

TULSA LEGACY CHARTER SCHOOL



SCHOLAR & FAMILY HANDBOOK

2026-2027 SCHOOL YEAR



Create Your Legacy Here.

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2026 - 2027 TLCS Scholar and Family Handbook

INTRODUCTION

Thank you for choosing to C.R.E.A.T.E. your legacy at Tulsa Legacy Charter School (TLCS)! As a Legacy Family, you are now part of a school community committed to proving that different outcomes are possible when scholars from under-resourced communities are given access to a high-quality, equitable education. We believe that when schools invest in strong relationships, hold high expectations, and provide meaningful support, every scholar can thrive.

This Scholar and Family Handbook is designed to set your family up for success by clearly outlining school policies, expectations, and available resources. Whether you are a new or returning family, this guide is your go-to reference for understanding the rights, responsibilities, and routines that help our scholars excel.

Organized into five key sections, this handbook covers:

- Academic Excellence – Grading systems, assessments, promotion criteria, and academic supports.
- Family Partnerships – How families can engage with our school, volunteer opportunities, and communication tools.
- Health and Safety – Emergency procedures, health requirements, medication policies, and school safety guidelines.
- Scholar Conduct and Expectations – Our behavioral standards, dress code, and discipline framework
- School Operations – School hours, calendars, attendance policies, arrival/dismissal, meals, and communication.

HOW TO USE THIS HANDBOOK

We encourage families to read the entire handbook and refer back to it throughout the school year. For quick reference, use the table of contents or Ctrl+F to search specific topics. If you have questions, your campus office is always available to help clarify any policy or procedure.

POLICY REVISIONS AND UPDATES

This handbook reflects the policies and practices in place at the start of the school year, but TLCS may update or amend policies as needed to stay aligned with best practices and legal requirements. When that happens, families will be notified, and the updated version will be shared through official school communication channels.

Please note that this handbook does not replace legal documents, individualized education plans, or enrollment agreements. It is a practical guide for navigating school life at TLCS and ensuring all scholars have the opportunity to succeed in a safe, supportive, and structured environment.

A LETTER FROM THE EXECUTIVE DIRECTOR

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— parents/guardians, teachers, Principal, 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

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THE TULSA LEGACY WAY

MISSION

WHY DO WE EXIST?

Tulsa Legacy Charter School 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.

OUR C.R.E.A.T.E. VALUES

Value	Scholars	Legacy Builders
C Commitment	I show commitment by sticking to it until I deliver.	We provide every scholar equal access to opportunity, uphold professionalism and foster personal growth.
R Rigor	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.
E Excellence	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.
A Achievement	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.
T Team Work	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.
E Empathy	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.

OUR CHARTER SCHOOL STATUS

Charter schools are public schools designed to complement traditional public schools. They exist to serve students who, for various reasons, are not thriving in a one-size-fits-all traditional public school.

Charters are free and open to all, offering every child an opportunity for a great education. They are given the flexibility to develop teaching approaches that work best for their students. In exchange for this flexibility, charter schools are held to increased accountability and transparency standards. Periodically, charter schools must submit applications for renewal to their authorizing Local Education Agency (LEA), which authorizes their existence for a renewed period.

Every student deserves the chance to receive a public education at a school that prioritizes their needs, regardless of zip code, income, or ability level. By delivering for students from diverse backgrounds and teaching them in ways that they learn best, public charter schools like Tulsa Legacy Charter School (TLCS) are preparing the workforce of tomorrow and the future of Oklahoma.

OUR GOVERNANCE STRUCTURE

Tulsa Legacy is managed by its own Board of Directors, which include representatives from influential companies and industries across the city of Tulsa. This group of seasoned professionals who have dedicated their careers to challenge the status quo and are dedicated to continuous improvement and strategic innovation at all levels.

TLCS LOCATIONS

Tulsa Legacy Charter School
Grades Served: Pre K through 8th
6001 North Peoria Avenue Tulsa, Oklahoma 74126

ACADEMICS

Here, you'll find information about our instructional model, grading system, academic supports, homework expectations, assessments, and promotion criteria. This section ensures families understand how learning is measured and how scholars are supported toward success

ACADEMIC INTEGRITY

Tulsa Legacy Charter School is committed to maintaining a school culture rooted in honesty, trust, and academic excellence. Scholars are expected to complete all work with integrity and are responsible for producing their own original work unless explicitly directed otherwise.

Academic dishonesty includes, but is not limited to:

- Plagiarism – using someone else’s words, ideas, or work without giving credit
- Cheating – using unauthorized help or materials during tests or assignments
- Fabrication – making up data, sources, or results
- Collusion – helping others cheat or allowing others to use your work
- Impersonation – doing academic work on someone else’s behalf

While collaboration is sometimes allowed, scholars should assume that all work must be completed independently unless told otherwise by their teacher. If a scholar is unsure about whether collaboration or citation is appropriate, they are expected to ask for clarification before submitting their work.

Violations of academic integrity are taken seriously and result in consequences, which may include:

- A verbal warning or redo of the assignment
- A zero on the assignment and parent notification
- Academic probation or suspension from extracurricular activities
- Further disciplinary action in cases of repeated or severe violations

All suspected violations will be investigated by school leadership in a fair and respectful manner. Scholars and families have the right to appeal any decision by following the TLCS appeal process.

Academic integrity is not just about avoiding dishonesty—it’s about taking pride in one’s learning, developing personal responsibility, and respecting the work of others. TLCS will continue to provide education and resources to help scholars uphold these standards as part of their academic journey.

ASSESSMENT AND EVALUATION

At Tulsa Legacy Charter School, we use multiple types of assessments to measure scholar learning, growth, and progress. These assessments help us make informed decisions about instruction and support, and they are a vital part of our academic program. Assessments are designed to ensure that every scholar has the opportunity to demonstrate mastery of grade-level standards.

TYPES OF ASSESSMENTS AT TLCS

- **State-Mandated Assessments (OSTP):** Required by the Oklahoma State Department of Education (OSDE), these tests assess proficiency in core subjects for scholars in grades 3–8.
- **Dynamic Learning Maps (DLM):** Administered to eligible scholars with significant cognitive disabilities as an alternative to OSTP.
- **WIDA ACCESS for ELs:** Administered annually to assess English language proficiency for English Learners.
- **NWEA MAP Growth Assessments:** These are given three times a year (beginning, middle, and end of year) to track progress in reading and math and guide interventions.
- **District Benchmark Assessments:** Administered throughout the year to track learning in core content areas.
- **Common Formative Assessments (CFAs):** Regularly used by teachers to check for understanding of key skills and standards.
- **Summative Assessments:** Unit tests, essays, and projects that show how well scholars have mastered content over time.
- **Classroom Performance:** Daily work, homework, and participation that show ongoing skill development and engagement.

TESTING EXPECTATIONS AND ACCOMMODATIONS

All scholars are expected to participate fully in required assessments unless formally exempt under state law. Scholars with an Individualized Education Plan (IEP), Section 504 Plan, or English Learner Plan (ELAP) will receive appropriate testing accommodations. Testing schedules are communicated in advance so families can plan accordingly. Scholars who miss a test will be given the opportunity to make it up.

ASSESSMENT RESULTS AND COMMUNICATION

Assessment results help shape your scholar's instruction and support. You'll receive updates on progress throughout the year via:

- Quarterly report cards and progress reports
- Parent-teacher conferences
- Powerschool SIS parent portal

If your scholar is struggling, our team will provide interventions and may develop an Individualized Learning Plan (ILP) to support their growth.

FIELD TRIPS

Field trips are meaningful learning experiences that enrich classroom instruction and help scholars connect academic content to the real world. Before each trip, teachers will send home detailed information including the destination, learning goals, schedule, and any required supplies. A field trip permission slip will also be provided and must be signed and returned by the deadline. Verbal permission will not be accepted.

To be eligible to participate in a field trip, scholars must demonstrate consistent responsibility, respectful behavior, and the ability to uphold the CREATE values of Tulsa Legacy Charter School. Field trip participation is considered a privilege and is contingent on a scholar's behavior, attendance, academic standing, and alignment with school expectations.

Eligibility is not fixed. A scholar may earn or lose eligibility at any time, including after a payment has been made. All field trip payments are non-refundable, regardless of changes in eligibility. Parents/guardians will be notified if their scholar becomes ineligible and will be given the reason for the change.

Parent/guardian chaperones may be invited to support scholar supervision, either for the group or for individual scholars requiring additional assistance. All chaperones must be approved by

school staff, follow school policies, and may not transport scholars in personal vehicles unless expressly authorized through formal school procedures.

Families will be reminded of upcoming field trips through ParentSquare and/or printed memos from the classroom teacher. It is the family's responsibility to ensure:

- All forms and payments are submitted on time
- Any required medications are submitted to the Operations Coordinator-Health with proper documentation
- Scholars bring all necessary items (e.g., lunch, water bottle, weather-appropriate clothing)

All school rules and behavior expectations apply during field trips, and any violation may result in disciplinary action.

GRADING

Tulsa Legacy Charter School uses multiple forms of assessment to evaluate whether scholars are mastering essential grade-level content. Scholar progress is formally communicated to families each quarter through report cards. Grades are also available at any time through the PowerSchool Parent Portal, which provides real-time access to attendance and academic data.

CORE BELIEFS ABOUT GRADING

Our grading system is built on three foundational beliefs:

- **Grades Accurately Reflect Academic Performance** – Grades are based on mathematically sound calculations that clearly reflect how well a scholar is mastering grade-level standards.
- **Grades Are Based on Valid Evidence** – Scholars are graded on what they know and can demonstrate, not on behavior, effort, or external factors. Our approach ensures objectivity and protects against unconscious bias.
- **Grades Are Transparent and Understandable** – Scholars and families should always know what a grade means and how to improve it. Frequent feedback and opportunities for redemption are built into the system to support a growth mindset.

GRADING CATEGORIES

All scholar grades fall into one of two categories:

- Daily Achievement Grades measure mastery of the day's objective. These are most often based on Exit Tickets but may also include in-class assignments like science labs or short writing tasks. These grades are based on accuracy and cannot be retaken.
 - For courses taught five days a week: approximately two daily grades per week, with a minimum of 16 per semester
 - For courses taught fewer than five days per week: approximately one daily grade per week, with a minimum of 8 per semester
- Cumulative Achievement Grades assess long-term mastery through quizzes, tests, essays, or projects. These assignments can be retaken, as they reflect a scholar's evolving understanding over time.
 - For courses taught five days a week: at least 4 cumulative grades per quarter
 - For courses taught fewer than five days per week: at least 2 cumulative grades per quarter

GRADING SCALE

Letter Grade	Percentage
A	90–100%
B	80–89.99%
C	70–79.99%
N	0–69.99%
I (Incomplete)	Used for missing or incomplete assignments

GRADEBOOK PRACTICES

- Grading Floor: Scholars receive a minimum grade of 50% on submitted assignments to promote growth and avoid unrecoverable zeros.
- Homework: Assigned for practice, but not graded. Completion may be checked through classwork or quick assessments.
- Make-Up Work: Scholars with absences may submit Daily Achievement work as “Excused” and must complete Cumulative assessments within one week.
- Late Work: Accepted without penalty for up to one week following an absence. Missing work will be marked as “I” (Incomplete) until submitted.

