



## **COLLEGIATE HALL MIDDLE SCHOOL**

STUDENT AND FAMILY HANDBOOK

Dear Families and students,

Welcome to our Collegiate Hall family! We are so excited to have you on our team this year. This is a special and unique time to join Collegiate Hall. You will be a part of making our school what it is and will be for years to come. You will forever be a part of our Collegiate Hall family and we are grateful you put your trust in us as the school for your child.

We believe our students and families are our partners in this work and we are excited to work with you to help your child reach their goals. We are a small but mighty team and school! This year will bring traditions, special moments, joy, challenge, and growth for our students. They are now on the journey to college!

This year is going to be a year of flexibility and growth as we all learn to deal with the new reality COVID-19 has brought us. We want to assure you that we are committed to staying engaged with you and your family and we are committed to building relationships and continuing learning, even if that learning looks a little different throughout the year. As much as we can safely allow it, we want families in our building and welcome you to observe your student in action. We will always invite you to any meetings, parties, or events, as long as it is safe to do so. There may be times throughout the year when we have to limit the number of people coming in and out of our building to keep students and staff safe. When that happens, we will communicate with you ahead of time so you are aware and ask you for understanding as we navigate this uncertain time.

We cannot wait for the year to start!

Best Wishes,  
Nathalia Takabatake  
School Director

### **Purpose of the Collegiate Hall Student and Family Handbook**

The Collegiate Hall Student and Family Handbook is a guide to provide an overview of Collegiate Hall for families so there is a common understanding of how our school works to meet our mission. It will be important for families to read the Handbook in its entirety and discuss it with their student.

The handbook covers a wide range of topics, but all decisions and policies described are linked to our mission. We believe this handbook should serve as an orientation to Collegiate Hall and as an ongoing resource. We encourage families to ask questions throughout the year if any sections of the Handbook are unclear. All policy and procedures were crafted with the best interest of our students in mind.

The Interim Executive Director, in conjunction with the Board of Directors, reserves the right to modify this handbook and **due to COVID-19, policies are subject to change to ensure the health and safety of students and staff.**

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## **School Overview**

### **Mission**

Collegiate Hall Charter School educates students in grades pre-kindergarten through eighth for acceptance to, persistence in, and graduation from college.

Equipped with a strong academic foundation and clear moral compass, Collegiate Hall Charter School graduates rise above life's challenges to lead on campus, in their communities, and throughout their careers.

### **Founding Beliefs**

Collegiate Hall Charter School is founded on the following beliefs:

- **Effective teachers** who work relentlessly on behalf of students drive academic success.
- **A rigorous, college preparatory academic program** grounded in literacy and math educates students for long-term academic and career success.
- **A well-rounded experience with a STEM focus** prepares all scholars to problem solve and think critically about the world around them
- **Purposeful assessment of student progress** with tailored interventions empowers every student to succeed.
- **A safe, loving and structured school environment** founded on accountability, love, and joy is critical for building a culture of high achievement
- **A value-based culture** of Respect, Compassion, Curiosity, Responsibility, Courage, Pride, Integrity, Determination, Balance, and Presence prepares students to be leaders and overcome any challenge.
- **Healthy relationships** between the school and community and between teachers and their students are the strongest support for the work we do.
- **College graduation is imperative for all students.**

### **Disciplines, Core Values and Commitments**

The Collegiate Hall community is founded on the following core values and commitments. Every member of the community, including students, teachers, and school leaders, aspire to live the following Core Values, each categorized into one of five disciplines, in their daily interactions both on and off campus.

#### **Discipline: Big Heart**

##### **Core Values: Respect & Compassion**

**Description:** Every human, regardless of race, gender, age, sexual orientation, etc., is deserving of our respect and kindness. We believe that the strength of our community lies in our relationships and our collective well-being.

##### **Definitions:**

- **Respect** – To uphold the value of others or objects through your work, thoughts, and actions.
- **Compassion** – To empathize with others and to demonstrate caring in our daily lives.

#### **Discipline: Sharp Mind**

##### **Core Values: Curiosity & Responsibility**

**Description:** Humans are inherently curious. It is our responsibility to nurture that curiosity in ourselves and each other, to maintain a growth mindset, and to take ownership of our growth. We strive to build the knowledge and skills we will need to be successful and learn from others with experiences and perspectives that are different from our own.

##### **Definitions:**

- **Curiosity** – To be eager to learn and explore, maintain a growth mindset, and continuously seek to know more about the world and others.
- **Responsibility** – To be able to be depended upon and to take continuous ownership for your work, thoughts, and actions.

**Discipline: Noble Purpose****Core Values: Courage & Pride**

**Description:** Every person has their own noble purpose. It takes courage to explore and identify your purpose, to speak to and learn from others, and to live out your purpose within a community. Once you know your purpose, it takes having pride – in your work, your actions, and yourself – to fulfill it.

**Definitions:**

- **Courage** – To act thoughtfully and morally, especially in the face of adversity, and to stand up for what you believe in.
- **Pride** – To be enthusiastic about and do your best in your daily work and to uphold the best in others and yourself.

**Discipline: Aligned Actions****Core Values: Integrity & Determination**

**Description:** We are masters of our own fate. Therefore, as members of a community, we act with integrity while maintaining a positive attitude to tackle even the most challenging problems.

**Definitions:**

- **Integrity** – To be truthful, fair, and trustworthy and to remain true to your principles and commitments.
- **Determination** – To always put forth your best effort and to relentlessly pursue your dreams and goals, regardless of obstacles.

**Discipline: True North****Core Values: Balance and Presence**

**Description:** Every action we take is a choice, and that our choices have an impact on others and our future. Our abilities to regulate our emotions and maintain our focus are crucial for reaching our fullest potential.

**Definitions:**

- **Balance** – To remain calm and centered, and to respond, rather than react to, life.
- **Presence** – To be fully aware of what is happening right here, right now in a kind and curious way.

Collegiate Hall holds members of the school community—students, families, and staff—to the highest standards. To provide the very best education for Collegiate Hall students, all of us must work together to create an atmosphere conducive to academic excellence. To create this environment, we must collectively and consistently ensure that all members of the Collegiate Hall community live our commitments:

**BIG HEART**

- 1. Respect – I commit to thinking through my words and actions before I act on them.** This commitment means that at Collegiate Hall we believe that everything can be done with kindness. We believe each person should express their thoughts and feelings in ways that are kind and can be heard. When we make mistakes in our interactions with others, we take ownership and work to repair our relationships.
- 2. Compassion – I commit to leaving no community member behind.** This commitment means that at Collegiate Hall it is important to support and look out for each other. We believe each person's well-being and success is connected to the overall well-being of the community.

**SHARP MIND**

- 3. Curiosity – I commit to seeking diversity of perspective.** This commitment means that at Collegiate Hall it is important to think of our individual experiences as true, but remember that they are only a part of the whole answer. We believe we should be curious about, and learn from the perspectives and experiences of others.
- 4. Responsibility – I commit to taking ownership for my growth.** This commitment means that at Collegiate Hall we all take responsibility for our own learning. We always strive to do our best, be proactive and prepared, and maintain a growth mindset in the face of challenges. When we make mistakes, we take ownership and use them as learning opportunities to improve ourselves.

## NOBLE PURPOSE

**5. Courage – I commit to speaking to the person, not about the person.** This commitment means that at Collegiate Hall we commit not to gossip, but instead to speak to the person we need to communicate with. We don't talk behind each other's backs, and encourage others not to either; instead, we help others work through challenges and repair relationships.

**6. Pride – I commit to showing up with pride.** This means that we take pride in ourselves, our work, and our teammates. We have faith in our own infinite ability, always do our best work, and assume the best intent of others. We strive to always look for the good in things.

