



Elementary School Student Handbook

2011-2012

Barbaros Aslan
Principal

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This Student Handbook Belongs to:

Name: _____

Section: _____

Welcome to the 2011-2012 school year at Discovery School of Tulsa. This new school year means a new beginning and new futures. The administrative team is excited about this coming school year, and the staff is caring, competent, dedicated and willing to assist you.

We believe that education is a shared responsibility and that the successful operation of a school depends on the co-operation of everyone concerned: students, parents, and staff. The mission of Discovery School of Tulsa is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

Discovery School of Tulsa is a reflection of us all. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, activities, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services and rules. It is an essential reference book describing what we expect and how to do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all aspects of the school year. It has been written to provide you and your parents with the information that will make your school year purposeful and rewarding. Keep this book because you will use it throughout the school year.

On behalf of the entire Discovery School of Tulsa staff and community, best wishes for a great 2011-2012 school year!

Sincerely,
Barbaros Aslan
Principal

2011-2012 Daily Bell Schedule

Elementary, Middle School and High School

8:00	- 8:10	Homerrom
8:10	8:15	Break
8:15	- 9:00	1st Period
9:00	9:05	Break
9:05	- 9:50	2nd Period
9:50	9:55	Break
9:55	- 10:40	3rd Period
10:40	10:45	Break
10:45	- 11:25	4th Period
11:25	11:30	Break
11:30	- 12:10	5th Period
12:10	12:15	Break
12:15	- 12:55	6th Period
12:55	13:00	Break
13:00	- 13:20	DEAR
13:20	- 14:05	7th Period
14:05	14:10	Break
14:10	- 14:55	8th Period

2011-2012 School Calendar

1 st Quarter	August 18, 2011---October 19, 2011 (progress reports 9/16/11)
2 nd Quarter	October 24, 2011--December 16, 2011 (progress reports 11/18/11)
3 rd Quarter	January 4, 2012--March 16, 2012 (progress reports 1/27/12)
4 th Quarter	March 26, 2012---May 25, 2012 (progress reports 4/13/11)

***Quarterly report cards are mailed home at the end of each quarter. Contact the front office for any questions or concerns about progress and final grade reports.**

2011-2012 Breaks and Holidays

Labor Day (No School)	September 5
Fall Break (No School)	October 20-October 21
Thanksgiving Break (No School)	November 21-November 25
Winter Break (No School)	December 19-January 3
Martin Luther King Day (No School)	January 16
Presidents' Day (No School)	February 20
Spring Break (No School)	March 19-March 23
Memorial Day (No School)	May 25

NOTICE OF NONDISCRIMINATION

It is the policy of Discovery School of Tulsa Elementary not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Discovery School of Tulsa Elementary not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Discovery School of Tulsa Elementary will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

ELECTRONIC COMMUNICATIONS

Discovery School of Tulsa Elementary encourages communication. Our web site has a variety of information and is updated frequently. E-mail addresses for staff members may be obtained from the home page. Parents may access grades, attendance, homework, and discipline records through the database. Their child's personal password gives this access.

NOTICE OF SURVEILLANCE

Discovery School of Tulsa Elementary and its grounds may be subject to surveillance by cameras. Students in the act of violating school policy, detected by the security cameras or any other means, will be subject to appropriate disciplinary action.

DST ELEMENTARY'S VISION, MISSION AND SERVICES

Vision Statement

Discovery School of Tulsa Elementary will prepare students for college with a focus on science, math, and computers. We provide a safe, healthy, and caring environment that shall result in academic excellence, continuous learning, and responsible, accountable citizens through the mutual support of parents, students, school personnel, and the community.

Mission Statement

Recognizing that educational success is in the harmony of the triad of student-teacher-parent, DST ELEMENTARY forms a partnership among this triad, which helps our youth fulfill their highest potential intellectually, socially, emotionally, and physically.

Counseling Services

Discovery School of Tulsa Elementary offers counseling services. The school counselor or his/her designee can help you plan and succeed in your high school program and help you look ahead to college. The counselor can also help with personal issues and concerns. To see the counselor, make an appointment in advance unless it is an emergency. If he/she is not available, make sure you talk to another administrator.

Special Service Area

Special services students will have an IEP conference during the first semester of school. Teachers will be aware of the identified special service students. Psychological testing is available through the special service area for students recommended for this service.