GRADING FOR SCHOLARS WITH IEPs

Grades for scholars with Individualized Education Programs (IEPs) reflect accommodations and modifications detailed in their IEPs. General and special education teachers collaborate to ensure grades are fair and accurate. If a scholar with an IEP receives a grade below 70%, a support plan must be created in collaboration with the special education team.

TRANSPARENCY AND OVERSIGHT

Teachers are required to update gradebooks weekly. Academic coaches regularly audit grades and review them in coaching meetings to ensure accuracy and alignment. Report cards are issued quarterly, and grades must be submitted by the published deadlines.

PROMOTION AND RETENTION

Promotion at Tulsa Legacy Charter School is earned through consistent effort, demonstrated mastery of grade-level standards, and readiness for the academic and developmental demands of the next grade. Scholars are evaluated on a combination of academic performance (classroom grades and assessments), growth on internal and state assessments, attendance, and participation in any academic interventions provided during the year.

Scholars who do not meet expectations in core content areas—especially reading and math—may be recommended for retention or for promotion with a structured support plan for the following year. Retention may also be considered for scholars with significant gaps in foundational skills, persistent academic concerns, or limited engagement in assigned interventions. Scholars with IEPs are evaluated against their individual goals, and English learners receive appropriate language considerations.

Attendance is critical to a scholar's success. When a scholar accumulates more than 20 absences in a year—whether excused or unexcused—the scholar's academic team will review the impact on their progress and may recommend additional support, an attendance plan, or, in some cases, retention. Scholars facing medical, legal, or other extenuating circumstances may still be promoted when there is compelling academic evidence of their readiness.

Final promotion and retention decisions are made by the Principal, in consultation with the scholar's academic team. Families will receive early communication if a scholar is at risk of retention and will be invited to participate in planning conversations. A family who wishes to appeal a retention decision may submit a written appeal to the Executive Director at [ED email] within five school days of notification.

FAMILY PARTNERSHIPS

Families are essential partners in scholar success. This section explains how to stay engaged through communication, volunteering, school events, and support opportunities. We believe strong home-school connections create stronger outcomes for scholars.

CHAPERONE EXPECTATIONS

TLCS values the support of parent and guardian chaperones on field trips and off-site learning experiences. In order to ensure a safe, positive, and well-supervised environment, all chaperones must meet the following expectations:

All chaperones must pass a Raptor background check and complete a Chaperone Expectation Agreement before accompanying scholars on a field trip. Chaperones may be assigned a small group of scholars to supervise and are expected to keep them within sight and sound at all times.

Only approved chaperones may ride the bus with scholars, if space is available; otherwise, personal transportation is required. If a chaperone wishes to sign their child out at the field trip site, they must notify the teacher and complete an in-person sign-out before leaving.

As field trips are considered an extension of the school day, all school rules remain in effect. Chaperones are expected to model the CREATE values, refrain from using tobacco products, and help us maintain a focused and respectful learning environment. Siblings may not attend field trips. Chaperones are responsible for the cost of their own admission and meals.

We are grateful for our family partners and the vital role you play in creating meaningful and safe experiences for our scholars

DISTRICT COMMUNICATION AND PLATFORMS

COMMUNICATION

Tulsa Legacy Charter School values clear, timely, and efficient communication between home and school. Families will receive regular updates throughout the year through the following approved platforms:

District Social Media

Tulsa Legacy maintains an active presence on social media to celebrate scholar achievements, promote campus events, and build community engagement. While not a platform for individual scholar communication or urgent matters, our social media accounts provide a glimpse into daily life at TLCS and showcase our mission in action.

Follow us on:

- Facebook: @TulsaLegacyCharter
- Instagram: @TulsaLegacyCharter

Families are encouraged to follow both platforms for real-time highlights, updates, and photos from across our campuses.

ParentSquare

TLCS uses a parent/guardian communication platform called ParentSquare. ParentSquare is a fully hosted, two-way messaging platform that connects parents, scholars, and school staff in real time. It is the primary source of communication from Tulsa Legacy Charter School.

ParentSquare is used for:

- District announcements, alerts, and newsletters
- Classroom updates and reminders
- Community partnerships and school events
- Two-way communication between families and teachers
- Scheduling virtual or phone conferences with staff
- Emergency and general notifications, including building announcements, bus updates, weather delays, and urgent safety situations

There are four primary forms of communication within ParentSquare. As a TLCS parent, you can expect to access:

- ParentSquare Alerts – Brief, urgent messages sent via text message or automated phone call, used for time-sensitive issues like bus delays or weather-related closures. These function like an all-call system.

- ParentSquare Posts – Found on your main feed, similar to a social media newsfeed. Posts include school announcements, flyers, event reminders, and classroom notices.
- ParentSquare Messages – This is the best way to communicate with your scholar's teachers in writing. Messages function like a direct message or group text, allowing you to communicate with one or more teachers or staff members.
- ParentSquare Pages – Each grade level or group your scholar is part of has its own dedicated page. These pages generate posts that automatically appear in your main feed. To view a specific page, click on the blue hyperlink heading at the top of any related post.

ParentSquare is synced with guardian contact information from PowerSchool. Please notify the Office Manager if your phone number or email changes, as this ensures continued access to critical messages.

We strongly encourage all families to download the free ParentSquare app and turn on notifications. This ensures you stay connected to announcements, academic updates, and school-wide alerts in real time.

If you need assistance or to update your contact information, contact the school office at 918-794-1442:

- x1000
- x1206

At TLCS, we believe strong school-home partnerships begin with clear, consistent, and accessible communication.

PowerSchool (Student Information System)

PowerSchool is our official Student Information System (SIS). Through the PowerSchool Parent Portal, families can:

- View their scholar's current grades and academic progress
- Check attendance and tardy records
- Access report cards and progress reports
- Update emergency contact and demographic information

PowerSchool also syncs with ParentSquare to ensure accurate delivery of messages and attendance notifications. If you need help accessing your PowerSchool Parent Portal account, please contact the Office Manager at your scholar's campus.

Other Forms of Communication

Throughout the school year, you may receive communication from TLCS through a variety of other channels, including:

- Parent-teacher conferences, scheduled at least once per semester

- Progress reports and report cards, distributed quarterly
- Phone calls, emails, and written letters from school or district personnel
- In-person or virtual meetings, which may include campus leadership, district staff, counselors, or authorized specialists (e.g., interpreters, special education team members)

All meetings must be scheduled in advance. To request a meeting or communicate with a staff member, please use ParentSquare or contact the main office directly. Walk-ins may not be accommodated due to staff availability and instructional responsibilities.

SCHEDULING AND RESPONSE EXPECTATIONS

TLCS staff are engaged in teaching and scholar supervision throughout the school day and may not be able to check emails or answer calls immediately. If you need to speak with a teacher, administrator, or other team member, please schedule a meeting through ParentSquare or by calling the main office. Our Office Managers will relay urgent messages as needed before dismissal. In general, you can expect a response to your inquiry within two business days. If a staff member is unavailable due to professional development or personal leave, your message may be routed to another qualified team member who can assist in the interim.

LEGAL UPDATE – OKLAHOMA STUDENT COMMUNICATION LAW

In compliance with HB 3958 / 70 O.S. § 6-401, all one-on-one digital or electronic communication between school personnel and a scholar must include the parent/guardian, unless the message occurs on a school-approved academic platform like ParentSquare or PowerSchool. Emergency communication is permitted, but the parent/guardian must be notified afterward. Tulsa Legacy trains all staff on this law and uses secure platforms to ensure compliance.

EMERGENCY CONTACT INFORMATION

In the event of an emergency involving your scholar, Tulsa Legacy Charter School will contact the parent or guardian by phone call or text message using the contact information we have on file. It is the responsibility of each parent or guardian to keep emergency contact information accurate and up to date at all times. This includes your primary phone numbers, email addresses, authorized emergency contacts, and any legal changes to custody or contact restrictions (with documentation). Please notify your campus Office Manager immediately if your contact information changes during the school year. Accurate contact details are critical to ensuring timely communication and appropriate response in emergency situations. We also ask that families keep their phones on and accessible during the school day so school staff can reach you quickly if needed.

To update your information, please contact the main office at 918-794-1442:

- x1000
- x1206

KEEPING CONTACT INFORMATION UP TO DATE

Parents and guardians are responsible for keeping their scholar's records current. For the safety and well-being of your scholar, it is imperative that the school is able to reach you at all times.

Please notify an operations coordinator immediately if there are any changes to your:

- Address
- Phone numbers (home, work, or cell)
- Emergency contacts
- Health information, medications, or medical restrictions
- Scholar's health status (illness, injury, or communicable disease)
- Legal documents (name changes, custody orders, or non-contact orders)

Security & Identity Verification Requirement

To protect your scholar's safety and ensure that only authorized individuals can alter student records, all contact and legal updates must be verified using one of the following methods:

1. By Phone/Email: You must successfully reference and verify two types of identification that the school already has on file for you.
2. In Person: You may visit the main school office to verify your identity and submit updates in person.

Note: All legal changes must be accompanied by official court or government paperwork.

PARENT BILL OF RIGHTS

At Tulsa Legacy Charter School (TLCS), we recognize parents and guardians as essential partners in their child's education. In accordance with Oklahoma law (Title 25, Sections 2001-2004), TLCS upholds the following parental rights:

Parents have the right to access and review their child's academic records, including curriculum materials, grades, assessments, and disciplinary reports. They may opt out of sex education, specific assignments conflicting with personal beliefs, and certain data collection practices.

Parents may participate in parent-teacher conferences, school committees, and advisory boards and request excusal from school for religious purposes. They also have the right to be notified of extracurricular clubs and major curriculum changes.

Parents must provide written consent before TLCS records their child, except in cases related to school safety, discipline, academic activities, or identification purposes. They will be notified promptly if a school employee suspects a criminal offense has been committed against their child, unless law enforcement determines notification would interfere with an investigation.

TLCS prohibits any attempt to coerce a student into withholding information from their parent. Parents should contact their child's teacher for classroom concerns, school administration for broader issues, or submit a formal request for record review.

For additional details, parents may refer to TLCS's official policies, available upon request.

PARENT/GUARDIAN EXPECTATIONS

At TLCS, we believe that scholars thrive when families and schools work in partnership. We are proud to serve a diverse, passionate, and deeply committed parent community, and we welcome your voice, your questions, and your feedback.