## ALIGNED ACTIONS

**7. Integrity – I commit to walking my talk.** This commitment means that at Collegiate Hall we believe trust is very important. Walking your talk means that you do what you say you are going to do. We strive to do the right thing at all times, even when nobody is watching.

**8. Determination – I commit to working through challenges with a positive attitude.** This commitment means that at Collegiate Hall we show up with enthusiasm in the face of adversity, keep the small things small, and embrace challenges as opportunities to learn and grow.

## TRUE NORTH

**9. Balance – I commit to keeping myself and others safe.** This commitment means that at Collegiate Hall it is important to keep ourselves and others safe through actions and words. We strive to remain even-keeled and prioritize our well-being in order to bring our best selves to our community.

**10. Presence – I commit to being attentive.** This means that at Collegiate Hall we recognize our responsibility to be fully present in every interaction and be attentive to the needs of ourselves and others.

## Faculty, Staff and Board of Directors

### **Board of Directors**

Annabel Jones, *International President, Gamma Phi Beta*

Amber Masters, *Director of Instructional Leadership, Teach for America*

Cameron Seger, *Manager of Financial Planning and Development, Quick Trip*

CB Rowan, *Chief Financial Officer, BlueStone Natural Resources*

Delia Kimbrel, *Director of Research and Analysis, IMPACT Tulsa*

David Poarch, *Managing Partner, Pinnacle Investments*

Frauke Peterson, *CEO, Luxa Enterprises*

Kandi Wilson, *Supply Chain Manager, Williams*

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## **Academics**

At Collegiate Hall, we have a college-going orientation from day one with students. We achieve this through our culture and our rigorous academics. While academics look different from grade to grade and content to content, we have created carefully planned, developmentally appropriate, and engaging curriculum so that all students can engage in a well-rounded, rigorous academic program.

In all grades, fourth through eighth, we teach from standards and objectives. These standards change from grade to grade, but all students are graded based on mastery of grade level standards and objectives as well as growth throughout the year. For each grade level, standards are based on national and state curriculum frameworks.

We use knowledge about student skills to shape whole class instruction, small group work, and tutoring. Using individual student data, instruction can be targeted to better meet individual student needs.

Teachers will give students and families ongoing feedback about student performance both academically and socially and emotionally. Teachers will often send work home for parents/guardians to sign, and teachers will contact parents/guardians if they see a significant slip in academic performance or a specific skill that needs extra practice at school and home. Progress reports will be sent home and report cards will be distributed at the end of each quarter at Report Card Pick Up Night. Parents/guardians may also get informal feedback about student performance throughout the year.

## **Assessments**

Collegiate Hall employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Staff work to ensure that assessments are not stressful times for students; rather they are presented as opportunities to show off all that students have learned. Participation in these assessments is required. Students are expected to give their best effort on every assessment.

Teachers analyze the results to inform their instruction, identify students in need of extra help, create small-groups for reading and math, and assess the overall effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed 4 times a year.

## **NWEA MAP**

NWEA has been a pioneer in educational research and assessment methodology with a focus on improving learning outcomes for every student. NWEA develops assessments to help advance all students along their learning paths. It provides achievement and growth data in math, reading, and science, and provides data to inform instruction and measure students' learning.

## **Fountas & Pinnel:**

Fountas & Pinnell literacy assessment that measures acquisition of early literacy skills. They are designed to be comprehensive reading assessments that monitor the development of skills like concepts about fluency and comprehension. F&P provides teachers an in-depth analysis of any skills that students have not yet mastered and allows teachers to target guided reading and intervention.

## **Interim Assessments:**

At the end of each quarter, students will take an interim assessment on the material from that quarter and previous quarters. These assessments will vary by content and grade. They will be used to assess mastery. Teachers will use this data to inform changes to daily lessons and upcoming units. These assessments will be saved and kept in student data binders so families can see progress throughout the year.

## **Academic Honor Code**

Academic integrity lies at the center of our commitment to our core values and commitments. Learning is predicated on a mutual trust and *respect* between teacher and student.

Students and families of Collegiate Hall must agree to the following Academic Honor Code.

*I understand the importance of demonstrating Collegiate Hall's commitments in all my work. I commit to being responsible for my growth by only submitting individual work that is completely my own or properly cited. I commit to taking pride in my work by always doing my very best work. I commit to demonstrating compassion in my work and leaving no community member behind by helping my teammates appropriately so we can all achieve success.*

Violation of the Honor Code may take several forms, including, but not limited to, plagiarism, cheating and copying. Any of the following forms without full acknowledgement of the original source counts as a violation of the Honor Code:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, website, another student's assignment, without express permission/direction by a teacher.
- Inclusion of images, text or other forms of media in whole or in part from the internet or other electronic resource without proper citation
- Duplication in any manner of another's work during a quiz, test or exam
- Having and working from any unauthorized documents or resource during class time, including crib-sheets, calculators, the internet or any other resource
- Paraphrasing another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained
- Piecing together sections of the work of others into a new whole
- Submitting one's own work that has already been submitted for assessment purposes in another subject or at another school
- Producing assignments with other people (e.g. another student, a tutor) that should be independent work without express permission
- Using often quoted phrases without citation
- Pressuring others to violate the Honor Code
- The presentation of group work as individual, independent work, or the presentation of an individual's work as a group's
- Falsifying, creating and fabricating information, data, or sources.
- Forging a parent, guardian, or teacher signature on progress reports, permission slips or other official or unofficial school communication.

Students with more than two academic integrity offenses in a single academic year will be at risk for being retained. The School Director reserves the right to retain any student for which this is the case.

## **Final Grades**

Students will receive grades in each of their core content classes. Those grades will be comprised of three components weighted as follows:

<b><u>Category</u></b>	<b><u>Percent of Overall Quarter Grade</u></b>
Classwork	15%
Homework	15%
Exit Tickets and Informal Assessments	30%
Formal Assessments	30%
Quarter Exams	10%

At the end of each semester, students will take a final exam. The Final Exam measures student mastery on all standards learned to that point in the year. This single assessment carries an overall weight of 10% of a student's grade as sustained mastery is a critical component of students' long-term academic success.

It is the policy of Collegiate Hall that **no extra credit assignments will be given at any time**. Teachers may include extra credit questions on homework assignments, tests, or quizzes, but these questions cannot count for more than 5% of the overall assignment.

### **Report Cards, Progress Reports, and Parent Conferences**

Students receive a report card for each quarter, which includes a summary of their academic work. Report cards are provided to parents/guardians at Report Card Pick Up Night, to be held within ten days following the conclusion of each quarter. **Parent/Guardian attendance at Report Card Pick Up Night is required to receive the report card.**

Progress reports will be issued to all students weekly. **Students bring progress reports home to be reviewed with parents/guardians, signed to indicate reports have been discussed, and returned to school on the next school day.** Students who do not return the Progress Report Signature Card will get a phone call home and be required to serve detention. A parent meeting with the advisor will be required should a student not bring back a signed Progress Report Signature Card three times throughout the course of the year. A parent meeting with the Dean of Student or Interim Executive Director should a student not bring back six times throughout the course of the year.

### **Homework Policy**

At Collegiate Hall we believe students should be held accountable for completing homework assignments. Homework is an essential part of the Collegiate Hall educational program. It is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. Students who do not complete homework are missing an important opportunity to reinforce skills and build habits that are essential in preparation of attending and graduating from college.

Homework will be assigned EVERY night at Collegiate Hall, Monday through Friday. Homework must be completed in full and in accordance with Collegiate Hall's high standards for hard work and professional presentation, which includes clear and neat handwriting, complete first and last name, course name, date, and parent signature.