Special service students are subject to the same disciplinary measures as other students. If a special service student is assigned suspension exceeding 10 days, an IEP/Manifestation Determination/Behavior Plan Conference will take place. After this conference the recommended course of action will be presented.

Confidentiality

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from the student cumulative records. The records are maintained in a secure manner, which prevents unauthorized access.

AFTER-SCHOOL DETENTION

This detention is served with the teacher or an administrator. Students will report to the designated detention room. It may be assigned for the same day or the following day. The detention is for infractions that include but are not limited to disturbing the class, continuous tardiness to class, cafeteria misbehavior etc. Students may be assigned up to 45 minutes of after school detention. Parents can see their child's discipline record, including any after-school detentions on the school database.

ALCOHOL AND OTHER DRUGS

Tobacco-Free School Notice

Smoking and using smokeless tobacco are not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

The school believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct. Students caught bringing any type of contraband onto the school campus (including in student vehicles), will face long-term suspension and police will be called.

ATTENDANCE

The Oklahoma Board of Education requires all students enrolled at DST ELEMENTARY-TULSA to attend school regularly in accordance with the laws of the State. The success of DST ELEMENTARY-TULSA's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty and staff of DST ELEMENTARY-TULSA will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of DST ELEMENTARY-TULSA's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will:

- keep accurate attendance records for excused and unexcused absences
- require an admit slip from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

It is expected that all students will be in class every day. Report cards that are sent to parents at the end of each nine-week period will show the number of days missed.

a) Absence and Tardiness

DST ELEMENTARY recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

b) Excused Absences

DST ELEMENTARY accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning, **no later than 10.00 a.m.** that their child is not attending. It should be kept in mind that these days are still counted as absent. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

Personal Illness

Your parent or guardian must call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian. The school may require a doctor's confirmation. Students who are out of school for more than two consecutive days, due to illness, are required to bring a doctor's note in order for it to be counted as excused absence.

Death of a Relative

Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian. Additional documentation may be required.

Observance of Religious Holidays

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. You must bring a note from your parent or guardian to the office before the day(s) of the absence.

Professional Appointments

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. In addition, the following rules shall apply to this kind of dismissal during the school day: Parents must come to the office to pick you up. You and your parent must sign you out of school; when you return to school, you must sign in. You must return to school when finished, provided school is still in session.

c) Unexcused Absences

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you

- fail to bring a written note within two school days following an absence,
- parents did not call school by 10 am on the day student was absent
- leave school without signing out of school at the office,
- are absent from class without permission - including walking out of class,
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there, and/or
- are absent for reasons not acceptable to the administration.

d) Make-up Work for Excused Absences

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.

To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.

All teachers will state their Make-Up work policies in their course syllabi. Please read these policies careful. It is each student's responsibility to be aware of and adhere to these rules.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

e) Make-up Work for Unexcused Absences

If you have an unexcused absence, then you may not make-up the work you missed and you will receive "F" or "zero" for the work. Teachers are not obligated to allow you to make up any work.

f) Truancy

Truancy means that a student is not excused and absent from his or her assigned location without the knowledge of a parent. DST ELEMENTARY shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy.
- A record of the truancy will be entered into your record file.
- A conference with your parents will be held.
- You may be reported to truancy officers.
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g) Habitual Truancy

DST ELEMENTARY shall consider a student a "habitual truant" by State law and suspend him/her when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated during a semester ten (10) consecutive days or fifteen (15) total days of unexcused absences.

h) Tardiness

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing or lingering in the halls - is unacceptable.

Excused Tardiness

Students are expected to come to school on time every morning. Students will only be excused for being tardy in the morning if they have a doctor's note.

Unexcused Tardiness

Students who arrive late to school or class will get a "late slip" for admittance to class. Students will have two days to bring in a note to change this to an excused tardy. Every 5 tardies to school will result in disciplinary action.

Class Tardiness

If you are late between classes, report directly to your next class. You must make up missed time with the teacher. You will get one unexcused tardy. Unexcused tardies to class will result in disciplinary action.

Early Dismissal of Students from School

Because DST ELEMENTARY-TULSA is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to ensure students' safety.

- The principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose information is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- Students will only be released via the front office. Parents/guardians must come in personally to sign their child out. Phone calls will not be accepted.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Anticipated Absence

If it is necessary for the student to be absent and there is advance warning, the student may be able to collect his/her work prior to the absence. A written request should be submitted to the Dean of Students. Upon approval, the student's teachers will be notified.