To ensure a safe, positive, and productive learning environment, all parents, guardians, and visitors are required to model respectful behavior. School matters can be personal and emotional, but conversations must remain safe and constructive.

Expected Conduct

- **Speak with Respect:** Every member of our staff deserves to be treated with dignity. Even during difficult conversations, all communication—whether in person, over the phone, or via email—must remain calm, polite, and professional.
- **Model Safe and Kind Behavior:** We are a community that leads by example. Threats, aggressive language, shouting, profanity, or physically intimidating actions toward staff or students are strictly prohibited and will be addressed immediately.

Policy Enforcement and Campus Restrictions

TLCS is a place of learning and a workplace. The school reserves the right to protect its staff and scholars by restricting campus access for individuals who violate these expectations.

If a parent, guardian, or visitor engages in disruptive, hostile, or unsafe behavior, the school administration will take immediate corrective action, which may include:

- **Official Campus Restrictions:** Issuing a formal restriction or ban from entering school grounds, attending school events, or participating in on-campus activities.

- **Monitored Communication:** Requiring that all future communication take place strictly via email, or requiring that meetings be scheduled in advance with a school leadership member present.
- **Law Enforcement Involvement:** Immediately involving local law enforcement and filing trespass warnings or criminal charges in cases involving threats, harassment, or unsafe behavior.

We appreciate your partnership and shared commitment to making TLCS a place where every scholar—and every adult—feels safe, supported, and seen.

PARENT/GUARDIAN INVOLVEMENT

At Tulsa Legacy Charter School (TLCS), we believe that strong family partnerships are essential to scholar success. Families are not just participants—they are valued partners in the learning process. We are committed to working alongside parents and guardians to create a welcoming, supportive, and inclusive environment for every child.

How Families Can Get Involved:

- **Stay Informed:** Receive updates through ParentSquare, newsletters, and our school website. These platforms help you stay connected to your scholar's learning and school events.
- **Attend Meetings & Events:** Join us for parent-teacher conferences, school celebrations, informational sessions, and family nights. Your presence matters.
- **Volunteer Opportunities:** Support our scholars by helping in classrooms, chaperoning field trips, or pitching in at events. Volunteers make a big difference.
- **Join Committees:** In addition to campus-based groups, families may apply to serve on district-level committees or task forces focused on academics, safety, culture, or family engagement.
- **Support Learning at Home:** Encourage your scholar by reviewing homework, practicing reading, and reinforcing our CREATE values at home.

Ways We Support Families:

- **Open Communication:** Our teachers, leaders, and support staff are available and approachable. We are here to partner with you and answer your questions.
- **Workshops & Resources:** We offer family-friendly sessions on academic strategies, social-emotional learning, and parenting support.
- **Flexible Scheduling:** We understand your time matters. Meetings and conferences are offered at different times to fit your schedule.
- **Language Support:** Interpretation services are available so that all families can fully engage in their scholar's education.

Working Together for Success:

At TLCS, we honor the diverse backgrounds and lived experiences of our families. Through strong communication, mutual respect, and shared commitment, we create a community where scholars can thrive both in and out of the classroom.

VOLUNTEERS

Tulsa Legacy Charter School (TLCS) welcomes parents, guardians, and community members to volunteer and support our scholars. Volunteering is a great way to engage with the school, support student learning, and contribute to a positive school environment.

To ensure a safe and structured experience for all scholars, TLCS requires all volunteers to:

- Check in at the main office and present a valid government-issued ID upon arrival.
- Complete a RAPTOR security screening, which checks national sex offender registries and other safety alerts.
- Wear a visitor badge at all times while on campus.
- Attend a brief volunteer orientation to review school policies and expectations.

There are many ways to get involved, including:

- Assisting in classrooms
- Helping with school events and fundraisers
- Chaperoning field trips
- Supporting school beautification projects
- Preparing classroom materials

If you're interested in volunteering, please visit the main office or contact your child's teacher for more information.

All volunteers are expected to:

- Respect scholar confidentiality and privacy.
- Follow all school policies and staff instructions.
- Treat scholars, staff, and families with kindness and professionalism.
- Remain in designated areas and under the supervision of school staff at all times.

TLCS reserves the right to deny or revoke volunteer privileges if safety concerns arise or policies are not followed.

We appreciate your time and commitment to making TLCS a great place for all scholars!

HEALTH AND SAFETY

Nothing is more important than the well-being of our scholars. This section provides guidance on emergency drills, school safety procedures, illness protocols, medication policies, and health requirements, ensuring families know how we protect and care for our scholars

ATHLETIC HEALTH REQUIREMENTS

In accordance with Oklahoma State Department of Education and OSSAA guidelines, scholars must have an annual physical examination conducted by a qualified healthcare provider in order to participate in school athletics. This requirement helps ensure scholars are physically fit for sports participation and able to safely engage in rigorous physical activity.

Before tryouts or practice, the following documents must be submitted and approved by the school:

- Annual Physical Exam Form completed and signed by a licensed physician, nurse practitioner, or physician assistant.
- Concussion and Head Injury Acknowledgment Form signed by both the scholar and parent/guardian, as required by the Oklahoma Youth Sports Concussion Law.
- Sudden Cardiac Arrest Acknowledgment Form signed by both the scholar and parent/guardian in compliance with Oklahoma Senate Bill 1198.
- Affidavit of Biological Sex verifying the scholar's eligibility to participate in sex-specific sports, in accordance with Oklahoma law (Save Women's Sports Act).

Scholars will not be permitted to participate in tryouts, practices, or games without these completed documents on file.

Please note: Physicals must be current within the past 12 months and must be updated annually. It is the responsibility of the parent/guardian to ensure all athletic clearance forms are submitted to the school before the start of the athletic season.

CHILD NUTRITION SERVICES

Tulsa Legacy Charter School (TLCS) partners with a Food Service Management Company (FSMC) to provide daily breakfast and hot lunch to all scholars. Through the Community Eligibility Provision (CEP), all scholars receive free meals—regardless of household income.

While meals are free, we do ask families to complete the Economic Disadvantage Form each year so that TLCS can maintain eligibility for CEP and other essential school funding.

Scholars who choose to eat breakfast at school should report directly to the cafeteria upon arrival. Monthly menus are posted on the TLCS website.

MEAL EXPECTATIONS AND PACKED LUNCHES

Scholars may bring lunch from home. TLCS encourages families to pack balanced meals with fruits, vegetables, whole grains, and lean proteins, following federal nutrition standards. Please do not send:

- Glass bottles or containers
- Peanut butter or nut-based spreads (due to allergy risk)
- Snack-only lunches without a proper entrée or protein

Scholars who bring only snacks may be asked to go through the lunch line for a complete meal.

MEDICAL & ALLERGY ACCOMMODATIONS

If your scholar has food allergies or special dietary needs, notify the Operations Coordinator-Health and submit a doctor's note. TLCS will work with the FSMC to provide appropriate meal accommodations per USDA and disability laws.

CIVIL RIGHTS STATEMENT

TLCS and its FSMC comply with all USDA civil rights regulations and do not discriminate based on race, color, national origin, sex, age, or disability. To file a complaint, contact the USDA Director, Office of Adjudication at 1400 Independence Avenue SW, Washington, DC 20250-9410, or call toll-free 866-632-9992. Individuals with speech or hearing disabilities may reach USDA through Federal Relay Services at 800-877-8339 or 800-845-6136 (Spanish).

EMERGENCY DRILLS

TLCS conducts regular safety drills throughout the school year to ensure scholars and staff are prepared for emergencies. These include fire drills, tornado drills, lockdowns, evacuation procedures, and shelter-in-place scenarios. Drills may occur without advance notice and are designed to support swift, safe, and calm responses during real emergencies.

Each classroom has a posted evacuation or shelter plan specific to the emergency type. Scholars are expected to follow staff directions immediately and remain quiet and orderly throughout the drill. Please help reinforce the importance of these routines at home.

TLCS uses Raptor Alert, a digital emergency response platform synced with scholar information from PowerSchool SIS. This tool helps us coordinate with local emergency responders when needed.

Families may view a record of drills that have occurred by accessing the Oklahoma School Safety Institute's Incident and Intervention Support (OSIIS) system. This offers visibility into the frequency and types of drills held on each campus.

IMMUNIZATION REQUIREMENTS

In compliance with Oklahoma law, all scholars enrolling at Tulsa Legacy Charter School must provide documentation of up-to-date immunizations or submit an approved exemption form before attending school. This applies to all children two months of age and older.

TLCS follows state guidelines regarding required and recommended immunizations for school-aged children. Families may request a medical, religious, or personal exemption by submitting the appropriate Oklahoma Vaccination Exemption Form, available through the Operations Coordinator-Health. Immunization records and exemption forms must be submitted and kept on file with TLCS as part of the enrollment process.

Failure to provide proper documentation may result in delayed enrollment or exclusion from school until records are received.

Required Immunizations by Grade Level

Vaccine	Pre-K (typically age 4)	Kindergarten–6th Grade	7th–8th Grade
DTaP (Diphtheria, Tetanus, Pertussis)	4 doses	5 doses	5 doses
IPV (Polio)	3 doses	4 doses	4 doses
MMR (Measles, Mumps, Rubella)	1 dose	2 doses	2 doses

Varicella (Chickenpox)	1 dose (unless history of chickenpox)	1 dose	1 dose
Hepatitis A	2 doses	2 doses	2 doses
Hepatitis B	3 doses	3 doses	3 doses
Tdap (Tetanus, Diphtheria, Pertussis booster)	—	—	1 dose
Meningococcal ACWY	—	—	1 dose (required for 7th-grade entry)
HPV (Human Papillomavirus)	—	—	2 or 3 doses (recommended)
Meningococcal B	—	—	2 or 3 doses (recommended)

Note: Dose counts reflect the standard Oklahoma school-entry schedule. Because TLCS serves PreK–8, only the 7th–8th portion of the secondary band applies. Verify all counts against the current Oklahoma State Department of Health requirements before publishing.

MEDICATION

For the safety of all scholars, Tulsa Legacy Charter School (TLCS) maintains strict guidelines for administering medicine during the school day. Medication can only be handled by the Operations Coordinator-Health, trained school personnel, or by scholars themselves if appropriate authorization is provided. Scholars are not permitted to carry prescription or over-the-counter (OTC) medicine on campus unless they have explicit, written permission and meet all policy criteria.

If your scholar needs prescription medication during the school day:

- A parent or guardian must bring the medication to school in its original pharmacy-labeled prescription container.
 - A completed and signed Medication Administration Form must be submitted. This includes instructions for dosage, timing, and authorization for either school staff or your scholar to administer the medication.
 - Self-administration by scholars is allowed only if clearly indicated on the form and deemed appropriate by the Operations Coordinator-Health.
- Over-the-counter medications (e.g., pain relievers, cough syrup, allergy pills) will not be

accepted or administered unless prescribed; they must also follow the same documentation and container requirements.