Collegiate Hall provides every student in grades 4-6 a homework packet at the beginning of the week. Students in grades 7-8 are assigned homework by teachers in class. Students have two daily responsibilities related to homework:

- [All Students] Complete all homework assignments to the high standards set forth by the school.
- [Students in Grades 4-6] Show completed homework assignments to a parent/guardian and receive signatures only from him or her only if he or she feels that the completed homework meets Collegiate Hall's high standards.
- [Students in Grades 7-8] Show daily planner with homework assignments listed to parent/guardian and receive signatures from him/her every day.

### **Make-Up & Late Work Policies**

While we understand that emergencies happen and students fall ill, we know being physically present in school is one of the greatest predictors for outcomes later in life. As such, we want to work with families to ensure students are at school and on time as much as possible. When an absence must occur, we believe students should make up any missed work or assessment so that they do not fall behind. This also helps prepare students for the transition

into high school. While there will be some assignments that require materials that are kept at school, all assignments that can be completed at home with the help of a family member will be ready for students upon their return.

### Make-Up Work: Homework

Students are expected to continue completing homework even if they are absent from school. Families can always pick up homework packets in the main office during the school day. If this isn't possible, students will be given the weekly packet upon their return to school and will be expected to complete any homework missed.

### Makeup Work: Assessments

If a student is absent for any reason (less than five consecutive days), or if a student is late and/or dismissed early, all missed assessments (e.g. tests, quizzes) must be made up within the number of consecutive school days that the student had been absent. For example, if a student had been absent for three consecutive days, he/she would have three school days to take the missed assessment.

If a student is absent for five or more consecutive school days, he/she must meet with the School Director to determine a reasonable timeline for making up missed assessments.

### **Academics Supports**

#### Small Group Instruction

Students will have small group instruction in literacy and math. Students will be placed in groups based on assessment data and teacher observation. Composition of small groups will be different in literacy and STEM and may differ from the normal class roster. Small group instruction is a time for students to get targeted support specific to their individual needs. The Interim Executive Director reserves the right to determine the most appropriate small group placement for students.

#### Extended Day (Intervention)

**Students who are behind are required to stay at school until 5 PM to receive extra help and support.**

Students should understand that this is required because teachers care about their academic performance. **In all instances, attendance at extended day is mandatory.** Skipping extended will be treated with the same as early dismissal.

### **Promotion Requirements**

We believe that students should only be promoted when they have demonstrated mastery of grade level standards or significant growth. Collegiate Hall is founded upon the understanding that promoting students to the next grade because of their age, not their readiness to do the work, is not beneficial to students.

Retention and/or placement decisions will be made only after the school has notified and conferred with parents throughout the year (progress reports, report cards and parent conferences, etc.) as to the student's progress or lack thereof. Promotion of a student from one grade to the next shall be based solely on that individual student's having met the promotion criteria for academics or attendance. The final decision to promote a student shall rest solely with the School Director, with appropriate input from the student's teachers and the professional staff.

## Attendance Policies

### **Absences**

#### General Policy for Absences

**We believe being at school is the most important first step on the path to college. We want to see your student at school every day to maximize their learning and growth.** The educational program offered by the school is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. While we understand that emergencies will happen, our goal is to ensure your student is building the attendance habits necessary for success later in life. As such, we have a strict attendance policy at Collegiate Hall.

#### Reporting Absences

The primary responsibility for a student's attendance at school rests with their parent(s) or guardian(s).

**Parent(s)/guardian(s) must notify the school by 9:00a.m. on the day a student is absent by calling the office directly.** Parents or other responsible persons shall provide the school with their current home, work, and emergency telephone numbers. Once attendance is taken at 8:00 am, the office staff will make courtesy calls to families for students are not yet at school. The purpose of these calls is to determine if there is something we can help with, encourage attendance, and confirm attendance status.

#### Excused and Unexcused Absences

Any day your student does not attend school is considered an absence, regardless of whether the absence was excused or unexcused. The school will consider an absence excused for the following five reasons with documentation:

- Personal physical illness that prevents attendance at school.
- Death in the family.
- Observance of religious holidays.
- Court subpoena.
- An emergency or set of circumstances which, in the judgment of the School Director, constitutes a good and sufficient cause for absence.

Please note that emergency circumstances will be defined by the School Director and will be used to excuse absences on an extremely limited basis. **Absences due to weather, transportation issues, parent illness, and family vacation will count as unexcused absences.**

#### Consequences for Absences

Included in our attendance policy are consequences for absences. They are outlined below:

- **Six Absences in a Year:** The family will receive a warning letter entitled *Notice of Attendance Concern* and called to the school to meet with the Dean of Operations or Dean of Students.
- **Ten Absences in a Year:** The family will receive a warning letter entitled *Notice of Chronic Absenteeism, Impending Truancy, and Risk of Retention*. The parent/guardian will be called to the school to meet with the Dean.
- **Twelve Absences in a Year (any combination of excused and unexcused absences):** If a student has any combination of twelve excused and unexcused absences in a year, it is considered a serious issue because students are not receiving the necessary academic learning they need to be successful. The School Director reserves the right to retain any student who misses twelve or more days of school. Exceptions to this policy are made on rare occasions for long-term hospitalizations, court-mandated appearances and religious observances. If a student has any long term, families would be required to agree upon an independent study plan to ensure student learning continues.

### Absences due to Documented Medical Condition

Any student who, due to a medically documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

Students are afforded rights under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act. Students qualifying for these rights will be required to bring in documentation relating their absences to a disabling condition.

### Out of School Suspensions

Out of school suspensions are considered absences. If students are absent from school due to suspension, these days will be treated the same as absences. For the purposes of makeup work, students who are suspended will be provided all work they missed for the duration of their suspension.

### Truancy

In accordance with the Oklahoma Compulsory Education Law, Oklahoma Statute, Title 70, Sec. 10-106, if a child is absent without valid excuse for four or more days or parts of days within a four-week period or if a child is absent for school for ten or more days or parts of days within a semester (as defined by Tulsa Public Schools) without a valid excuse, the school shall immediately report such absences to the district attorney in Tulsa County for juvenile proceedings.

### Withdrawal

If a student is absent for the first five days of school and there has been no successful contact between the family and the school to explain his or her absences, that student may lose his or her seat at Collegiate Hall and may be automatically withdrawn from the school.

A student who misses one hundred eight consecutive hours or twelve consecutive unexcused days of school will be automatically withdrawn. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal Form with the Interim Executive Director or his/her designee.

### **Arrival, Dismissal, and School Hours**

#### Arrival:

Arrival run from 7:30–7:45 AM Students arriving before 7:30 AM will not be allowed into the building. Students cannot be left unattended. A parent/guardian must stay with their student until doors open. Students arriving after 7:45 AM will have to check in at the front office to get a tardy slip with a parent/guardian present. Students arriving by 7:55 AM will receive breakfast.

Students who ride the bus will be greeted at the bus by a staff member and walked into the building to begin arrival. Families utilizing the car line will follow the traffic circle until they reach a numbered cone. Students will stay in their vehicle with the door closed until a staff member opens the door and greets the student. A staff member will walk students safely to the door to begin arrival. Families should not park in the car lane. Staff will be moving quickly to keep all students safe. Families who walk students to the door will be asked to cross only at the cross walk marked by cones. Crossing anywhere else in the parking lot is not safe for students or staff. Due to COVID-19, no families will be permitted to enter the building during drop off. If needed, families should park and wait until arrival is over to enter the building.

Due to COVID-19, all students must have their temperature taken before entering the building. Car riders will have their temperature taken by a staff member before exiting the car. Walkers will have their temperature taken by a staff member before entering the school building; parent/guardian must be present. Bus riders must have their temperature taken by the bus driver before getting onto the bus; parent/guardian must be present.