If the absence will be 3 days or more, the letter needs to be submitted to the Principal. Without permission, school work will not be allowed to be made up. Absences covered under this policy are: Funerals, hospitalization of the student, vacations which cannot be taken any other time, certain religious events.

Homebound

In extreme cases, students may be required to stay at home and receive their school work. These students are not counted as absent. These cases are usually prolonged illness or injury. There are also some cases within Special Services. All cases of Homebound students are decided by the Ad-ministration.

CLOSED CAMPUS

DST ELEMENTARY has a closed campus policy. This means that no student may leave at lunchtime, or any other time, for any reason, unless signed out by parent/guardian. Students who leave campus without having followed proper protocol will not be allowed back on campus that day, and will face disciplinary action.

CAMPUS SECURITY

Students and parents are asked to cooperate with the school by following the security procedures. All visitors to the school must check in at the main office and wear a visitor's pass. **The only student entrance that may be used after 8.00 a.m. is the front entrance in the new building.**

CARE OF PROPERTY

Please refrain from damaging desks, tables, lockers, walls or floors. Students are responsible for all books and materials checked out to them. Any materials lost or damaged by the student must be replaced. Any act of vandalism or destruction of any school property may result in suspension from school and payment for the damaged property. DST ELEMENTARY is not responsible for any loss of student's personal belongings.

CELLPHONES/ ELECTRONICS

Beezers, Pagers and Cellular Phones, Radios, Tape or CD Players, MP3 Players, Electronic Games, and/or similar devices cannot be used in the school building at any time during school hours, including lunch time and break times.

CHEATING

Students found cheating in any way will receive a zero and disciplinary action. Parents will be notified.

DATABASE

DST ELEMENTARY has electronic monitoring available to parents via the school database. Parents are able to see attendance, grades, homework assignments, and the discipline record of their student. The parent uses their student's password to gain access to this feature. Parents who need assistance with their password may seek assistance from the front office.

DELIVERIES

Students are not permitted to call for meals to be delivered to them at school (pizza etc). Only parents/guardians may bring food to the front office. Students will undergo disciplinary action for not following this rule.

DISCIPLINARY POLICY

DST ELEMENTARY prides itself on providing a safe learning environment for its students and faculty. There are 3 kinds of detentions for minor violations: lunch detention, after-school detentions and Saturday detention. There are two types of suspension: out-of-school suspension and long-term suspension.

Students under suspension may not be on school grounds or attend school sponsored events - violation will be considered as trespassing.

Please see the appendix for further details on consequences for not following school rules.

DRILLS AND EMERGENCY EVACUATION

DRILLS - FIRE, TORNADO AND IOC (Intruder on Campus)

Emergency drills are conducted each quarter, with and without prior notice. There is an evacuation diagram in every room, and the student needs to make him/herself aware of the location to meet his/her class if he/she should become separated from the class during an evacuation. **In the event of a real emergency, students should not use their cell phones to call parents until given permission to do so.** These drills are to be treated seriously and all requests by teachers followed immediately, without question. Students who fail to act correctly during a drill will face disciplinary action.

DROP-OFF/PICK-UP PROCEDURE

Before School Procedures

Students must report to their designated waiting area as they arrive on campus and must wait until they are dismissed by a staff member. Students are not allowed to leave campus after they have been dropped off.

After school Procedures:

All students must be picked up from their **designated** waiting area after school. Students must be picked up immediately after school or following their school-sponsored after-school activity.

Walkers –Students who walk need to leave as soon as they are dismissed. They may not leave campus and then return. They cannot wait for friends to get out of clubs/tutoring/practice to walk home. Students cannot leave campus and then return, unless it is to attend a scheduled school-sponsored activity.

Students are expected to exit the buildings immediately after the final bell. Students who have an after school activity will return to the building at 3 pm and go to their assigned area. Tutoring and after-school activities end at 3.45 p.m., unless indicated otherwise. Parents are expected to pick-up or make arrangements to have their students picked up on time. **STUDENTS MUST REMAIN IN UNIFORM WHILE ON CAMPUS.** The only exception to this rule is made for students who are involved in an after school activity that requires them to be out of the school uniform (such as sports).

Students must wait for their ride in the designated waiting area only.

