, the DS Bus Driver radios to dispatch or the DS Bus Manager, to request administrative presence at the bus. The Dean of Culture, or designated administrator, goes to the bus loading zone, boards the bus, and addresses the scholar behavior. If the bus is located at the other campus, The Dean of Culture or designated administrator may ride the bus back to the campus of the scholar with the behavior concern. The scholar's Dean of Culture (PK-4th grade: Primary Academy, 5th-8th grade: Upper Academy) addresses the behavior with the scholar and designates a consequence, if applicable.

Examples of consequences for unacceptable bus behavior include: in-school consequence, temporarily lose the privilege of riding the bus, or be suspended from riding for the remainder of the school year. In such cases, the school will then call the parent/guardian who must come to school, or send a specified adult to the school, to pick up the scholar. Parent/guardians are responsible for the transportation for any scholars who have lost school bus transportation privileges.



The DS Bus driver's responsibility is to request support by notifying dispatch of a behavior incident needing attention, and submitting an incident report documenting the incident. DS Bus drivers do not hold the responsibility or ability to remove scholars from the bus.

The DS Bus manager's responsibility is to coordinate behavioral support, provide updates to the site level leadership and Director of Campus Operations, and otherwise continue to serve as a liason between Tulsa Legacy Charter School and DS Bus.

Any scholar authorized to ride a bus under may only embark or disembark at their designated bus stop. A different bus stop or afternoon transportation mode may be accommodated by the parent/guardian contacting the Office Manager directly via phone call or voicemail, before 12pm. In some instances, a transportation change made between the hours of 12-2pm may be granted at the Office Manager's discretion. The Office Manager can be reached by calling the school's main office at 918 794 1442 (x1000 for Primary Academy PK-4th grade, or x1206 for Upper Academy 5th-8th grade).

At no time are parents or any other individuals beyond the transportation vendor personnel, school personnel, and scholars, permitted to board the bus without explicit and written permission from the Dean of Culture or Principal. TLCS expects all scholars, parent/guardians, and staff members to be courteous to bus drivers at all times.

In the event that there is no familiar adult at the bus stop to meet the scholar, the bus may return to the school, or the DS Bus bus depot, located at 1222 West 37th Place, Tulsa, OK 74107. A scholar's bus privileges may be revoked if TLCS or DS Bus Lines determines that a scholar is frequently non-deliverable.

Either the school or DS Bus will contact the parent/guardian or other designated person to pick up the scholar. If the parent/guardian or designated adult is not reachable, the school or DS Bus will call all emergency contacts. If the scholar is not picked up by 4:45pm, TLCS and/or DS Bus reserves the right to notify and/or involve the Tulsa Police Department or the Department of Human Services.

## **IN-SCHOOL RESTORATION**

Restorative reflection time at TLCS is a time for scholars to reflect on their actions and will be an opportunity for staff to meet with or talk to parents and intervene to change behaviors so that a scholar is performing to their potential and meeting their academic goals. Restorative reflection time should be viewed as serious and a red flag for staff to intervene and support scholars.

A scholar may be assigned to spend a certain number of days in Restore as a logical consequence for disruptive or other unacceptable acts if other restorative approaches have not been successful. In Restore, the scholar is removed from his/her normal class(es) and assigned to another room in the school for some period of time in accordance with logical consequences. The scholar will do her/his classwork in the assigned room with academic support and behavioral support from a designated staff member. This may also be time for restitution, such as writing a letter of apology.



In the event that a scholar is sent to the Restore room, the Dean of Culture will contact the parents/guardian of the scholar to inform them of the incident and, if appropriate, to request their cooperation in implementing logical consequences. The Dean of Culture or Principal may schedule a follow-up meeting with the scholar's parent/guardian to debrief the incident, suspension decision, and/or create or share a plan for the scholar moving forward.

The Dean of Culture, Principal or other designee, may determine other logical consequences that will restore relationships and the classroom environment upon the scholar's return to the classroom.

If your scholar is assigned ISS, the expectation is that the consequence is served in school. If the scholar is not present on an assigned day of ISS, that will be deemed an absence.

## **OUT OF SCHOOL SUSPENSION OR LONG TERM SUSPENSION**

All scholars serving out-of-school suspension time are required to remain on roster, according to Oklahoma State Education Code. Upon return from suspension, scholars and the scholar's parent/guardian will be required to complete a restorative circle with the Dean of Culture, teacher, and/or other school administrator. All scholars will have an opportunity to make up work in order to receive full credit for the work missed while on suspension. Scholars will have the same number of days in which they were suspended to complete the work for full credit.

## **INTERIM ALTERNATIVE EDUCATION SETTINGS**

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

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

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

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

The Principal, Dean of Culture, and other TLCS district administrators reserve the right to respond appropriately to scholar misbehavior. We are committed to maintaining a safe learning environment for all scholars. For Primary Academy scholars and/or students with special needs, consequences will be adapted appropriately and in accordance with the law.