**Dismissal:**

Dismissal runs from 3:30-3:50 PM. on Monday, Tuesday, Thursday, and Friday. Wednesday will be an at home family learning day. After 3:50 PM. Monday, Tuesday, Thursday, and Friday students will transition to the main office to be picked up and a parent/guardian must come in to sign their student out. Late pickups will count as a tardy. All families picking up students, car riders, walkers, and Pre-K and kinder families, will be required to have a pick-up card with them. Families without the pickup card will be required to park, wait until dismissal is finished, and enter the office to show ID and get another pick-up card. This is to maintain the safety of students and ensure all students are going home with the correct family.

Pre-K and kinder students will be picked up by parents in the west parking lot carline. Families should follow the traffic cones and stay in line in the car line to keep dismissal running safely and efficiently. Cars will be directed to a cone and staff will walk students to their car, open the door, and greet families. Families utilizing the car line should not park in the car line or get out of their car during dismissal. Walkers and bus riders will dismiss from their classrooms and be escorted to the bus or crossing guard. Walkers will wait until their family member comes to the crossing guard with their pick-up card. Families will not be allowed in the building during dismissal.

Changes to dismissal transportation must be made by calling the main office by 1 PM that day. Changes made through teachers/deans or other students will not be valid. Changes made after 1 PM will not be enforced.

**Late Arrival and Early Dismissal Related to Absences**

**Students are expected to arrive on time and to stay at school until the very end of the day so they don't miss out on any academic or social and emotional learning.** Students arriving after 10:30 am or leaving before 1:00 pm will be considered absent for half the day.

**Appointments during School Hours**

If it all possible, appointments should be scheduled outside of school hours. Families are responsible for scheduling medical appointments outside of school time and are encouraged to do so Wednesdays. Other recommended times are afternoons after 3:30 pm, days on which there is an early release for students, or days when school is not in session. When appointments can't be scheduled during these suggested times, please bring your student before/after their appointment so they don't miss the entire day of learning.

**General Policy for Tardiness and Early Dismissal**

**Getting to school on time and being there for the entire day is a key to your student's success – at school and in life.**

At Collegiate Hall, the learning begins the moment students walk in the door. Our doors open at 7:30 a.m. each morning. **Students who are not through the doors by 8:00 am are considered tardy.** Students who arrive after 7:55 am will not receive breakfast due to food safety laws.

When a student must be picked up early from school, parents/guardians must come to the office and sign their student out before 3:00. The office will be closed from 3:00-3:50 in order to maintain a safe, orderly dismissal. Parents/guardians will not be permitted inside between 3:00-3:50.

**For the purposes of attendance, three tardies/early dismissals will be considered equivalent to one day absent.**

**Inclement Weather Closings**

**Collegiate Hall will follow the Tulsa Public Schools weather school closing decisions.** If TPS closes or has a delayed opening, Collegiate Hall will do the same. Every attempt will be made to post the school-closing announcement on the school's website and to send an automated phone or text message. If TPS is not listed among the schools closed or on delayed schedule, Collegiate Hall will be open and classes will run on time. The only exception to this is in the

rare case of an early dismissal due to weather in Tulsa Public Schools. We are not able to dismiss early because of busing logistics.

Should Collegiate Hall need to close school early for other emergency reasons the school office may call students' homes to inform them of a school closing. If school must close during the school day, every attempt will be made to inform the parent(s)/guardian(s) in order to arrange for transportation.

## School Policies

### **Uniform Policy**

#### Rationale

The purpose of the Collegiate Hall uniform is to create a professional, safe, and respectful community where students can place their focus on learning. Students are expected to be in uniform from the start of the school day until the end of the school day and at school-sponsored events. Students are required to wear the Collegiate Hall uniform Monday-Friday.

Any student who arrives at school out of uniform will be given a uniform to use for the day. A note will be sent home so families are aware the student is using a borrowed uniform. That uniform should be washed and returned the following day. If this isn't possible, please reach out to the office so we can make arrangements. If the uniform is washed and returned, families will not be charged for the uniform. We never want lack of access to a uniform to prevent a student from coming to school or starting their day off strong. If your family needs assistance with uniforms, please don't hesitate to reach out to the office. If a student continues showing up to school without the correct uniform, the Dean of Students will be in touch with families to see how we can partner to ensure students are able to show up confidently and in uniform.

#### The Dress Code Defined:

Students must arrive at school in the Collegiate Hall uniform every day. Mandatory items include:

1. Maroon or Navy (Upper School only) Collegiate Hall uniform shirt tucked in at all times
2. Khaki pants, shorts, or skirts with belt loops (shorts must fall at knee level, no joggers or elastic bands will be allowed)
3. Solid colored socks (small logos acceptable)
4. Closed toed athletic shoes/sneakers (must be able to participate in all physical education coursework)
5. A black, brown, navy, or neutral color belt with a small buckle (no designs, decorations, or words)

#### Optional items include:

1. Solid black, white, navy or gray short or long-sleeved undershirts (designs, decorations or words must not be visible)
2. Collegiate Hall sweatshirts (hooded sweatshirts, even with the Collegiate Hall logo, will not be permitted in class)

#### Other dress code considerations include:

1. We want to teach students to present a neat, professional appearance. As such, shirts must be tucked in and under NO circumstances are students allowed to:
  - a) Wear any clothing that has intentional/purposefully distressed rips or tears in them
  - b) Wear underclothes that can be seen (except white, black, navy or gray short and long-sleeve t-shirts)
  - c) Wear clothing with logos, unless it is a Collegiate Hall logo or a small logo
  - d) Wear sandals, open-toed shoes, or shoes with heels greater than  $\frac{1}{2}$  inch.
  - e) Wear facial make-up that is distracting or unprofessional (cannot be reapplied during the day)
  - f) Wear fake tattoos, display real tattoos, or display hand-written words or drawings on skin or clothes
  - g) Wear clothing that is too tight or too baggy, or sag their pants
  - h) Wear clothing that is determined by any teacher or staff member to distract from the learning process
  - i) Carry cell phones or other electronic devices on their person during the school day
2. Hair: The style is a parenting decision but the inclusion of items into the hair must meet the following restrictions and the items may not be removed for any length of time during the day. The item must be very secure. If the hair includes any items or symbols that can be interpreted as advocating anything the item must be removed. Students may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom or that make a trip to the restroom excessively long will be confiscated. These rules

- are deemed necessary for both males and females for the purpose of health, safety, the environment and to maximize the educational process and progress.
3. Hats: Students may not wear hats, bandanas or head scarves, except when mandated by a legitimate religious requirement
  4. Key Chains: Key chains must remain away in backpacks.
  5. Underclothes: Any underclothing that can be seen including, but not limited to, boxers, briefs, panties, thongs, brassieres, slips, sports bras, or and t-shirts with graphics will be covered.
  6. Other: Students may not alter their clothing in any way. Any items not listed above must be authorized in writing by the Interim Executive Director or Dean of Students

**Special Dress Days:**

1. Jeans Day: From time to time, students may earn the opportunity to wear jeans at school. If they earn a Jeans Day, the following rules apply: Jeans must have no rips or holes or design. They must be plain blue jeans. Students may wear jean skorts or shorts (knee length). Student must wear Collegiate Hall uniform shirt. Belts are not required. All other materials (eg: jeggings) will result in dress code violations. Students who opt to not wear jeans must be in full dress code.
2. Dress Down Day: From time to time, students may earn the opportunity to dress down. If they earn a dress down, the following rules apply: Shirts must have sleeves that cover shoulders. Shirts cannot be revealing in any way (eg. Midriff or chest). Clothing may not have inappropriate designs or phrases as determined by the school. Shorts or skorts must hit below the fingertips. Students must wear sneakers during dress down days. There may not be any holes or rips in the clothing.
3. Spirit Wear: Students are permitted to wear Collegiate Hall spirit wear in place of their uniform on designated days. However, students should still present a neat and professional appearance when wearing their spirit wear.