EXTRA-CURRICULAR ACTIVITIES - TUTORING/CLUBS

There is no better way for students to enrich their education than by taking part in clubs, athletics, after-school activities, library research, tutoring, or working with a teacher. These opportunities will allow you to further explore areas you already enjoy and try other areas that sound interesting. Tutoring is in place to aid the students for the core courses. Students will be tested early in the new school year and in need of academic help will be identified at that time. Tutoring is after-school and is mandatory. Benchmark tests are taken monthly. When the student shows that he/she has progressed to the point that tutoring is no longer necessary, the student will be released from the tutoring program.

Some teachers choose to have an after-school activity/club. These last until 3:45 pm, unless otherwise posted. These activities will be announced after the start of school. Students must show up prepared and on time, with any cost or materials required. Students who are identified as being in need of academic tutoring are not eligible to join a club if it is on the same day as his/her tutoring. The club or activity teacher will issue a code of conduct for all students.

Students attending a club must stay in the club location until they are picked up by their parent or guardian at 3.45. Attendance will be taken during each after school activity. Students who fail to show up for their after-school activity (other than tutoring) several times may be dropped from the program.

The following guidelines must be followed by all students for after-school activities. Students are NOT allowed in the building after 3.50 pm, unless it is for a school-sponsored

activity. You must abide by the DST ELEMENTARY-TULSA code of student conduct while participating in the activity.

CLUBS AND FIELD TRIPS: Sponsoring teachers will announce details about each club at the beginning of the school year. Field trips will be announced and explained as necessary.

To be in a sport, non-academic club, or **to attend any field trip** at DST ELEMENTARY, students need to:

- a. Be currently enrolled in DST ELEMENTARY-TULSA
- b. Have approval of the teacher/school-designated sponsor of the club/sport/field trip
- c. Have a passing grade in each class they are taking
- d. Have no discipline problems

Grades and discipline records shall be checked regularly for eligibility by the club sponsor and, periodically, by an administrator.

FIELD TRIPS

Field Trips offer exciting ways to learn. DST ELEMENTARY-TULSA students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform and ID unless otherwise specified.
- You must abide by DST ELEMENTARY-TULSA codes of student conduct while on the field trip.
- You will not be allowed to participate if you are failing any courses or have any discipline problems (Suspension).
- Only the school principal can grant special exceptions to field trip participation policies.

Basketball and Soccer eligibility checks are done weekly.

If a student is assigned to after-school tutoring, or after school detention, the student must report to these instead of their club, sport, or activity. If a student is assigned tutoring and after school detention for the same day, the student must report to tutoring first, and serve the after-school detention once the tutoring session is dismissed. It is the student's responsibility to make necessary arrangements for a detention if it conflicts with a scheduled tutoring session. Students who are unable to serve after-school detention due to extended tutoring will serve Saturday detention.

TUTORING: Tutoring is another opportunity for students. Students can attend a scheduled tutoring if (1) they request it; (2) the teacher assigns the tutoring.

SAFETY NET PROGRAM

As stated in our "Mission Statement" DST ELEMENTARY-TULSA believes in that all students have the potential for success. To provide the learning opportunities necessary for

all students to reach their full potential, DST ELEMENTARY-TULSA implements a safety net program. This program has three components:

I. MANDATORY AFTER-SCHOOL TUTORING AND PRACTICE TEST SCHEDULE

Math and English teachers assign students after-school tutoring based on practice test scores and student performance in class. These extra instruction sessions are for Math and English. Students receive grades. Attendance is required. Students who do not attend mandatory tutoring may be assigned disciplinary consequences, including but not limited to Saturday detention. Students who have raised their scores are tested out for the next period.

II. MANDATORY SATURDAY SCHOOL:

Math and English teachers assign students Saturday School based on practice test scores and student performance. Students may have both after-school tutoring and Saturday school. Attendance is required. Students who have raised their scores are tested out for the next period.

III. PULL OUTS:

Math and English teachers may assign a pull out schedule for students based on their performance. These students are pulled out from non-core classes to be tutored in math and/or reading. Schedules are prepared by school administration with teacher request.

FUND RAISING/ SALES

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal.

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

HALL PASSES & FREE DRESS DAY (FDD)

Hall passes are a benefit, not a right. They are given at the discretion of the teacher and should not be abused. If a student is found in a location other than where he/she was supposed to be with their hall pass, the student will face disciplinary action.