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

## **EMERGENCY SUSPENSION**

If TLCS has a reason to believe that a scholar is creating an unsafe environment for another person, TLCS may place the scholar on an emergency suspension, pending an investigation. We strive to complete this investigation within one school day. Examples of creating an unsafe environment include: bullying, verbal or written threats to a staff member, or other aggressive/hostile actions.

# **DISTRICT POLICIES**

## **DUE PROCESS AND APPEALS**

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

**Lesser Grievances:** This applies to restorative consequences other than suspension. When a scholar or parent/guardian disagrees with the consequences imposed by a school employee, they have a right to an informal conference with the Dean of Culture. During the meeting, the Dean of Culture or Principal may respectfully question any person involved. Likewise, the scholar or parent/guardian may also respectfully question the employee who imposed the consequences. If the grievance is not resolved, a written or oral appeal may be made to the Executive Director of Tulsa Legacy Charter School within two business days. If the grievance is not resolved at that level, a written or oral appeal may be made within two business days to the TLCS School Board, most likely to be heard at their next regularly scheduled meeting, which typically takes place on a monthly basis. Unless the Dean of Culture or Principals decides to delay or pause the consequences, the consequence may be imposed during the appeal process.

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

**Appeals for Short-Term Suspensions (1 to 4 days):** When a scholar or parent/guardian disagrees with the consequences imposed by a school employee, they have a right to an informal conference with the Dean of Culture. During the meeting, the Dean of Culture or Principal may respectfully question any person involved. Likewise, the scholar or parent/guardian may also respectfully question the employee who imposed the consequences. If the grievance is not resolved, a written or oral appeal may be made to the Executive Director of Tulsa Legacy Charter School within two business days. If the grievance is not



resolved at that level, a written or oral appeal may be made within two business days to the TLCS School Board, most likely to be heard at their next regularly scheduled meeting, which typically takes place on a monthly basis. Unless the Dean of Culture or Principals decides to delay or pause the consequences, the consequence may be imposed during the appeal process.

**Due Process for Long-Term Suspension (5 or more days):** Due process for long-term suspensions is a more formal process. The scholar and his/her parent/guardian will be provided a written notice of an opportunity for a hearing before the long-term suspension is imposed. The notice must be in the predominant language of the student or parent/guardian, must explain the alleged misconduct and rule violated, specify the proposed consequences, and explain the right to a hearing. The scholar or parent/guardian must request a hearing within three school days or the right to a hearing will be waived and the suspension may be imposed. In most cases, if the scholar or parent requests a hearing, the scholar is entitled to remain in school until a decision is reached after the hearing, although the scholar may be removed from the classroom if safety is a potential issue.

The hearing process and requirements for Long-Term Suspension is as follows:

- If a request for a hearing is received within 3 school days, TLCS must schedule a hearing for the upcoming monthly School Board meeting.
- The scholar and the parent/guardian have the right, before the hearing, to inspect the evidence and any documents that TLCS intends to introduce.
- The scholar and the parent/guardian have the right to be represented by an attorney provide at their own expense. TLCS may allow a representative other than an attorney.
- The scholar and the parent/guardian have the right to question and cross-examine witnesses of TLCS, unless there is evidence of good reason that the TLCS should not produce a witness, such as for safety concerns.
- The scholar and the parent/guardian have the right to present an explanation of the alleged misconduct and support their explanation through witnesses, introduction of documents, or through other physical evidence.
- The TLCS employee assigned to present the School's case has the right, before the hearing, to inspect any evidence the student or parent/guardian plans to introduce.
- The hearing officer or persons hearing the case may not be a witness, and the consequences to be imposed, if any, must be determined entirely on the evidence presented in the hearing.
- The hearing must be either electronically recorded or a verbatim record of the hearing must be made.
- A written decision of the hearing officer(s) must be provided to the scholar and parent/guardian or their attorney. The decision may either uphold the long-term suspension, or may impose lesser consequences or no consequences at all. A suspension upheld by a hearing will commence immediately.

**Appeals:** If a scholar or parent/guardian disagrees with the decision of a hearing officer(s), they may file a written request for appeal within three school days of receiving the decision. An appeal will be heard by the TLCS School Board. In most cases, the suspension may be continued while an appeal is made to the school board.



## **MEDIA RELEASE**

From time to time, our scholars are featured in newspaper articles, district newsletters, school webpages, etc. Your decision for whether or not your scholar's photograph may be used or published, is confirmed in your scholar's registration documents, updated on an annual basis. Should you prefer to change your scholar's media release option or status mid-year, please contact the Office Manager at your scholar's campus.

## **SCHOLAR RECORDS**

Every legal guardian is required to complete and submit enrollment forms as part of the registration process. For assistance in completing these forms, reach out to the Office Manager or District Registrar.

Copies of all scholar records will be maintained on-site at the school in a private and secure location. Parents/guardians may request a copy of their scholar's records at any time by completing the required form available from the school office.