**Bathroom Accident Policy**

Accidents happen and students will always be treated with respect and empathy. We will protect the dignity of every student. To help us ensure no student has to disclose a bathroom accident publicly, we will set up accident stations in the main office. Students will have access to wipes and clean uniform items. If a student has an accident, parents/guardians will receive a call.

**Transportation Policy**

Busing to and from Collegiate Hall is provided to all students that live more than 1.5 miles away from the school building. **Access to free transportation is dependent on the student's good behavior while waiting for and riding on the school bus.**

Participation in bus transportation is a privilege. All behavioral expectations outlined in the Collegiate Hall Code of Conduct apply on school bus transportation. Students who take the school bus are expected to act responsibly and respectfully at all times. These expectations are in place for the safety and well-being of all students riding the bus.

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

- 1) Students will be given assigned seats. Students are expected to sit in and stay in these seats unless given permission by the driver or school administration to move.
- 2) Failing to be in the assigned seat, putting hands out of the bus, throwing things, using inappropriate, loud, or aggressive language and not obeying the bus driver are all infractions, as well as those listed in this Code of Conduct.
- 3) Students may not eat on the bus.
- 4) Students must stay seated while the bus is in motion. This means that students must keep their bottom in the chair, remain facing forward, and keep their feet down.

In order for bus drivers to get students to school/home on time and safely, they must focus on the road at all times. Thus, on the bus, students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students who do not follow these rules on the bus compromise the safety of themselves and others. Inappropriate behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.

### Bus Referrals

The Dean of Students will investigate all bus referrals, and Collegiate Hall. The following infractions will result in bus referrals, and the Dean of Students will discuss the incident and referral with the specific bus driver.

1. Disrespectful behavior towards the driver or another student.
2. Physical violence and/or abusive language (swearing).
3. Eating on the bus.
4. Yelling or screaming.
5. Failure to remain seated.
6. Threatening behavior.
7. Possession of drugs, glass, weapons, animals, fireworks, or stolen merchandise.
8. Any other violation of school policy.

In addition, any referral made by the bus driver directly to the school, for one of the reasons listed above or for any other reason, will also be referred directly to the Dean of Students.

### **Every bus referral will require:**

1. Students to be off the bus that afternoon. (*Contact with parent for immediate intervention.*)
2. Students to complete a reflection at school. (*Student reflection and apology.*)
3. Students to participate in guided recess where students are grouped with a staff member and practice appropriate behavior.
4. Parent meetings about bus behavior before student can resume riding the bus.
  - a. 1<sup>st</sup> Parent Meeting: Verbal Warning and Review of Bus Behavior Expectations +1 day bus suspension and apology (*may be via phone call*).
  - b. 2<sup>nd</sup> Parent Meeting: Written Warning w/ Notice of Impending Contract + 3 day bus suspension and apology (*in-person meeting*).
  - c. 3<sup>rd</sup> Parent Meeting: Bus Contract (presence of bus driver requested at meeting) + 5 day bus suspension and apology to school (*in-person meeting*)
  - d. 4<sup>th</sup> Parent Meeting: Notice of Breach of Bus Contract and Contract Review + 10 day bus suspension and apology (*in-person meeting*)
  - e. 5<sup>th</sup> Parent Meeting: Notice of Failure to Meet Bus Contract and Student will be removed from the bus for the rest of the current school year (to and from school) and alternative transportation must be arranged by the parent. A parent conference will be held with the Dean of Students to review the consequences and plan for alternative transportation.

Steps in the bus referral progression may be skipped for serious acts of misconduct at the discretion of the Dean of Students or School Director. In order to regain bus privileges, a parent meeting must be completed prior to a student returning on the bus.

**Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for bad behavior.** Should a student lose bus privileges, that student/their family is responsible for arranging alternative bus transportation for the student during that period. Unless a student is suspended, failure to attend school as a result of lost bus privileges will be considered unexcused absences.

**Changes to transportation must be made through the office by 11 am on the day of the change.** This allows us to maintain student safety and ensure that every student is on the correct mode of transportation at the end of the day. Changes to transportation will not be permitted after 11 am.

### **Health and Nutrition Policy**

Collegiate Hall offers breakfast, lunch, and afternoon snack service for its students. The school participates in the National School Lunch Program, and provides free breakfasts and lunches as well as free milk to students. Tables describing eligibility and applications to participate in the program will be provided at the mandatory Parent Orientation/Home Visit. We are a nut-free school; parents may send students with sack lunch and snacks, but please adhere to this guideline for the safety of our students and staff with allergies. All lunches will be monitored. If nuts or nut products are included, it will be thrown away, students will be given a school lunch, and a note will be sent home.

#### Breakfast

Starting the day with a nutritious and well-rounded meal helps our students be more engaged learners, stay focused in class, and have energy to participate in academic and social activities. Breakfast is served from 7:30-7:55 am each morning, and is optional for all students. Breakfast will not be served after 7:55 a.m. Breakfast not provided by the school will not be permitted, except with the permission of the Dean of Students. We encourage all of our families to take advantage of this program and help set your child up for a positive and healthy day at school.

#### Lunch

In order for students to engage in the rigorous academic program at Collegiate Hall, it is important that students have healthy, balanced meals. Lunch is served daily. All school-provided meals are healthy, contain fruit/vegetables and meet the healthy schools act. Families who decide to provide lunch from home must comply with the following guidelines to ensure your child is ready to learn and has the energy they need to succeed in school. If your student is out of compliance with these requirements, inappropriate food items will be confiscated. Students may get confiscated foods at the end of day, with the exception of foods that contain nuts or nut products, as this is a safety issue for our students and staff with allergies. Students will be sent with a note explaining what was confiscated and why.

Prohibited foods for packed lunches:

- Food containing nuts
- Food/drink high in added sugar content:
  - Soda of any kind (even diet)
  - Candy of any kind
  - Food/drink with caffeine

#### Snack:

Afternoon snack will be offered to students. Snacks not provided by the school will not be permitted, except with the permission of the Dean of Students.

If having a birthday celebration or class party in the classroom and bringing in food, please adhere to our nut-free requirement. Store-bought cupcakes, donuts, cookies, etc., are okay to bring in, but please do not plan on candy giveaways or favor bags for students. To minimize the chance of our students consuming an allergen that can lead to a deadly reaction for some, Collegiate Hall will not permit families to bring in homemade food (i.e., cupcakes, cakes, cookies, etc.) for birthday celebrations or other reasons. Always check with the teacher to arrange the timing of celebrations and ensure snacks provided will be appropriate for all students, including those with allergies. If families decide to bring treats for a celebration or class party, there must be enough for every student.

### **Medical Policy**

Before a student can enroll in the school, the school must have on file the following forms:

- **Medical Requirements Checklist.** This form contains records showing that the student has:
  - a) Up-to-date immunizations
  - b) Permission to receive screening for vision, hearing, and scoliosis
- **Health Information Form.** This form provides important information about a student's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.
- **Authorization to Dispense Medication Form.** If a student requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the student's physician. No student is allowed to bring medication, prescribed or otherwise, to the school without the school's full knowledge. Students who have provided the school with medication dispensation authorization forms should have a parent/guardian bring the medication to the school on the first day or contact the school to make other arrangements. All medication must be presented in its original container from the pharmacy and must be brought in by a parent.
  - a) The medication dispensation authorization form requirement applies to all medication, prescribed or over the counter, including Tylenol and ibuprofen. If a student needs to take Tylenol or ibuprofen during the school day, the student must have on file the authorization signed by his or her physician and a parent or guardian, giving the school permission to administer the medication during the school year. The medication dispensation authorization form requirement also applies to asthma inhalers, which students should keep in the main office. If a student needs to use his/her asthma inhaler during the school day, he/she should go to the main office to self-administer the inhaler.