Additional guidelines for fifth grade students:

- **All 5th grade students MUST carry their** hall pass at all times.
- No student is allowed to leave classroom without their hall Pass signed.
- **If a student has lost/forgotten his or her hall pass, the teacher may assign after school or lunch detention of up to 15 minutes.**

- Students who do not use their hall passes more than twice per month and have a good discipline record will receive a Free Dress Day.
- Students without Saturday detentions or suspensions may have a free dress on their birthday with approval of the Elementary Principal. The birthday FDD pass must be requested **no later than one day before** your birthday.

Dress Code on FDD:

All clothes must be **free of holes, tears, inappropriate language, logos, massages or advertising. No sleeveless, skintight, bicycle leggings, sweat pants, shorts, dresses, skirts, and leggings. No low cut, midriff, backless blouses, tank tops, or tops that do not completely cover the shoulders. All other dress code rules apply to free dress days as usual. Parents will be called to pick up a child if student violates the dress code.**

HEAD LICE POLICY

If student is found to have lice, the parent will be contacted and the student sent home for treatment. A student may not return to classes until the Nurse has checked the student and found him/her to be clear of lice.

HEALTH SERVICES

School Health Services are not intended to replace outside health care and should not be viewed as an alternative to seeking medical attention outside of the school.

Teachers should be alert for signs of illness in their students and report such signs immediately to the school nurse and / or principal. Admission of children back into school following a communicable disease shall be based on the recommendations from the Oklahoma City Public Schools Communicable Disease Guidelines for Schools. **If the school nurse or first aid-trained professional recommends a student be seen by a doctor, that student will need to present a note from a doctor, clinic, or hospital that states the student has been seen and cleared for school before the student will be allowed to attend classes at DST ELEMENTARY.**

Illness or Injury During The School Day

Students, please follow these three rules if you become ill or are injured during the school day.

- Report to the nurse with your Hall pass signed by the teacher. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office.
- If the school nurse recommends that the child be sent home (or to doctor) from school, the parent/guardian must make arrangements to pick up the child promptly.

DST ELEMENTARY has a school nurse/first-aid-trained-professional available to discuss or assist with medical problems or concerns.

Illness Before The School Day

Do not send your child to school if he/she exhibits the following symptoms:

- A. A fever of 100 degrees or higher
- B. Vomiting or Diarrhea within the last 12 hours
- C. Severe nasal congestion and/or frequent cough

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be

1. sent directly from the pharmacy or physician's office
2. or brought to school by the student's parent/guardian.

The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.

- On the medication container must be clearly printed the following information:
 - ✓ Student's Name
 - ✓ Name of the medication
 - ✓ Dosage
 - ✓ Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day.

- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.
- Students are not allowed to carry any medication to school.
- Students may carry and administer their medication if these two conditions are met:
 - ✓ It is warranted by a potentially life-threatening condition and advised by their physician, and
 - ✓ A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.

AIDS Prevention Education

Health instruction at DST ELEMENTARY shall include education in the prevention of Acquired Immune Deficiency Syndrome (AIDS), including abstinence education, and in compliance with state law and regulations. Any curriculum and materials to be used for instruction will be presented to parents at least one month prior to teaching AIDS prevention. All students will be required to participate in the AIDS Prevention program unless a parent or guardian provides written objection to their participation.

2. HOMEWORK POLICY

Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments **the teacher's record is final**. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

Each teacher will explain his/her policy for missed assignments at the beginning of the school year. These policies will also be in writing in each class syllabus. **DST ELEMENTARY considers excessive zeroes or refusal to submit assignments a discipline issue and will deal with these situations accordingly.**

ID CARDS

Student ID Cards will be issued to students enrolled at DST ELEMENTARY. It is mandatory that all DST ELEMENTARY students have ID card attached to uniform shirt's collar and ID must be visible at all times with picture showing during school hours and school activities. This card allows students to attend school-sponsored functions. Suspension from school automatically invalidates the card for the length of the suspension. If you lose your ID card, go to the main office before or after school to purchase a new one. Students shall return their Student ID cards in case they withdraw from the school. Replacement ID cards must be paid for by the student. **Students will receive one warning for not having their ID correctly attached. Please see Conduct and Discipline section of handbook for more information.**

LIBRARY

The library is a resource center used by all DST ELEMENTARY-TULSA students for class assignments and for leisure-time reading of appropriate books or magazines. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school as well as most lunch periods.