It is recommended that parents/guardians obtain a copy of their scholar's records from all previous schools attended and forward these records to TLCS upon enrollment. If parents/guardians do not have such records, TLCS will request records directly from other schools the student attended. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered part of the scholar's confidential educational records. Release is restricted to:

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

## **FERPA**

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

- School officials with a legitimate educational interest

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

## **ACADEMIC INTEGRITY**

Our school community values academic honesty, and we believe that each scholar should feel pride in achieving academic excellence on their own merit. We value academic integrity and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment or a final grade. We require all scholars to complete work with academic integrity and avoid plagiarism and/or cheating.

Our school believes that student-to-student collaboration is a valuable instructional practice. Therefore, teachers should be explicit about which assignments may be collaborated on or worked on in a group setting. Scholars should assume that all work must be individually completed, unless otherwise indicated.

Cheating includes, but is not limited to:

- Communicating with another scholar during an assessment, quiz, or exit ticket
- Copying or allowing copying during an assessment
- Copying or allowing copying of homework, classwork, projects, and/or other student materials
- Using unauthorized notes or devices
- Removing a test paper from a classroom without permission
- Relaying information or accepting information from scholars concerning assessment questions
- Sharing any form of student work, tests, or notes via texting or social media

Plagiarism includes, but is not limited to:

- Presenting words, works, or opinions as one's own without proper citation or acknowledgement

Consequences for academic dishonesty are determined by campus culture leaders and principals and are determined using a number of factors, such as extent of dishonesty, importance of assessment, and previous dishonesty. Consequences for academic dishonesty may include, but are not limited to:

- Family conference with an administrator
- Temporary suspension from extracurricular activities, including sports, clubs, etc.
- Scholars will be required to retake or resubmit any assignment in which they have not shown academic integrity.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

To protect scholars we have several procedures in place. Bullying will not be tolerated in school, on the bus, or during school activities, such as sporting events.

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

Scholars who engage in bullying will face disciplinary action and, depending on the severity and pattern, may be reported to law enforcement. TLCS has procedures for investigation and intervention of scholars engaged in bullying behavior, as well as procedures to prevent bullying and to support victims. Program methods include using re-education of acceptable behavior, discussions, counseling and appropriate consequences. TLCS is also committed to supporting scholars who have been the victims of bullying. Our District Counselor, and the Deans of Culture at each campus, are equipped to assist scholars.

Cyberbullying is taken seriously at TLCS. We will investigate credible reports promptly. Scholars are encouraged to report an incident immediately to a teacher, the District Counselor, or the Dean of Culture. Scholars who make a report are requested to preserve evidence of cyber bullying. For example, a scholar may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of the Dean of Culture when a scholar reports an incident of cyber bullying. Staff will attempt to preserve evidence of the cyber bullying and will submit any evidence to the Dean of Culture.

Complaints under this policy may be filed with the District Counselor, or the Deans of Culture at each campus. All complaints will be investigated and the parties involved informed of the outcome. Knowingly made false complaints may result in legal or administrative action against the complainant. No member of the school community may ever retaliate against a complainant.

## **NON-DISCRIMINATION**

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

Every scholar has the right to learn in an environment that is free from harassment and/or discrimination based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, parental status, marital status, homeless status, or disability. All scholars are guaranteed equal access to educational and extracurricular programs and activities.

Complaints under this policy may be filed with the Principals at each campus, or the Director of District Operations. All complaints will be investigated and the parties involved informed of the outcome.



Knowingly made false complaints may result in legal or administrative action against the complainant. No member of the school community may ever retaliate against a complainant.

## **SUSPICION OF CHILD ABUSE/NEGLECT**

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

## **TOBACCO, ALCOHOL, AND DRUGS**

Possessing, using or selling tobacco, alcohol, or illegal drugs, or “look alike” substances is strictly prohibited on school property, while under school supervision or at a school activity. Should a scholar engage in the possession, use, or distribution of tobacco, alcohol, or illegal drugs, consequences in accordance with scholar behavior expectations and policies will be given.

## **WEAPONS**

Parents of scholars found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to the law enforcement officials, and the scholar will be subject to disciplinary action including suspension or expulsion.

Dangerous weapons are any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.



## ACKNOWLEDGEMENT

After reading the Scholar & Family Handbook, please discuss the relevant content with your scholar and sign the acknowledgement below. Return this page to the school office.

I acknowledge the Family Handbook and the policies contained within, are available to me through Parent Square and the Tulsa Legacy Charter School website.

- I have reviewed the Scholar & Family Handbook for 2024-2025, in an effort to promote a better understanding of TLCS expectations.
- I acknowledge receiving and/or being provided electronic access to the Scholar & Family Handbook and school policies. I have read these materials and understand all rules, responsibilities, and expectations.
- I understand that the Scholar & Family Handbook and School Policies may be amended during the year, and such changes will be available on the school website.

I understand my failure to return this acknowledgement will not relieve my scholar or myself from being responsible for knowing and complying with the school rules and procedures and may result in further communication or additional consequences.

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Printed Name of Parent/Guardian

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Signature of Parent/Guardian

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Printed Name of Scholar

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Signature of Scholar

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Date