END-OF-YEAR PROCEDURE

All medication must be picked up by a parent or guardian on the last day of school. TLCS cannot send any medicine home with scholars, and any unclaimed medication will be properly discarded.

EMERGENCY PLANS

If your scholar requires emergency medication (e.g., asthma inhaler, EpiPen), the Operations Coordinator- Health will work with you to create a legally compliant Health Management Plan.

Please notify both the Operations Coordinator- Health and your school's Office Manager whenever your scholar has new or updated medication needs or treatments during the school year.

PHYSICAL EDUCATION GUIDELINES

Tulsa Legacy Charter School is committed to promoting lifelong health, wellness, and physical fitness. In accordance with Oklahoma law, scholars in full-day kindergarten through 5th grade participate in a minimum average of 60 minutes of physical education or exercise programming each week. Recess does not count toward this requirement.

In addition, scholars in kindergarten through 5th grade receive at least 40 minutes of recess each school day, as required by Oklahoma law. Recess provides scholars with supervised opportunities for physical activity, social development, and unstructured play that supports overall well-being and readiness to learn.

Physical education instruction is aligned with the Oklahoma Academic Standards for Physical Education and is designed to develop age-appropriate motor skills, fitness knowledge, teamwork, and healthy lifestyle habits. In accordance with the President Donald J. Trump Physical Fitness Act and guidance issued by the Oklahoma State Department of Education, eligible scholars may participate in state-required physical fitness assessments. Parents or guardians may request exemptions or opt-outs as permitted by law and OSDE guidance.

If your scholar has a medical condition or restriction that may limit participation in physical education, recess, or physical fitness assessments, please provide documentation from a

licensed healthcare provider to the Operations Coordinator – Health so appropriate accommodations can be considered.

SCHOLAR ILLNESS and RETURN TO SCHOOL GUIDELINES

Your scholar's health and safety are a top priority at TLCS. To protect the well-being of all scholars and staff, Tulsa Legacy Charter School follows clear procedures when a scholar is ill or exhibits symptoms of illness during the school day.

If your scholar feels unwell, please keep them home to rest and recover. Do not send your scholar to school if they have a fever or any other signs of illness. A scholar must be fever-free for at least 24 hours without the use of fever-reducing medication before returning. For the purposes of this policy, a fever is defined as a temperature of 100.4°F or higher.

If a scholar develops a fever while at school and also presents additional symptoms consistent with flu or COVID-19, the Operations Coordinator-Health may ask them to wear a mask and wait in a designated care area until a parent or emergency contact can pick them up. This is to help protect other scholars and staff from potential exposure. TLCS follows health guidance that prioritizes infection prevention and community wellness.

PROCEDURES FOR ILLNESS DURING THE SCHOOL DAY

If a scholar reports or exhibits symptoms of illness, the Operations Coordinator-Health or trained operations staff will:

- Conduct an initial assessment
- Determine whether exclusion is necessary based on the criteria below
- Notify the parent/guardian or emergency contact
- Escort the scholar to a designated area to wait safely for pickup

Parents/guardians must ensure that their contact information is up to date so that we can reach you in case of emergency.

SYMPTOMS THAT MAY REQUIRE EXCLUSION FROM SCHOOL:

- Fever of 100.4°F or higher (oral or equivalent)
- Vomiting
- Diarrhea
- Unexplained abdominal pain
- Severe cold and/or persistent cough

- Unexplained skin rash or eruptions
- Swelling, redness, discharge, or tenderness of the eyes
- Suspected or confirmed communicable disease (e.g., strep throat, pink eye, COVID-19)
- Any other condition deemed a risk to the scholar or others by the Operations Coordinator-Health

Scholars must remain symptom-free for 24 hours before returning to school. If medical treatment or clearance is required, a signed doctor's note must be submitted to the nurse or front office.

RETURN TO SCHOOL

Scholars may return to class once:

- They are symptom-free for 24 hours without medication and
- Any required documentation (e.g., medical clearance) is provided to the school

The Operations Coordinator-Health or front office Operations Coordinator(s) may follow up on unresolved absences related to health to support the scholar's well-being and maintain accurate records.

PARTICIPATION IN ACTIVITIES

Scholars who wish to participate in extracurricular activities, performances, or sports must be present at school for the entire day. Exceptions may be made for non-illness excused absences such as medical appointments or family emergencies that have been communicated to and cleared with the front office in advance.

MEDICAL CONDITIONS & EMERGENCIES

Parents/guardians must notify the front office Operations Coordinator(s) or Operations Coordinator-Health of:

- Any changes in a scholar's medical conditions
- Physical education restrictions
- New medications or treatments
- The need for an individualized health plan (e.g., asthma, diabetes, seizures)

Our staff will work with families to ensure scholars are safely and legally supported under Oklahoma law. In the event of a medical emergency or accident at school, TLCS staff will:

- Assess the situation
- Contact emergency services if necessary
- Notify the parent/guardian
- Log the incident in the scholar's health file in PowerSchool SIS

SCHOOL CLOSINGS

Tulsa Legacy Charter School (TLCS) follows Tulsa Public Schools (TPS) for closures due to inclement weather. If Tulsa Public Schools closes due to hazardous weather, TLCS will also close. Closure decisions are typically made and announced by 6:00 a.m. to give families time to plan. Families will be notified promptly via ParentSquare, the district's primary communication platform. Families will also be notified via social media.

If weather conditions worsen during the school day, TLCS may initiate an early dismissal. TLCS may choose to follow TPS's early release or issue its own directive based on site-specific conditions. All updates will be communicated through ParentSquare.

In rare instances, TLCS may close for non-weather-related reasons, such as building maintenance emergencies, health or safety threats, or utility outages. These decisions are made in collaboration with district leadership and communicated as early as possible using ParentSquare.

While TLCS aligns closely with TPS for closure decisions, the way we make up missed school days may differ. For example, TPS might add instructional days at the end of the school year, while TLCS may convert a professional development day into a scholar attendance day. Make-up decisions are determined by TLCS district leadership, approved by the Executive Director, and shared with families via ParentSquare.

VISITORS ON CAMPUS

Tulsa Legacy Charter School (TLCS) encourages family engagement and values parent/guardian presence in our school community. At the same time, scholar safety and instructional time must remain protected. All visitors must comply with the following expectations at every visit:

- Arrive at the campus main office with a valid, government-issued ID
- Use the visitor management platform to check in
- Wear the printed visitor badge at all times
- Remain only in the areas listed on the visitor badge
- Be escorted by a staff member to and from their destination

Visitors who do not follow these guidelines may be asked to leave and may have their access restricted for future visits.

Please understand that teachers are not available for impromptu conversations or unplanned conferences during any type of visit. If you'd like to discuss your scholar's progress or address a concern, please schedule a separate time to meet with the teacher. Additionally, young children should not accompany adults during school visits, as their presence may distract from learning. Minors who are not enrolled at TLCS and are not accompanied by an adult are not permitted on campus.

CLASSROOM VISITS

Classroom visits are not permitted during the first six weeks of school as scholars and teachers are actively establishing and maintaining routines.

After this window, visits may be scheduled by calling the main office at: 918-794-1442

- x1000
- x1206

Unless otherwise specified in a behavior plan or determined by school administration, classroom observations are limited to one hour to ensure scholars stay focused and instruction is not disrupted. Visitors must remain silent observers and should not interact with their scholar or others during the visit. Classroom visits may be required by a school site administrator in connection with a support plan, behavior concern, or academic intervention.

LUNCH VISITS

Lunch visits are not permitted during the first six weeks of school to allow scholars time to adjust to cafeteria routines and procedures.

After that window, families may request a lunch visit by calling the appropriate main office. Please note: requests may be denied on days when your scholar is scheduled to participate in a campus-wide event, incentive, or other priority.

Lunch guests must bring their own meal. TLCS does not sell guest meals and cannot accept cash, checks, or other sporadic payments for food. For safety and allergy awareness, outside meals must meet the following guidelines:

- No peanut or tree nut products
- No glass containers
- No food sharing with scholars other than your own

Guests are permitted only in the cafeteria and designated visitor zones and must be escorted by staff at all times.

SCHOLAR CONDUCT AND EXPECTATIONS

This section outlines the behavior expectations for all scholars, including our dress code, discipline procedures, and how we reinforce positive behavior. It reflects our belief that every scholar contributes to a respectful, safe, and focused learning environment.

BELL TO BELL DEVICE BAN

To maintain a focused and distraction-free learning environment, TLCS enforces a bell-to-bell personal device ban during the academic day. This means that from the first bell to the last bell, cell phones, smartwatches, headphones, and other personal electronic devices must be turned off and stored away. Devices may not be used during transitions, restroom breaks, lunch, or recess unless explicitly permitted by staff for instructional purposes.

Scholars who violate the bell-to-bell policy may have their devices confiscated and held in the main office for parent/guardian pickup. Repeated violations may result in further disciplinary action determined by school leadership.

TLCS is not responsible for lost, damaged, or stolen devices, and staff will not spend instructional time investigating misplaced personal electronics. Scholars are encouraged to leave non-essential devices at home. Scholars who choose to bring devices to school assume full responsibility for keeping them secure. Staff will not investigate missing items, nor will the school provide storage or supervision for personal electronics.

This policy reflects our belief that learning time is sacred, and technology should enhance—not interrupt—the educational experience.

If you need to communicate with your scholar during the day, please contact the main office at 918-794-1442 (x1000 or x1206), and the message will be delivered.

BULLYING, HARASSMENT, AND INTIMIDATION

To protect our scholars, Tulsa Legacy Charter School maintains clear procedures for preventing, investigating, and responding to bullying. Bullying will not be tolerated in school, on the bus, or during school activities, including sporting events.

Bullying is repeated or targeted behavior intended to harm, intimidate, or humiliate another person, including conduct that occurs online (cyberbullying). When this kind of conduct is based on a scholar's race, color, national origin, sex, disability, religion, or other protected status, it may also constitute discriminatory harassment and a violation of civil rights, and will be addressed accordingly. Conduct based on sex or gender may additionally fall under the school's Title IX procedures and be referred to the Title IX Coordinator.

Scholars who engage in bullying will face disciplinary action determined by the severity and impact of the conduct. Depending on the nature of the behavior, the matter may also be reported to law enforcement. TLCS has procedures for investigating bullying, intervening with scholars who engage in it, preventing bullying, and supporting scholars who have been harmed. Our approach includes re-teaching acceptable behavior, restorative conversations, counseling, and appropriate consequences. Our Counselor and Deans of Culture are equipped to support any scholar affected by bullying.

Cyberbullying is taken seriously at TLCS, and we will investigate credible reports promptly. Scholars are encouraged to report an incident immediately to a teacher, the Counselor, or a Dean of Culture, and to preserve any evidence. For example, a scholar may save or bring a copy of an email, text message, image, or other electronic message they believe was intended to harm, insult, or humiliate. When a scholar reports cyberbullying, staff will take appropriate action, preserve available evidence, and bring the matter to the attention of the Dean of Culture.