Books, magazines, and reserve materials may be checked out for varying times. However, students will be held responsible for damaged or lost library materials. There are also fines for overdue materials. See the DST ELEMENTARY-TULSA librarian for more details. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and tables are available for studying. You may do group work for a class if you work quietly. Please do not move the furniture. Library computers are for school activities only. This does not include playing online, video games, checking personal emails, or viewing online videos. Special permission from the librarian is required for any non-academic computer use. In keeping with school policy, do not bring food or drink into the library. Finally, the total number of students using the library at any one time will be limited.

Any library or textbook assigned to a student becomes his/her responsibility. The cost of books that are lost or damaged will be charged to the parent/guardian. Grade reports will be withheld until these dues are paid.

LOCKERS

Each student will be assigned a locker for his/her individual use at DST ELEMENTARY. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items or large amounts of money to school. DST ELEMENTARY will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism, damage or non-working condition for your locker. You are responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and everything in it. Lockers are expected to be kept neat at all times. No item considered dangerous by the administration may be kept in the lockers and will be removed if found. This includes glass or any other object that may be potentially dangerous. No food should be left in the lockers. Inspections may be made by school officials. Oklahoma state law permits inspection of

student lockers, at the discretion of local school officials. Students attending DST ELEMENTARY should not expect privacy of the contents of their lockers, desks, or other school property. The student who was originally assigned the locker will be responsible for all items found in the locker.

LOST AND FOUND

There will be a lost and found box in the cafeteria. If you find books, clothing, or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found. The corridors are inspected each evening and unsecured student property is placed in the Lost and Found area. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. DST ELEMENTARY-TULSA is not responsible for the items you lost.

Lost and unclaimed items will be given to local charity organizations after 15 days.

LUNCH PERIODS

Since DST ELEMENTARY is a closed campus all students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. You may not order anything from outside. If you have a special situation, you will need to meet with the principal. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Due to health safety concerns, students are not allowed to share food or drink and eat after each other.

Cafeteria Conduct

1. Trash your tray promptly. **2.** Keep tables, chairs, and floors clean. **3.** Talk quietly. **4.** Keep cafeteria lines orderly: No pushing, running, or cutting in lines. **5.** No loitering in the cafeteria. **6.** Keep hands, feet, personal belongings, and food to yourself. **7.** No backpacks or books allowed in the cafeteria. **8.** Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action. **9.** No orders from outside for delivery. **10.** Should a lunch be brought from home, please make sure it arrives at school before lunch time.

It is important that all students have a lunch program application completed for them at the start of every school year. Applications do not carry over to the next year. Even if the student is not eligible for the free or reduced program, an application must be on file for them.

PARENT-TEACHER CONFERENCES

There are 2 conferences per year. All teachers are available to discuss your student's grades, work, and any difficulties they may be experiencing in class. The Special Education Department, as well as the Administration, will be present to assist you. The dates and times of the conferences will be posted on the Web site, and are also shown on the Academic Calendar. Parents may request a conference with the student's teachers. The request should be made to the Counselor or Dean of Students who will make arrangements.

PLAGIARISM

This is copying a published work, either book form or from the Internet, and passing it as your own work. Work can be used as a reference for research, etc. but the content must be put into the student's own words, according to the classroom teacher's regulations. The works must also be cited, which gives the author recognition for his/her work. Students committing this offense will face disciplinary action - and receive a zero.

PUBLIC AREAS: HALLWAYS, STAIRWAYS, RESTROOMS, etc

Hallways and lavatories are areas used by all members of DST ELEMENTARY-TULSA. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom, or restrooms.
- You may not eat in halls or restrooms.
- You may not run in the halls, lunchroom or restrooms.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers, or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the restroom to a teacher or the office.
- Do not roughhouse, push, or wrestle.

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

PUBLIC DISPLAY OF AFFECTION (PDA)

This behavior is not acceptable in school. It includes hugging, holding hands, kissing, cuddling, caressing, and any other forms of display of affection with **any** other student. The consequence of PDA is Out of School suspension, and the parent will be contacted. If the offense is caught on camera (not seen by a staff member) the result will be the same.

REPORT CARDS

There are 2 types of grade reports which will be mailed to parents/guardians during the year.

1. Progress reports These are mailed approximately 4weeks into each quarter. The grades are not final, but show parents/guardians where the student's grades are at that date.
2. Report Cards These are mailed at the end of each quarter with final grades for that time period. At the end of the 2nd and 4th quarter, the report card shows the semester grades/credits.