#### Health and Illness

The school requests that children do not come to school if they have a moderate-to-high fever; are experiencing vomiting or diarrhea; shows signs of contagious diseases; and/or have an illness that prevents them from participating in activities.

If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home. Parents will be contacted if a child has a moderate-to-high fever; is experiencing vomiting or diarrhea; shows signs of contagious diseases; and/or has an illness that prevents the child from participating in activities.

#### **Communication Policy**

While we believe communication with families is critical in our work, we hold instructional time sacred so that all students can continue learning without interruptions. In order to limit disruption to the classroom, students will not be called to the telephone except in cases of extreme emergency. With permission from a member of the staff, students may use the office telephone to make urgent phone calls. Forgotten homework or lunch does not constitute an "urgent phone call." **Students are prohibited from using their cell phones anytime during the school day.**

**Cell phones MUST remain in the off position in students' lockers /cubbies throughout the school day. If a cell phone is found on the person it will be confiscated and a parent or guardian must pick it up.** Cell phones that ring in a students' locker/cubby will be turned off; students may be asked to complete a reflection in such instances.

If a student leaves items at home, they may be delivered to school and left in the main office for the student to pick up. Classes will not be disrupted to deliver forgotten items.

Teachers will not be able to communicate via phone or text during class time, as this is a safety issue. **Any urgent communication throughout the school day should go through the office.**

**Behavior Expectations:**

We have wonderful students at Collegiate Hall and staff members who are dedicated to ensuring students not only excel academically, but also are able to thrive emotionally and physically. We create a safe environment for children and use classroom practices to minimize inappropriate behaviors.

The leaders of Collegiate Hall believe that there are no “little problems,” but that every seemingly small problem can quickly contribute to more serious problems. By addressing “little problems,” the school can make sure that “big problems” happen infrequently. As such, we have built a system of consistency, accountability, leadership development, and reflection. This is the basis of our Student Code of Conduct.

**Paychecks**

Each student in the school has a weekly paycheck, which captures his or her behavior throughout the week. Students may earn money for scholarly habits, but may lose money for choosing not to uphold one of the school’s values. The money the students earns comes in the form of “Collegiate Hall Dollars” which may be used for purchasing items at the school store or at student auctions, including school supplies, snacks, games, etc. Collegiate Hall Dollars have no real cash value.

- Students earn 20 Collegiate Hall Dollars each day for coming to school.
- Students may increase their paycheck during a given week by earning Bonus from a staff member for a variety of reasons, including but not limited to:
  - volunteering to help a student or teacher
  - exemplary classroom behavior (e.g. taking initiative, showing courtesy, acts of kindness)
  - outstanding effort or improvement in core academic subject
- If a student chooses to not uphold one of the school’s values, then money is deducted from that student’s paycheck. The amount of money deducted from a student’s paycheck varies according to the infraction. Specifically, paychecks are deducted when:
  - Students do not meet behavioral expectations
  - Students do not meet attendance expectations
- Over time, a student’s average weekly paycheck is also monitored. Students with high paychecks and high paycheck averages earn rewards, including but not limited to:
  - Collegiate Hall Store, where they may use money in their savings account to purchase items
  - Collegiate Hall Auction, where they may use money in their savings account to purchase fun outings or exclusive items
  - Field trip invitations
- Students with low paychecks or low paycheck averages will receive additional supports to find success, specifically:
  - Group or individual skill building lessons
  - In class interventions

**Weekly Paychecks are sent home on Fridays for review and to be signed by parents/guardians.** These must be signed and returned on Monday. Students who do not turn in paychecks on Monday morning serve detention.

The following amounts are listed below to give you some guidance and how to gauge your child’s week in school:

- A 69 and below unsatisfactory week
- A 70-79 paycheck means that a student needs improvement
- An 80-89 paycheck means that a student had a satisfactory week.
- A 90-99 paycheck means that a student had an excellent week.
- A 100 or higher paycheck means that a student had a perfect week.

## **Discipline Process**

When students violate the Code of Conduct there are associated consequences that are outlined for different levels of offenses. Consequences will be determined based on the level of the choice and the number of occurrences for similar choices during the school year. The five levels of offenses are described below. Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Dean of Students.

### First Level: Paycheck Deduction

A paycheck deduction is given to a student for a poor choice. Four deductions during a single class period result in a Calm Corner.

### Second Level: Calm Corner

Students may earn a Clam Corner for earning four deductions in one class period. During this time students will have five minutes to reflect on his/her/their choices and make an action plan to use their determination to have a successful rest of their class period.

### Third Level: Dean's Office Referral

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student has egregiously broken one of Collegiate Hall's Core Values, the student will earn a Dean's Office Referral. In the Dean's Office, the student will reflect on his/her/their choices and the impact those choices had on others (peers or teachers). The Dean of Student coaches students through the restorative process to ensure that students understand the impact of their actions.

### Fourth Level: In-School and Out-of-School Suspension

If actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in a serious act(s) of misconduct, the student may be suspended from school, not to exceed ten school days or the student may receive in-school suspension. As a part of any suspension, students will be required to complete all academic work. While Collegiate Hall intends to follow Oklahoma state suspension law as stated in 70 O.S. § 24-101.3., it should be noted that the list of infractions which may warrant out-of-school suspension at Collegiate Hall is not exactly the same as Tulsa Public Schools. For example, any aggressive or bullying behavior, extreme disrespect or defiance, and all breaches of the academic honor code will result in in-school or out-of-school suspension depending on egregiousness. A parent meeting will be required prior to the student returning to class.

### Fifth Level: Long-Term Suspension Hearing

If actions taken at Levels 1-4 have not corrected the inappropriate behavior, or, if the student engaged in a serious act(s) of misconduct, the Interim Executive Director may recommend the student for a long-term suspension hearing.

## **Procedural Safeguards for Students with Disabilities**

Federal and state law provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability. A copy of the Notice of Procedural Safeguards can be found in the Main Office.

Collegiate Hall campus officials may suspend students with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Detentions do not count toward the 10 day limit. The Interim Executive Director has discretion to be flexible in the amount of days of suspensions given to each special education student with disabilities. Students with disabilities can be suspended in excess of 10 school days in certain circumstances. When campus officials anticipate a referral for yearlong suspension, the following apply:

- 1) Provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the student.
- 2) The IEP team must:

- a) Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of the student's disability if:
  - a. the student was given appropriate special education supplementary aids and intervention strategies; and
  - b. the disability does not impair the ability to control behavior.
- b) Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
- c) Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so it will not recur.

### **Bullying Policy**

The school prohibits acts of harassment, intimidation, dating violence or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off school property, including school buses and other school related vehicles, that is sponsored, recognized or authorized by the school). A safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, dating violence, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

Harassment, intimidation, dating violence, or bullying means either of the following: 1) any intentional, written, verbal, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of —harassment, intimidation or bullying also includes the above-described acts which are electronically generated, stored or transmitted.

The school reserves the right to discipline students' off campus behavior which substantially disrupts the school's educational process or mission or threatens the safety or well-being of a student or staff.

Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the school administration, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, dating violence, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, dating violence, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and remedial actions for students who commit an act of harassment, intimidation, dating violence, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension. Due process procedures for suspension will be followed.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Interim Executive Director or his/her designee. All other persons may report prohibited incidents of which they

are aware to the Interim Executive Director or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Interim Executive Director or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Interim Executive Director or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, if the reported incident has been substantiated, the parent of any student involved in the prohibited incident shall be notified. To the extent permitted by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), parents have access to any written reports pertaining to the prohibited incident. All school personnel, volunteers and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The school prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, dating violence, or bullying. The Interim Executive Director or his/her designee shall determine the consequence and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating, dating violence, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/dating violence/bullying or retaliation from the offender or other parties.

Harassment, intimidation, dating violence, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of harassment, intimidation, dating violence, or bullying will warrant disciplinary action, whether and to what extent to impose disciplinary action (i.e., detention and in- and out-of-school suspension) is a matter left in the professional discretion of the Interim Executive Director. The following procedure sets forth possible interventions for the Interim Executive Director to enforce the prohibition against harassment, intimidation, dating violence, or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

### **Social Media Policy**

Students are prohibited from using social media websites on the school premises or on school computers. Using such a site will be cause for immediate suspension. The Dean of Students and/or Interim Executive Director reserve the right to make determinations about acceptable sites and/or appropriate consequences.

Cyber-bullying includes threats that inflict fear, injury, or damage toward another member of the school community. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Instagram, SnapChat, Wikipedia, Twitter, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on school time or the school premises, at school events, programs or activities or off school time or school premises if such acts affect other students or staff of the school.

### **Student Searches**

School property is under the control of the school. **In order to maintain the security of all its students, Collegiate Hall staff reserves the right to conduct searches of its students and their property when there is reasonable suspicion to do so.** If searches are conducted, the school will ensure that the privacy of the students is respected to the extent possible. The school will provide locks for lockers at no cost, upon request from families. Students may

only use school provided locks. Students are not permitted to share locker combinations. School leadership will have keys to every lock in order to ensure student safety.

A search of school property (including but not limited to lockers, school email accounts, and vehicles parked on school property) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. Lockers and desks, which are assigned to students for their use, remain the property of Collegiate Hall, and students should therefore have no expectation of privacy in these areas.

School authorities may also search a student's fully-clothed person and/or personal property, desk area, backpack whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. Strip searches are prohibited. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any search, except when a legal warrant has been obtained through appropriate legal process.

School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Furthermore, school officials will notify parents and may notify appropriate law enforcement agency of illegal possession of such materials.

### **Corporal Punishment and Student Restraint**

All teachers, administrators, non-licensed school employees and school bus drivers are prohibited from inflicting or causing to be inflicted corporal punishment as a means of discipline upon a pupil attending the School. However, they may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property.

### **Field Trips/End-of-Year Events**

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

A permission slip that allows students to attend all school-sponsored field trips and events will be sent home at the beginning of the school year and should be signed by a parent or guardian. The school will notify all parents and guardians before each school-sponsored trip. For trips that are not school-sponsored (e.g. voluntary trips), a permission slip will be sent home prior to the trip/event and must be signed by a parent or guardian.

A student may be considered ineligible for a trip for reasons including but not limited to: not returning the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior or severe lack of academic effort in the days prior to the trip, or other similar infractions as determined by the Interim Executive Director. Students who are considered ineligible for attending a trip will be required to attend school that day.

If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. Past inappropriate behavior, or excessive deductions and/or suspensions may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

### **Additional Rules**

- Students are not to display public affection while at school, on school grounds, or at school-sponsored activities. Inappropriate touching with hands or other parts of the body is not permitted. The school staff may determine whether the nature of a specific student interaction constitutes a prohibited public display of affection, if specific situations arise that warrant this determination.
- Roller-skates/blades, skateboards and scooters are not to be ridden on school property, other than to arrive to school and return home. Students must remove and/or store items in the main office as soon as they arrive to school. If these items are used in any other time and for any other manner they are subject to confiscation on the first offense.

## **Facilities and Resource Policies**

### **School Property**

Collegiate Hall expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment including all technology, books and any other material possessions of Collegiate Hall. Intentional actions to damage or harm school property may lead to a suspension hearing. Regardless of intentionality, students may be given the option of reimbursing the school and/or completing community service determined at the discretion of the Interim Executive Director.

### **Textbooks & Books On Loan**

Students may be provided with school textbooks and novels. Students must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student and must be paid for based upon an amount assessed by the school. Report cards may be held if book fees are not paid.

### **Computers**

Use of a school computer or similar technology (iPads, cameras, etc.) is a privilege and can be revoked by the school. The use of computers and all school technology resources is governed by Collegiate Hall's acceptable use policy. The school reserves the sole right to enforce the acceptable use policy and to limit or take away a student's privilege to use a school computer at any time. Parents or guardians may not use a student's e-mail account to obtain other student e-mail accounts, or to send e-mails to any student or group of students without the permission of the Interim Executive Director. Student email accounts are subject to student search policies.

### **Acceptable Use Policy**

#### Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Collegiate Hall offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Collegiate Hall. Collegiate Hall expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Collegiate Hall makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Collegiate Hall Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Collegiate Hall has installed special filtering software in an effort to block access to material that is not appropriate for children.

#### Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Collegiate Hall's Internet Service.

- Disclosing, using or disseminating personal identification information about self or others;
- Accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- Using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- Copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Interim Executive Director;

- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- Using the Internet service for commercial purposes;
- Downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Interim Executive Director; and
- Overriding the Internet filtering software.

### Safety Issues

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Interim Executive Director if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Interim Executive Director.

### Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Collegiate Hall reserves the right to examine all data stored on diskettes involved in the user's use of Collegiate Hall's Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

### Violations

Access to Collegiate Hall's Internet service is a privilege not a right. Collegiate Hall reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Collegiate Hall's Internet service. The school will also cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

### **Responsibility for Personal Property**

All property brought to school is brought at the owner's risk. Collegiate Hall does not assume responsibility for any property belonging to students. Distracting or inappropriate objects, including iPads, handheld video games and other electronics, will be taken from a student and a parent will be required to pick up the item from an administrator. Students should not bring large sums of money to school.

Students are not allowed to have the following items at school:

- Any illegal substance
- Weapons and toy weapons
- Toys without explicit permission from the teacher
- PSPs, Nintendo DS or any other electronic gaming devices
- MP3 Players

Cell phones must be off and kept inside of a book bag or locker. If seen or heard by a teacher it will be confiscated and a parent will be required to pick it up from an administrator.

**Lost and Found**

The school's lost and found is located in the Main Office. Items not claimed at the end of a quarter are donated to charitable organizations.

## **General School Policies**

### **Non-Discrimination Statement**

It is the policy of Collegiate Hall to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual preference, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

### **Media Release**

Collegiate Hall will periodically create publications to highlight student achievement, school life and school events and will maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students.

During the registration process, each parent/guardian will be provided with a Media Release form. The school will honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

### **Distribution of Published Materials or Documents**

#### **School Materials**

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the Interim Executive Director. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of the Interim Executive Director or a designee.

#### **Non-School Materials**

Unless a student obtains specific prior approval from the Interim Executive Director, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

Students, parents or guardians may not use the student's e-mail account to obtain other student e-mail accounts, send e-mails to any student or group of students without the permission of the Interim Executive Director.

### **Commerce**

Students may not sell any articles on school property without the permission of the Interim Executive Director or Dean of Students. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the Interim Executive Director or Dean of Students.

## **Safety and Security**

### **Visitor Policy**

Collegiate Hall welcomes and encourages visits to the school by parents, guardians and interested educators. In order for the educational program to continue undisturbed when visitors are present, visitors, parents and guardians are expected to abide by the school's visitor rules and core values in all of their interactions with faculty, staff, administration, and other parents and students. Visitors, parents or guardians will be asked to leave the school campus if the school's core values are not practiced. Visitors, parents, and guardians are asked to refrain from using their cell phones inside of the building.