Complaints under this policy may be filed with the Counselor or a Dean of Culture at the campus. All complaints will be investigated, and the parties involved will be informed of the outcome. No member of the school community may retaliate against a person who reports bullying or participates in an investigation. Retaliatory conduct, including harassment, intimidation, or threatening behavior toward a complainant or witness, will be addressed as a disciplinary matter under the school's behavior expectations. Knowingly filing a false report may also result in disciplinary or other appropriate action.

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.

- Enter the bus at a voice level one and sit in your assigned location/seat.
- Sit in your seat facing forward, with your feet on the ground.
- 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
- Any food, drinks, snacks, and candy must remain in your lunchbox or backpack at all times. Eating on the bus is not permitted.
- Respect yourself and those around you, including all scholars, drivers, bus monitors, parent volunteers and chaperones, etc.

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 bus driver radios to dispatch or the transportation services 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 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. Bus drivers do not hold the responsibility or ability to remove scholars from the bus.

The transportation 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 liaison between Tulsa Legacy Charter School and the school's transportation services provider.

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 Operations Coordinator(s) 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 Operations Coordinator(s) discretion. The Operations Coordinator(s) can be reached by calling the school's main office at 918 794 1442 (x1206).

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 transportation provider's bus depot. A scholar's bus privileges may be revoked if TLCS or the transportation provider determines that a scholar is frequently non-deliverable.

Either the school or the transportation provider 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 transportation provider will call all emergency contacts. If the scholar is not picked up by 4:45pm, TLCS and/or the transportation provider reserves the right to notify and/or involve the Tulsa Police Department or the Department of Human Services.

DISCIPLINE AT TULSA LEGACY CHARTER SCHOOL

At Tulsa Legacy, we believe discipline should develop scholars, not defeat them. Our approach is grounded in our CREATE values — Commitment, Rigor, Excellence, Achievement, Teamwork, and Empathy — and in a simple belief: discipline is not about punishment. It is about teaching, accountability, and restoration. When a scholar makes a mistake, our goal is to help them learn from it, repair any harm, and stay connected to their learning and their community whenever possible.

Discipline at TLCS is about more than correcting behavior — it is about shaping hearts, habits, and decision-making. We respond to behavior in ways that are calm, respectful, consistent, and instructional, and we partner closely with families every step of the way.

Our Promise: Consistency

Scholar behavior can be unpredictable. Our response to it should not be. We hold ourselves — the adults — to responding fairly and predictably, so that every scholar and every family knows what to expect. Two commitments guide this work:

- We respond to the seriousness and impact of the specific incident in front of us — not to how many times a scholar has been referred before. Consequences are matched to what actually happened.
- Classroom-based and restorative responses come first. Removal from learning is used only when safety or serious disruption makes it necessary.

Recognizing the Good

Discipline is only one part of how we shape culture. Every day, our staff name and celebrate the choices that reflect our CREATE values, and scholars are recognized for the positive ways they show up for themselves and one another. Families can expect to hear from us to celebrate growth and goodness — not only when there is a concern.

How We Respond: Our Four-Level Code of Conduct

Our Code of Conduct organizes behaviors into four levels. The level reflects how serious a behavior is and who is best positioned to respond — not a count of past mistakes.

Classroom-managed behaviors. Most everyday missteps are handled right in the classroom by the teacher, through redirection, reteaching expectations, a brief reset, restorative conversation, and family communication. These behaviors never result in an out-of-school suspension. For scholars in 2nd through 8th grade, day-to-day support is guided by our Behavior Management System, which gives scholars clear, consistent, real-time feedback on their choices.

Dean-supported behaviors. When behaviors continue despite classroom support, or are more serious, a Dean of Culture becomes involved. Responses include family contact, restorative steps, and corrective actions. A short out-of-school suspension is used only in limited situations — when safety or supervision is genuinely at risk and the behavior cannot be resolved in the moment.

Major and safety behaviors. Serious behaviors that affect the safety of the community call for an administrative response. Families are contacted, a conference is held before a scholar returns, and a restorative re-entry conversation takes place when appropriate. If an out-of-school suspension is assigned, its length reflects the seriousness of the specific incident.

The most serious behaviors. A small number of behaviors — such as those involving weapons or serious violence — are rare and require an immediate response. These situations may lead to a longer suspension or, in the most serious cases, a recommendation for expulsion, made only after a formal disciplinary hearing with full due process (described below).

Examples of Infractions and Consequences

The examples below are illustrative, not exhaustive, and the responses are typical, not automatic. Staff weigh the specific incident, its impact, and the scholar's age and needs, and always begin with the least exclusionary response that will keep scholars safe and learning. In keeping with Oklahoma law, a scholar's daily playtime is never withheld as a consequence.

Level	Examples of Behaviors	Typical Responses	Who Responds
Level 1 – Classroom-Managed	Calling out, off-task behavior, minor disruption, not following directions, incomplete work, dress-code reminders, brief unkind words to a peer.	Redirection, reteaching expectations, a brief reset, restorative conversation, family communication. Never results in out-of-school suspension.	Teacher
Level 2 – Dean-Supported	Behavior that continues after classroom support, disrespect toward staff, leaving an assigned area without permission, repeated disruption, minor physical contact, misuse of property.	Family contact, restorative steps, reflection, corrective action, restorative recess. A short out-of-school suspension only when safety or supervision is genuinely at risk and the behavior cannot be resolved in the moment. (Note: Restorative recess serves as an alternative structured playtime environment and does not reduce a scholar's legally mandated 40 minutes of daily play).	Dean of Culture
Level 3 – Major & Safety	Fighting, credible threats, bullying or harassment, theft, vandalism, leaving campus without permission, sexual harassment (also referred under Title IX).	Administrative response, family contact, a conference before the scholar returns, and a restorative re-entry conversation. If out-of-school suspension is assigned, its length reflects the seriousness of the specific incident.	School Administration

Level 4 — The Most Serious	Possession or use of a weapon, serious violence causing injury, distribution of drugs, sexual assault, credible threats of mass harm.	Immediate response, which may include long-term suspension. A recommendation for expulsion is made only after a formal disciplinary hearing with full due process (see Appendix A). Law enforcement is involved where required by law.	Administratio n / Executive Director; School Board hearing for expulsion
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Our Youngest Scholars

Behavior expectations apply to scholars at every grade level. For our youngest scholars — those in PreK through 1st grade — we respond to behavior through redirection, reteaching, restorative conversation, and partnership with families, rather than through a point system. When patterns of concern arise, we work with families on an individualized plan of support.

In-School Suspension

In-school suspension is a temporary, supervised removal from a scholar's regular classroom to another location within the school, where the scholar continues to complete academic work for full credit. It lets us interrupt a behavior and provide structure and reflection without removing a scholar from the building or from learning.

A scholar in in-school suspension still receives breakfast and lunch and the daily playtime required by Oklahoma law; recess is never withheld as a consequence. The placement includes a restorative component — a conversation about what happened, who was affected, and how to repair it — and families are notified the same day. The length reflects the specific incident and is shared with the family at the outset.

In-school suspension is used when a behavior is serious enough to warrant removal from the classroom but does not require removal from school. Where a classroom-based or restorative response can resolve the situation, that response comes first.

Out-of-School and Long-Term Suspension

We work hard to keep scholars in school and learning, and we use out-of-school suspension sparingly — only when safety or serious disruption requires it. TLCS distinguishes between two types:

Short-term suspension is a removal of one to four school days. Before it is imposed, the Dean of Culture or Principal meets with the scholar, explains the alleged violation and the supporting evidence, and gives the scholar an opportunity to respond. The family is notified of the reason, the length, the requirements for returning, and the right to appeal.

Long-term suspension is a removal of five or more school days. Because it is a significant action, it carries additional due-process protections, including written notice and the opportunity for a formal hearing before the suspension takes effect. The full process and the family's rights are described in Appendix A: Due Process and Appeals.

In all cases of out-of-school suspension:

- The scholar remains enrolled at TLCS throughout the suspension, as required by Oklahoma law.
- The scholar may make up missed work for full credit and has the same number of days they were suspended to complete it.
- Before returning, the scholar and family take part in a re-entry conversation with the Dean of Culture, and a family conference is held when appropriate, so the return to class is clear and supported.

Emergency Suspension

When a scholar's presence poses an immediate and continuing danger to people or property, or an ongoing threat of disruption to the learning environment, an administrator may remove the scholar from school immediately. In an emergency removal, the safety of the community comes first and the formal process follows as soon as practicable: the scholar is given notice of the reason and an opportunity to respond, and the family is contacted promptly to arrange supervised pickup. Any suspension that follows an emergency removal is handled under the short-term or long-term procedures above, including the applicable due-process and appeal rights.

Disciplinary Hearings and Expulsion

A small number of behaviors — such as those involving weapons or serious violence — are rare and call for the most serious response. These situations may lead to a long-term suspension or, in the most serious cases, expulsion.

Expulsion is the removal of a scholar from TLCS for a defined period, and it is the most serious action the school can take. It is never imposed informally. A recommendation for expulsion is made only after a formal disciplinary hearing, where the scholar and family are guaranteed full due process — written notice of the alleged misconduct and proposed consequences, the right to review the evidence in advance, the right to be represented, the right to present and question witnesses, and the right to appeal the decision to the TLCS School Board. The complete hearing and appeal process is set out in Appendix A: Due Process and Appeals.

Throughout any process that may result in long-term suspension or expulsion, state and federal law apply, alternative placement is always considered, and the protections for scholars with disabilities described below remain in effect. No scholar will ever be informally removed from school, or discouraged from attending, in place of this formal process.

Support for Scholars with Disabilities

Scholars with disabilities are protected under the Individuals with Disabilities Education Act (IDEA). When a behavior could lead to a removal that changes a scholar's placement, the school conducts a manifestation determination review — generally within ten school days — to decide whether the behavior was caused by, or directly related to, the scholar's disability, before any long-term consequence is finalized. We are committed to meeting our obligations to identify and support scholars who may need services.

Interim Alternative Education Settings

In certain special circumstances defined by federal law — when a scholar carries or possesses a weapon, knowingly possesses or uses illegal drugs or sells a controlled substance, or inflicts serious bodily injury on another person — the school may remove the scholar to an interim alternative education setting for up to 45 school days, whether or not the behavior was a manifestation of the scholar's disability. The scholar's IEP team determines the specific setting.

While in an interim alternative education setting, the scholar continues to receive educational services so they keep progressing in the general curriculum and toward their IEP goals, and receives, as appropriate, a functional behavioral assessment and behavioral support to address the behavior so it does not recur.

Safety and Threat Assessment

When a behavior or statement raises a reasonable concern about safety — to a scholar themselves or to others — TLCS uses a structured, supportive threat assessment process. This process is preventive and focused on understanding context and providing the right support and safety planning. It is separate from discipline and is never used for routine classroom behaviors.

Partnership with Families

Families are essential partners in this work. You can expect timely, thoughtful communication from our teachers and administrators — not only to inform you when something has happened, but to collaborate on how we move forward together. And just as we reach out with concerns, we reach out to celebrate, because every scholar deserves to be seen for their growth.

Together, we raise the bar, restore the breach, and walk beside our scholars as they grow into the disciplined, empathetic leaders our world needs.

DRESS CODE

At TLCS, we believe that a structured dress code fosters a focused, safe, and respectful learning environment where scholars can concentrate on academic success and character development.

A consistent appearance promotes school unity, minimizes distractions, reduces peer pressure related to clothing, and helps reinforce a culture of excellence.

Our dress code is not just about what scholars wear—it's about how they show up, take pride in their learning environment, and represent themselves and their school community with dignity. Uniforms reflect the high standards we hold for our scholars, and we expect them to dress with purpose each day.

Scholars must adhere to the dress code from the moment they enter the building until the end of the school day. TLCS staff reserve the right to determine whether an outfit meets school expectations and to address any attire that disrupts the learning environment, presents a safety concern, or goes against the spirit of the dress code.

We ask all families to partner with us in ensuring their scholar arrives at school in uniform and prepared to learn. If there is a concern or hardship related to acquiring uniform items, we encourage families to contact their campus office for assistance or guidance. Our goal is to support every scholar in meeting expectations with equity, clarity, and consistency

👕 SHIRTS		👖 BOTTOMS	
✅ Accepted • Solid polos (navy, gray, black, light blue, gold, white) • TLCS-branded polos • Spirit shirts • TLCS Athletics shirts • Student organization shirts • TLCS school store items • Solid undershirts in approved colors	❌ Not Accepted • Tank tops or muscle shirts • Visible midriff or undergarments • Pajama tops • Sheer/see-through tops • Profanity or inappropriate graphics • Drug/alcohol references • Gang, hate, or violent imagery • Excessively cropped or revealing tops	✅ Accepted • Khaki, navy, or black pants • Khaki, navy, or black knee-length shorts • Plaid knee-length skirts • TLCS school store bottoms • Opaque leggings under approved skirts/dresses • TLCS-branded athletic bottoms	❌ Not Accepted • Jeans • Pajamas • Athletic bottoms (unless TLCS-branded) • Sagging pants • Ripped/torn bottoms • Excessively tight/form-fitting bottoms • Leggings worn alone
👟 SHOES		🧥 OUTERWEAR	
✅ Accepted	❌ Not Accepted	✅ Accepted	❌ Not Accepted

• Closed-toe shoes • Shoes with backs • Hard soles • Safe for PE and recess	• Crocs or look-alikes • Slides • Sandals • House slippers • Shoes without backs • Soft-soled footwear	• Solid sweatshirts (approved colors) • Cardigans • Sweaters • TLCS school store outerwear • Small/discreet logos (2" or less)	• Blankets • Trench coats • Oversized jackets • Hoods worn up indoors • Prohibited messaging
 ACCESSORIES & STYLING		 FREE & THEME DRESS DAYS	
 Accepted • Religious/cultural head coverings • Safe jewelry • Hair that does not obstruct vision	 Not Accepted • Hats (unless approved) • Bandanas/bonnets • Sunglasses indoors • Spiked accessories • Earbuds/AirPods/headphones • Chains or wallet chains • Unsafe jewelry	 Accepted • School-appropriate attire aligned with theme • Spirit Week participation • Holiday attire (when announced)	 Not Accepted • Masks that cover identity • Full face paint • Fake weapons • Inflatable costumes • Violent/inappropriate themes • Disrespectful cultural costumes

Dress Code Violations: Students will be asked to correct dress code concerns when possible; if not correctable, a parent or guardian will be contacted to provide appropriate attire. Repeated violations may result in consequences in alignment with the student code of conduct.

DRUG, ALCOHOL, AND TOBACCO FREE EXPECTATIONS

At Tulsa Legacy Charter School, we are committed to maintaining a healthy and safe school environment for all scholars. In alignment with our discipline policy and federal and state law, TLCS strictly prohibits the use, possession, or distribution of drugs, alcohol, tobacco, vapor products, or any controlled substances—at school, on the bus, or during any school-sponsored event.

Scholars are not allowed to bring, use, or share any substances that could harm their health or disrupt the learning environment. This includes vape pens, e-cigarettes, alcohol, marijuana, pills, or over-the-counter products intended to mimic illegal substances. Violating this policy may result in serious disciplinary consequences, including suspension, expulsion, or referral to law enforcement.

Our goal is to protect scholar wellness and educate scholars on the risks of substance use. TLCS provides age-appropriate prevention education to help scholars make informed choices, and we may refer scholars to counseling or support services if needed.

WEAPONS-FREE CAMPUS

TLCS is a weapons-free zone. To keep our school community safe, no weapons or anything that looks like a weapon are allowed on campus or at school-sponsored events. This includes:

- Real weapons like guns, knives, or anything that can cause harm
- Fake or look-alike weapons like toy guns, BB guns, or costume props
- Chemical sprays like pepper spray or mace
- Any object used to scare, threaten, or hurt someone

Bringing any of these items—real or fake—is a serious violation of school policy and may result in suspension, expulsion, and law enforcement involvement. The only exception is for on-duty law enforcement officers who are permitted to carry service weapons.

Signs reading “Weapon-Free School Zone” are posted around campus to remind everyone of this important rule. Keeping our school safe is everyone’s responsibility. If you ever feel unsafe or see something concerning, report it to a trusted adult right away.

SCHOOL OPERATIONS

This section covers the daily logistics of school life—from school hours and the academic calendar to arrival and dismissal procedures, meals, attendance, and communication tools. Families can use this section to plan ahead and stay informed about how school functions on a day-to-day basis

ADMISSION AND WITHDRAWAL

ADMISSION

Tulsa Legacy Charter School (TLCS) is a public, tuition-free charter school open to all eligible scholars regardless of race, ethnicity, gender, disability, or socio-economic status.

Any scholar may seek admission to TLCS if they meet the required entrance age and reside within the Tulsa Public School district. Scholars living outside the Tulsa Public School boundaries may apply using an Out-of-District Transfer Form submitted with their application.

To be considered for admission, new scholars must submit the following documentation:

- Proof of address (e.g., utility bill, lease agreement, mortgage statement)
- Guardian ID (e.g., driver's license, state-issued ID)
- Immunization records
- Historical grades or transcripts
- Birth certificate
- Any applicable legal or custody documentation (if relevant)
- Special programs documentation (if applicable), including:
 - Gifted and Talented documentation
 - Section 504 Plan
 - 506 Indian Education Plan, along with tribal affiliation/membership card
 - English Language Learner Plan
 - Individualized Education Plan (IEP) or 504 Plan documentation
- Out of District Transfer Application (if applicable)

Admission is a two-step process:

1. Families must first apply through our online portal during the open application window.
2. If a seat is available and the application is approved, families will then complete registration by submitting required documents, including proof of address, immunization records, and birth certificate.

If more applications are received than space allows, a random lottery will be conducted.

Sibling Preference is given to applicants whose siblings currently attend TLCS, as well as children of TLCS employees, provided space is available.

Scholars currently serving a suspension or enrolled in an alternative education program must complete those assignments before they may be considered for enrollment.

Families are encouraged to provide documentation for any special services their scholar receives (such as an IEP, 504 Plan, Gifted/Talented designation, or EL supports) so we can ensure timely and appropriate support.

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

Scholars may be withdrawn from Tulsa Legacy Charter School (TLCS) either voluntarily or involuntarily, depending on the circumstances.

Voluntary Withdrawal

If you choose to withdraw your scholar from TLCS, a Withdrawal Form must be completed either electronically or in person at the main office of your scholar's campus. Once the form is submitted, your

scholar will be formally withdrawn and removed from our student information system (PowerSchool SIS) within 24–48 hours.

Please indicate the name of your scholar's new school. This ensures a smooth transition, as the new school's enrollment office must request records from TLCS before enrollment can be finalized.

If your decision to withdraw is related to a concern, we encourage families to complete an optional withdrawal survey.

Involuntary Withdrawal

In some cases, TLCS may have to withdraw a scholar from school even if the family hasn't formally requested it. This can happen if a scholar has 10 or more unexcused absences in a row and the school is unable to reach the family, or if the scholar doesn't show up on the first day of school without letting us know. A scholar may also be withdrawn if a family refuses to turn in required documents (like proof of address or immunization records) after several reminders, or if we learn that the scholar is enrolled at another school. Scholars who are no longer eligible to attend TLCS because of their grade level (we serve PreK–8th only) may be withdrawn as well. In rare cases, a scholar may be withdrawn after being expelled through a formal disciplinary process. TLCS always makes multiple attempts to contact families before moving forward and follows all applicable state laws and regulations when processing involuntary withdrawals.

ATTENDANCE

In order to achieve our ambitious academic goals, scholars at Tulsa Legacy Charter School must be present and ready to learn every single day. The instructional day begins at 8:00 a.m. and ends at 3:30 p.m., totaling 7.5 hours of learning time each day.

Consistent, on-time attendance is critical for academic success. It ensures scholars benefit fully from instruction, develop strong habits of punctuality, self-discipline, and responsibility, and helps maintain a focused and disruption-free learning environment.

Regular attendance is mandatory at TLCS. Poor attendance and frequent tardiness will not be tolerated and may result in academic or disciplinary consequences. Scholars are expected to attend every class and arrive on time.

Families are strongly encouraged to avoid scheduling vacations, routine appointments, or non-emergency activities during the school day. Please use school holidays, scheduled breaks, and staff professional development days to plan personal matters whenever possible.

ABSENCES

Any day your scholar does not attend school is considered an absence. All absences—whether excused or unexcused—count toward the scholar’s total. Scholars may not participate in extracurricular activities on the day of an absence unless they have written permission from the Principal.

Absences must be documented with a signed parent note or official documentation (such as a doctor’s note) and submitted within 48 hours of the scholar’s return. Out-of-school suspensions are also counted as absences.

If your scholar is absent, notify the school by 10:00 a.m. by calling 918-794-1442:

- x1000
- x1206

ParentSquare messages or voicemails timestamped before 10:00 a.m. are also accepted. Daily absence alerts are sent via ParentSquare.

Scholars who accumulate 10 or more total absences (excused or unexcused) may be involuntarily withdrawn from Tulsa Legacy Charter School and required to re-register to return.