All visitors, including parents and volunteers, must report to the school office upon entering the school building, sign the guest register, and receive a visitor pass. This procedure has been adopted for the safety of our students and staff. Children from other schools may not visit during the school day. Exceptions may be made at the School Director or his/her designee's discretion for families who are considering enrollment and for Collegiate Hall graduates. Collegiate Hall graduates should check in at the front desk and follow the same procedures above when visiting.

The School Director and the Dean of Students or his/her designee has the authority to prohibit the entry of any person, including, but not limited to, parents and/or educators, to the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If such an individual refuses to leave the school grounds or creates a disturbance, the School Director or his/her designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The School Director or his/her designee may implement such administrative guidelines as are necessary for the protection of students and staff from disruption to the educational program or the efficient conduct of their assigned tasks. This includes, but is not limited to, setting up an appointment to speak with school personnel or to visit a classroom.

### **Closed Campus Policy**

Collegiate Hall is a closed campus. Collegiate Hall's hours are between 7:30 a.m. and 3:50 p.m. Monday through Thursday and 7:30-1:35 pm Fridays. During these times all students must remain on the campus as defined by the school unless supervised by a staff member. Students who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, students must always be in class and under the supervision of an adult.

Students who need to leave campus early must be picked up by a parent/guardian or authorized individual. The parent must sign the student out of the school's attendance log before the student will be released.

### **Supervision of Students**

Students are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member.

### **Personal Safety Outside of the Building**

To maximize personal safety outside the building, it is recommended that students stay in groups if possible and do not wear I-Pods/talk on cell phones/or count money while walking down the street. It is also recommended that students do not engage in negative conversation, tough talk, or taunting with individuals. If a student feels threatened, he or she should go to a business or a public area as quickly as possible and ask to call the police.

### **Accident and Medical Emergency**

If a medical emergency or serious accident occurs to a student at school, first aid will be administered and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student's health form (or emergency contact card) or the family physician will be contacted. If

the situation warrants, the school will call Emergency Medical Services (911). First Aid will be administered as needed.

### **Building Emergencies**

During the first week of school and frequently throughout the school year, students and staff will participate in fire, tornado, lockdown and other emergency drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. It is essential that students are silent and following exactly any given instructions in such situations; **as such, any violation of the Code of Conduct during a drill or actual emergency will be grounds for disciplinary action, including suspension.**

The emergency protocol/map is posted in every classroom. Students are to follow their teacher according to that map and to stay with their class. In the event of an emergency, students must not stop at bathrooms or lockers. They must go directly to their designated location until given further instruction. In case of a more serious emergency, should it be necessary to evacuate the school before, during, or after the school day, for example, school staff and students will evacuate from the school's buildings; similarly, should the need arise staff will shelter students as appropriate. A copy of each emergency plan is available upon a family's written request.

## **Appendices**

- I. Acknowledgement of Receipt of Student and Family Handbook**
- II. Student Records Policy**
- III. Mandated Reporter Policy**
- IV. Grievance Policy**

## **Acknowledgement of Receipt of Student and Family Handbook**

### **ACKNOWLEDGEMENT OF RECEIPT STUDENT AND FAMILY HANDBOOK 2020-2021**

I have received my copy of The Student and Family Handbook, which outlines the policies and procedures of the school. I will familiarize myself with the information in the Handbook and agree to observe these policies in all aspects. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences.

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Student's Name (Printed)

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Parent/Guardian Name (Printed)

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Parent/Guardian Signature

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Date

## **Student Records Policy**

Collegiate Hall will abide by the Family Educational Rights & Privacy Act (FERPA), and align its implementation with that of Tulsa Public Schools. FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These include:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Interim Executive Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the Interim Executive Director (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) Additional rights under the Protection of Pupil Rights Amendment (PPRA) afford parents certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
  - a) Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
    - a. Political affiliations or beliefs of the student or student's parent;
    - b. Mental or psychological problems of the student or student's family;
    - c. Sex behavior or attitudes;
    - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    - e. Critical appraisals of others with whom respondents have close family relationships;
    - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    - g. Religious practices, affiliations, or beliefs of the student or parents; or
    - h. Income, other than as required by law to determine program eligibility.
  - b) Receive notice and an opportunity to opt a student out of:
    - a. Any other protected information survey, regardless of funding;
    - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- c) Inspect, upon request and before administration or use:
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.
- d) Parents and eligible students may obtain a copy of the district's student records policy from the Interim Executive Director or the superintendent's office.
- e) Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA or PPRA. The name and address of the office that administers FERPA and PPRA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5901

### **Mandated Reporter Policy**

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reason to believe that harm has come to a child that "reasonably appears to have been caused by brutality, abuse or neglect."

- 1) Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:
  - a. Call the DCS central intake hotline at (877) 54-ABUSE (552-2873),
  - b. Notify the Interim Executive Director, and
  - c. Complete a Collegiate Hall incident report.
- 2) When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.
- 3) While these steps are taking place, Dean/Interim Executive Director will assist both the faculty member and student in understanding the ramifications of the call. The Dean/Interim Executive Director will debrief the student and, when appropriate, will contact the parent(s)/guardian.
- 4) No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

### **Grievance Policy**

#### Informal Parent Grievance Process

Collegiate Hall's informal grievance process is intended to provide parties an opportunity to express and resolve grievances with the parties directly involved. The informal process provides neutral facilitation and mediation, with the goal of informal resolution, restitution, and relationship repair within the context of Collegiate Hall's core values.

In an attempt to encourage prompt resolution of potential grievances, Collegiate Hall community members should contact the individual(s) involved in the grievance to address their disputes. If the grievance cannot be resolved, the Collegiate Hall community member should bring the grievance to the Interim Executive Director or Dean of Students to seek further resolution. The individuals involved will have two weeks to resolve conflicts. Community members and school staff agree to act in good faith to resolve the conflict.

#### Formal Parent Grievance Process

The formal grievance procedure is intended to provide an opportunity for grievances that are either not resolved via the informal process or are significant enough in the mind of the grievant to require a formal investigative and resolution process that is documented in writing.

- 1) To initiate the formal grievance process, a grievant should submit a signed and dated grievance to the Interim Executive Director. The written grievance should detail the allegations of dispute, breach of policy, or discrimination and should cite the contract, policy, or procedure that has been violated. As appropriate, the grievance should also include a summary of attempts to resolve the conflict through the informal process. Grievances will only be considered if this information is included in the written grievance.
- 2) The Interim Executive Director will provide acknowledgement of receipt of the written grievance within 5 school days.
- 3) Within 30 school days, Collegiate Hall will conduct its own internal investigation, including conducting interviews with all relevant parties, reviewing pertinent documents, and reviewing policy. Collegiate Hall's investigation will not be conducted by any person who is directly named in the grievance or who is deemed to have a clear conflict of interest.
- 4) Within 45 school days of the submission of the written grievance, Collegiate Hall will issue a written resolution plan that might include plans for facilitated conflict resolution meetings, recommendations for change in policy or procedure, or suggested next steps.
- 5) If a grievant is not satisfied with the manner in which the resolution team handles the grievance, s/he should bring the matter to the attention of the Board by contacting the Board Chair or Vice Chair who will formally respond to the grievant.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair and equitable manner. The faculty and staff of Collegiate Hall and the Board of Directors share responsibility for ensuring the integrity of the vision and its implementation through the system of due process described in this grievance policy. The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be the Board of Directors who will deliver a written communication to the grievant.

If an individual or group voices a complaint at a public meeting of the Board of Directors or to individuals on the Board, the Board will not be required to respond to the substance of the complaint, but instead will thank the individual or group for their time and direct them to the grievance process outlined above.