Absence Types

Excused Absences	Unexcused Absences
Observing religious holy days (with written request)	Oversleeping
Funeral (with documentation)	Missing the bus or ride
Family emergencies (principal excused)	Family vacation or travel
Legal matters (principal excused)	Shopping, concerts, or recreational outings
Participating in a military funeral honors ceremony	Working

Doctor appointment or medical (with documentation)	Skiping class or school without permission
Illness (with guardian explanation)	Being on campus but intentionally not reporting to class
Out-of-school suspension	Unknown reason (no contact or explanation from family)

ATTENDANCE AND PROMOTION

Regular attendance is essential to a scholar's academic progress, and attendance is one of the factors considered in promotion and retention decisions. Scholars who miss a significant amount of school may fall behind in core skills, which can affect their readiness for the next grade.

When a scholar accumulates more than 20 absences in a school year—whether excused or unexcused—their academic team will review the impact on the scholar's progress. Based on that review, the team may recommend additional academic support, an attendance improvement plan, promotion with a support plan, or, in some cases, retention.

Exceptions may be made in rare, well-documented circumstances—such as long-term hospitalization, court-mandated appearances, religious observances, or other extraordinary situations—with approval from the Principal. In these cases, a scholar may still be promoted when there is compelling academic evidence of their readiness.

Scholars with disabilities are protected under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities Education Act (IDEA). When absences are related to a qualifying condition, TLCS will ensure compliance with all applicable federal laws to support the scholar's academic progress.

ATTENDANCE TRACKING

Tulsa Legacy Charter School maintains detailed records of scholar attendance and will follow all attendance codes and procedures as outlined in the district's official attendance policy.

If a scholar is absent, TLCS staff will make reasonable efforts to contact the parent or guardian by phone, written communication, or in person. During this outreach, staff will explain the importance of attendance, review policy expectations, and seek the family's partnership in improving attendance when needed.

All attendance-related questions should be directed to the school's main office. Absences are documented using the appropriate attendance codes for the purpose of accurate recordkeeping and to support compliance with truancy monitoring requirements.

Because attendance is closely tied to scholar success, communication related to attendance may:

- Come from various members of the TLCS team, including the Operations Coordinator(s), Dean of Scholars, Principal, or Counselor
- Require specific action steps from the parent or guardian, such as attending a meeting or participating in an attendance improvement plan
- Be delivered through multiple formats, including phone calls, text messages, emails, or written notices

EARLY DISMISSAL

At Tulsa Legacy Charter School, we are intently focused on scholar achievement. To protect instructional time and minimize disruption, scholars are expected to remain at school until the official dismissal time of 3:30 p.m. Early pickups are discouraged and will only be permitted if the parent or guardian arrives at the front office no later than 2:59 p.m. Early dismissal requests made after 3:00 p.m. will not be honored under any circumstances.

All early dismissals must be conducted in person. Scholars will not be released unless a parent, guardian, or other authorized adult physically comes to the main office and presents a valid photo ID. This ID will be scanned through Raptor, our visitor management system linked to PowerSchool. If Raptor is unavailable, staff will manually verify the adult's identity against the scholar's authorized pick-up list.

Scholars will not be called from class until the adult has arrived in the main office. For planning purposes, please allow at least 10 minutes for your scholar to be retrieved from class. Only individuals listed on the scholar's approved pick-up form will be allowed to sign them out.

Notes, texts, or phone calls requesting that a scholar be dismissed on their own will not be accepted. This applies to all early dismissals, including for illness, appointments, or family emergencies.

Scholars leaving school early due to illness or disciplinary reasons must also be picked up in person by a parent or guardian. These cases may result in an Incomplete Day, and consequences may apply. Please refer to the Code of Conduct for further details.

INCOMPLETE SCHOOL DAYS

Oklahoma requires schools to track attendance based on the number of instructional minutes a scholar is present each day—not just whether they showed up. Because of this, arriving late or leaving early can impact how a scholar's attendance is recorded.

Tulsa Legacy Charter School follows these state-aligned thresholds for tracking partial-day attendance:

Time Missed	Recorded As	Explanation
1–74 minutes	Tardy or Early Dismissal	Counted as a partial day, not an absence.
75–149 minutes	Half-Day Absence	Counted as missing half of the school day.
150 minutes or more	Full-Day Absence	Counted as a full-day absence, regardless of what time the scholar arrives or leaves.

This system is based on state guidance requiring public schools to account for instructional time in minutes. At TLCS, the full school day is 450 instructional minutes (8:00 a.m. to 3:30 p.m.), so missing 150 minutes or more qualifies as a full-day absence under Oklahoma’s student attendance reporting rules.

We encourage families to minimize lost instructional time whenever possible. Even short disruptions can add up and affect a scholar’s academic progress and attendance record.

TARDINESS

At Tulsa Legacy Charter School, learning begins the moment scholars walk through the door. A strong start to the day includes eating breakfast, transitioning calmly into class, and engaging in homeroom or advisory activities that build community and set the tone for academic success.

When scholars arrive late, they miss essential reading instruction, disrupt their peers, and risk falling behind in our ambitious curriculum. For these reasons, tardiness is not acceptable.

Scholars are expected to be seated in the homeroom, in full uniform, by 8:00 a.m. sharp. Any scholar arriving at the front door at 8:01 a.m. or later will be marked tardy.

Repeated tardiness may result in the loss of privileges throughout the year. For Upper Academy scholars, habitual tardiness may also affect high school placement eligibility.

TRUANCY

Tulsa Legacy Charter School is committed to working with families to support regular attendance. Under Oklahoma law, a scholar is considered truant when they are absent without a valid excuse for four or more full or partial days within a four-week period or ten or more days within a semester.

When a scholar meets the threshold for truancy, the school is required to take specific steps, including providing written notice to the parent or guardian, scheduling a meeting to discuss the absences, and, if attendance does not improve, submitting a report to the appropriate legal authorities, such as the District Attorney's Office.

We understand that challenges may arise, and our goal is always to partner with families to address attendance barriers early, provide resources or support when possible, and help every scholar stay on track for academic success.

DAILY PROCEDURES

ARRIVAL ROUTINES

At Tulsa Legacy Charter School, we prioritize a calm and structured start to every scholar's day. Arrival procedures are designed to be safe, welcoming, efficient, and consistent across all campuses.

Doors open promptly at 7:30 a.m., and scholars may proceed directly to designated entry points upon arrival. Staff will be present to greet scholars, supervise entry, and support any special circumstances. Scholars who wish to eat breakfast must arrive by 8:00 a.m., as hot breakfast service ends at that time.

Parents and guardians are encouraged to ensure their scholar arrives no later than 7:55 a.m. to allow ample time for breakfast, restroom use, and a smooth transition into the learning environment before the instructional day begins at 8:00 a.m.

All visitors during arrival hours must follow TLCS visitor protocols, including checking in at the main office with a valid government-issued ID.

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.

DISMISSAL ROUTINES

Dismissal at TLCS is conducted with careful attention to safety, order, and efficiency. Dismissal begins at 3:30 p.m. each school day. While the overarching expectations remain consistent across the district, each campus may have tailored procedures based on transportation methods, facility layout, and scholar needs.

Scholars will be dismissed according to their assigned transportation mode (bus rider, car rider, walker, or aftercare participant). Campus-specific dismissal instructions—including pick-up locations, car line procedures, and identification requirements—will be shared directly by your campus team at the start of the year and revisited throughout the year as needed.

To ensure a secure dismissal:

- Changes to dismissal routines (e.g., a different pick-up person or transportation mode) must be communicated to the front office no later than 12:00 p.m.
- Early checkouts must be completed before 3:00 p.m.

Any adult picking up a scholar must be listed on the scholar's emergency contact list and present a valid photo ID.

EMERGENCY PICK-UP & LATE PICK-UP PROCEDURES

In the event of an emergency where a parent or guardian cannot be reached, Tulsa Legacy Charter School may release a scholar to a designated emergency contact listed in the student information system, unless a court order or official documentation explicitly prohibits such a release. It is the family's responsibility to ensure emergency contacts are kept up to date.

We ask all families to ensure their scholar is picked up promptly at the end of the day. Dismissal concludes at 4:00 p.m., Monday through Friday. Parents or guardians arriving after 4:00 p.m. must bring a photo ID, park and enter through the main entrance, ring the bell, and sign out their scholar in the front office using our Raptor Technologies visitor management system.

All late pick-ups will be documented and monitored. In the event a scholar is not picked up on time, TLCS will attempt to contact all listed guardians and emergency contacts. If we are unable to reach anyone, and the scholar remains on campus for an extended period of time, the school may contact local authorities or child welfare services in accordance with safety protocols.

OTHER MODES OF TRANSPORTATION TO SCHOOL

Elementary-aged scholars in grades K–8 are permitted to ride bicycles, scooters, rollerblades, or skateboards to school with parent or guardian permission. Upon arrival to campus, scholars must walk

their bike and carry all other equipment (scooters, rollerblades, skateboards) while on school property for the safety of themselves and others.

Bicycles must be parked in the designated bike racks, and it is strongly recommended that families provide a secure lock for their scholar's bike. Scooters, rollerblades, and skateboards should be stored in accordance with campus-specific procedures. Scholars are encouraged to wear helmets and appropriate safety gear when traveling to and from school.

Please note that TLCS is not responsible for lost, damaged, or stolen personal transportation equipment or accessories, including helmets, locks, and related items.

TRANSPORTATION AND CAR LINE EXPECTATIONS

To maintain a safe environment for all scholars and staff, all families must follow car line procedures and comply with directions from Tulsa Legacy Charter School personnel. Unsafe driving, failure to follow staff instructions, or disregard for dismissal protocols may result in consequences for the family, including restricted access to carline or required in-person pick-up.

All transportation arrangements must be communicated directly to the Office Manager at your scholar's campus. Dismissal changes communicated only through your scholar or their teacher will not be considered valid. In the event of a miscommunication regarding afterschool programs or bus ridership, TLCS will default to the transportation method currently on file based on the most recent update provided to the main office. We are unable to reroute buses or interrupt the carline to accommodate last-minute adjustments.

Car Line Expectations

Families using the carline must follow all posted procedures and staff directions to ensure the safety and efficiency of dismissal. This includes:

- Pulling forward as far as safely possible
- Watching for signals and instructions from TLCS staff
- Using caution when navigating around stopped vehicles
- Following the established traffic flow and remaining in your vehicle

Parking nearby to bypass the carline will not expedite pick-up, nor will cutting the line. Scholars are called in the order vehicles arrive. Families who do not follow the prescribed dismissal procedures may be asked to meet with school leadership to review expectations.

OTHER SCHOOL PROCEDURES

LOCKERS

Scholars may be assigned lockers at the discretion of the campus. Lockers are provided as a convenience and remain the property of Tulsa Legacy Charter School. Scholars are expected to use lockers responsibly for the storage of school-related items such as textbooks, supplies, and outerwear.

Personal locks are not allowed. Scholars may not place personal locks on lockers. Any unauthorized lock will be removed by school personnel without notice. Only school-issued locks—if permitted—may be used and must remain accessible to administration at all times. This measure ensures prompt access during emergencies and investigations.

Tulsa Legacy is not responsible for lost or stolen items stored in lockers. Scholars are encouraged not to bring valuables to school.

LOST AND FOUND

Tulsa Legacy Charter School maintains a lost and found area to help scholars recover misplaced items. Families are strongly encouraged to label all personal belongings—especially coats, backpacks, lunchboxes, water bottles, and other items that are easily misplaced—with the scholar's full name.

At the end of each academic quarter, any unclaimed items will be donated to a local shelter or repurposed for scholar needs through the Operations Coordinator-Health's office.

Valuable items, such as cell phones or electronics, will be stored securely in the main office until claimed. Please note that TLCS is not responsible for lost, stolen, or unclaimed personal property, including electronics, toys, or non-instructional items brought to school.

MONEY AND PAYMENTS

Most school-related payments at Tulsa Legacy Charter School are made electronically through Parent Square, our district's primary platform for collecting fees, donations, and fundraiser payments. Money is only collected for sanctioned fundraisers or approved school activities.

Scholars should not bring extra money to school. If a payment must be made in person, we strongly encourage parents or guardians to deliver the funds directly to the campus Office Manager or an authorized staff member. If sending money with your scholar—for example, for lunch or a field trip—it should be placed in a sealed envelope clearly labeled with the scholar’s full name, grade, and homeroom.

TLCS is not responsible for lost or stolen personal property, including money, cell phones, or other valuable items.

Please be mindful if your scholar brings home money or items that you did not provide. Scholars are not permitted to buy, sell, or trade items of any kind at school. This includes snacks, toys, or personal belongings.

PARTY INVITATIONS

Tulsa Legacy Charter School is committed to cultivating a sense of belonging for every scholar. To support this commitment, we follow guidelines that promote inclusivity and protect scholar privacy.

In accordance with district policy, we cannot share contact information for scholars—including addresses, phone numbers, or emails—for any reason, including birthday parties or personal events.

However, we understand the joy of celebrating milestones and are happy to support families in extending invitations under the following conditions:

- Invitations may be distributed at school only if the entire class is invited, or if all the girls or all the boys are invited (i.e., not a selective group).
- TLCS staff may assist in distributing invitations on behalf of families, provided they meet the inclusive guidelines above.

By following these practices, we protect scholar confidentiality and help ensure no child feels left out or overlooked. Thank you for helping us foster a welcoming, community-centered environment for all scholars.

PETS

For the safety and well-being of all scholars and staff, pets are not allowed on school grounds unless they are certified service animals or part of a pre-approved classroom instructional unit. Any animal involved in curriculum-based learning must be cleared in advance by the campus administration.

RECESS, DAILY PLAYTIME, & RESTORATIVE PRACTICES

At TLCS, we recognize that daily unstructured playtime is vital for a scholar's academic success, health, and social development. In compliance with Oklahoma's Senate Bill 1481, TLCS provides a minimum of 40 minutes of daily playtime for all elementary scholars in full-day Kindergarten through 5th grade.

Disciplinary Protection & Protected Playtime: In accordance with state law, recess is a protected right. TLCS staff are strictly prohibited from taking away or withholding a scholar's daily playtime minutes as a form of punishment or behavioral discipline.

Restorative Recess

While daily playtime cannot be withheld, TLCS utilizes a Restorative Recess framework when a scholar's behavior indicates they need extra support, reflection time, or a safer environment to reset.

- What it is: Restorative Recess is a supportive, structured alternative break. It is designed to help scholars reflect on choices, resolve conflicts with peers, or practice positive behaviors under the direct guidance of a staff member.
- When it is used: A scholar may "earn" a Restorative Recess session if their actions on the playground or in the classroom compromise the safety, dignity, or well-being of themselves or others.
- Compliance: This practice ensures the scholar still receives their legally mandated break from the standard academic classroom environment, while prioritizing emotional growth, accountability, and a safe return to the general community.

Recess Logistics and Weather Guidelines

Recess takes place outdoors whenever conditions are safe. Because Oklahoma weather can change quickly, please ensure your scholar is dressed appropriately for changing temperatures throughout the day:

- Temperature Guidelines: Scholars are encouraged to wear a jacket when the temperature is at or below 60°F. We highly recommend that scholars always keep a seasonal outer layer in their locker.
- Indoor Recess Conditions: Recess will move indoors if the wind chill or temperature drops below 40°F, or if the heat index exceeds 95°F.
- Administrative Discretion: The administration may also call for indoor recess in the event of high winds, lightning, active rain, or other unsafe weather/surface conditions.

Mud, Puddles, and Spare Clothing

Scholars are expected to stay away from puddles, mud, and wet slides during outdoor play.

Please note that TLCS does not provide changes of clothes for scholars who get wet or muddy. For younger scholars, especially those in Pre-K and Kindergarten, we highly recommend packing a full spare change of clothes (including socks and underwear) to keep in their backpack or locker at all times.

Medical Accommodations

If your scholar has a medical condition or restriction that limits outdoor physical participation, please submit an official doctor's note or contact the Operations Coordinator-Health so we can accommodate your scholar's specific medical needs appropriately.

SCHOOL PROPERTY

All desks, lockers, technology, and furniture remain the property of Tulsa Legacy Charter School, even when assigned to scholars for individual use. These items are provided to support learning and must be used responsibly. Scholars may use desks and lockers only for storing school-related materials, such as books, supplies, outerwear, and other items needed for daily school activities.

TLCS anticipates normal wear and tear of books, lockers, furniture, and supplies. However, if a scholar damages or loses school property—or causes damage to a staff member's personal property—the scholar and/or their family will be responsible for covering the full replacement cost of the item(s). Respecting school property is a key expectation of scholar conduct.

TECHNOLOGY

Tulsa Legacy Charter School provides scholars with access to technology and the internet to enhance academic learning and digital literacy. All TLCS scholars are expected to use these resources responsibly, in alignment with our Acceptable Use Policy and core values.

TLCS devices are managed through GoGuardian, a content-filtering and monitoring platform that promotes safe browsing and supports teachers in guiding scholar use of digital tools. All

TLCS-owned technology—including Chromebooks, email accounts, Google Suite documents, and internet usage—can be monitored and accessed by school administrators.

Scholars are allowed access to the internet and digital devices unless a parent/guardian provides written notice opting out. When using TLCS technology or internet access, scholars must:

- Use school-appropriate language and content at all times.
- Refrain from visiting or downloading material that includes pornography, violence, hate speech, discriminatory content, treasonous material, or otherwise inappropriate or non-educational topics.
- Understand that all activity—including search history, saved files, and communication on school platforms—is monitored and not private.

Misuse of technology, including but not limited to cyberbullying, unauthorized access, or violation of content expectations, may result in disciplinary action as determined by the Dean of Culture, Principal, or another administrator.

The Acceptable Use Policy outlines the conditions for appropriate use, the scope of monitoring, and consequences for violations. Scholars are accountable for knowing and following this policy at all times while using TLCS devices or networks.

TOYS AND ELECTRONICS AT SCHOOL

Scholars who bring personal items to school—including toys, electronics, games, or gadgets—do so at their own risk. Tulsa Legacy Charter School is not responsible for lost, stolen, or damaged personal property, regardless of whether the incident occurred on school grounds.

TLCS strongly recommends that all non-academic personal items stay at home unless they are specifically requested by a teacher for a classroom activity. Trading, selling, or bartering personal items of any kind is strictly prohibited.

If a scholar brings an item that is distracting to the learning environment, unnecessary for instruction, or potentially unsafe for themselves or others, staff are authorized to confiscate the item immediately. Any such items will be turned over to the Dean of Culture and/or Principal for further evaluation and appropriate next steps.

APPENDIX A: 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.

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

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.

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.

SCHOLAR PRIVACY & VIDEO SURVEILLANCE

Tulsa Legacy Charter School (TLCS) uses security cameras across campus to support scholar safety and school operations. In accordance with the Family Educational Rights and Privacy Act (FERPA), video

footage that contains images of multiple scholars is considered part of the educational record for each scholar captured in the recording.

As such, only authorized TLCS personnel may access and review surveillance footage. Families are not permitted to view footage that includes any scholar other than their own, in order to protect the privacy rights of all scholars. Requests related to video review should be directed to the school's Principal or Dean of Culture and will be evaluated in compliance with applicable laws and school policy.

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@tulsalegacy.org or registration@tulsalegacy.org.

Copies of all scholar records will be maintained electronically. 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

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.

TITLE IX: SCHOLAR RIGHTS, SAFETY and EQUITY

Tulsa Legacy Charter School (TLCS) is committed to providing a safe, inclusive learning environment where all scholars are treated with dignity and respect. In accordance with Title IX of the Education Amendments of 1972, TLCS prohibits discrimination based on sex—including sexual harassment, sexual assault, dating violence, domestic violence, and stalking—whether it occurs between students, staff and students, or any member of the school community.

Scholar Rights Under Title IX

All scholars have the right to:

- Learn in a school environment free from sex-based discrimination or harassment.
- Report incidents of harassment, assault, or misconduct without fear of retaliation.
- Receive supportive measures—such as counseling referrals, changes in class schedules, increased supervision, or safety accommodations—even without filing a formal complaint.
- Have complaints thoroughly and fairly investigated by trained personnel, with respect for privacy, due process, and the rights of all involved.

Reporting and School Response

Reports can be made at any time (verbally, in writing, or anonymously) to:

- A teacher, coach, or other trusted adult on campus
- The Campus Principal
- The Title IX Coordinator (Director of District Operations)

Once a report is received, TLCS will:

- Promptly assess for scholar safety and provide supportive measures
- Notify the Title IX Coordinator and relevant staff
- Follow the legally required grievance process for any formal complaint, ensuring a fair, unbiased investigation

Retaliation against any scholar or family for reporting an incident or participating in an investigation is strictly prohibited.

What Qualifies as a Title IX Violation?

Examples include, but are not limited to:

- Unwelcome sexual comments, jokes, or gestures
- Repeated, unwanted attention or physical contact
- Sexual rumors or sharing explicit images or videos
- Coercion or pressure to engage in sexual acts
- Assault or threats, whether verbal, digital, or physical
- Gender-based bullying, slurs, or exclusion

Any behavior that creates a hostile learning environment based on sex or gender will be addressed with urgency and seriousness.

TLCS Commitment

All staff are trained annually in Title IX compliance and mandatory reporting obligations. Scholars and families are informed of their rights and the school's responsibilities to respond to misconduct, protect victims, and prevent future harm.

We believe that all scholars—regardless of gender—deserve to learn, grow, and thrive in a space where safety is protected and dignity is honored.

APPENDIX B: HANDBOOK 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 2026-2027, 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.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Printed Name of Scholar

Signature of Scholar

Date

APPENDIX C: HOW-TO GUIDES FOR DISTRICT PLATFORMS