REPORTING CHILD ABUSE AND NEGLECT

Any Discovery School of Tulsa Elementary teacher, counselor, nurse, or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the county child welfare unit of the Department of Human Services and inform the agency of the facts and circumstances which led to the filing of the report.

It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection.

RESTRICTED AREA

After arrival at school, students may not leave the building for any reason at all without the written permission of a school administrator. Students may not use a classroom without the permission of a teacher. Students are not allowed in the class rooms when there is no supervision. The laboratories are out of bounds unless a teacher is present.

Construction areas, the roof, staff restrooms, and the teacher's lounge are out of bounds to all students without special permission.

SATURDAY DETENTION

This detention is held Saturday mornings from 8:00 – 11:00 am. Students **must wear uniform** and bring paper and pencil/pen. They report to the front office when the detention is assigned, the teacher/administrator will contact parents and also send home paperwork with the student. If an emergency arises, the parent must contact dean of students immediately. **Students who do not show up for Saturday detention are automatically assigned Out of School Suspension. If a student receives two Saturday detentions in one week he /she will receive 1 day OSS or another type of intervention as determined by the Dean of Students.**

SCHEDULE CHANGES

The school has the right to change the class schedule at any time.

SEXUAL HARASSMENT

This behavior is a violation of Federal Law. The consequence will be long-term suspension with the possibility of prosecution.

SUSPENSION

- a. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
- b. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension of up to one calendar year is appropriate. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
- c. Out-of-school suspensions should be assigned as consistently as possible. However, the disciplinary committee may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
- d. Out-of-school suspensions in excess of ten (10) days shall include an Individualized Plan for Out-of-School Suspension:
 1. The Individualized Plan for Out-of-School Suspension ("Plan") shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

2. The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion.
3. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.
- e. The principal shall maintain records related to the Education Plan and the student and / or parent's compliance with the Plan.
- f. While serving an out-of-school suspension (short or long-term), a student may not participate in any school extracurricular activities.
- g. The suspension of any student receiving services under an IEP will be governed by the applicable provisions of the Individuals with Disabilities Education Act.

Students under suspension are allowed to make-up the class work missed during their suspension.

Your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal will be made to the Principal in writing. The Principal will form a committee and considered by a disciplinary board made up of at least three (3) teachers. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings will be held within two (2) school days of the appeal being made. The decision of this disciplinary board is final.

LONG-TERM SUSPENSION

The parent/guardian may appeal a long-term suspension within three (3) school days of notification of the long-term suspension being issued. This appeal will be made to the Principal and heard by a disciplinary board made up of at least three (3) teachers. You may not attend classes until the appeal is heard, but will be able to turn in work for the classes missed while waiting for the appeal and receive credit for that work. All disciplinary board hearings on long-term suspensions will be held within five (5) school days of the appeal being made. The decision of this disciplinary board is final.

TRANSCRIPTS

School transcripts are available from the Dean of Academics at any time.

VISITORS

Visitors for educational reasons are welcome at DST ELEMENTARY-TULSA. Visitors must register with the office upon arrival and follow all guidelines prescribed by the DST Visitors Expectation Form. Parents must also check in at the office. No visitors (including parents and family members) are allowed in the building without a visitor ID card. Any visitors or volunteers

MUST have a cleared background check on file with the school before any visitation will be allowed.

Parents must make visitation arrangements with the classroom teacher in advance. While in the classroom, visitors are not to have any interaction with their own child, other students or the teacher, unless directed to do so by the teacher. The time limit for classroom visitations (non-volunteers) is 15 minutes.

Parents must make an appointment to speak with a teacher about their child's progress. Those who want to see the Counselor, and/or any other Administrator must go through the front office. Visitors using foul/inappropriate language, or display inappropriate or threatening behavior will not be allowed in the building for the rest of the school year.

WEB SITE

The school's web-site address is www.discoveryok.org. All links can be found on the Home Page.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from DST ELEMENTARY-TULSA during the school term, he will report to the office on the morning of the day he leaves. There the student will receive a withdrawal form that will be taken to each of these teachers for "clearance":

1. Has checked in all books and assigned equipment.
2. No make-up work due.
3. Fines or Debts are paid in full.
4. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of their withdrawal form that shows he/she is w/d. The student's official records will be sent to the new school he/she is going to attend at the request of that school.

Student Contract

As a student of Dove Academy, I will do my best to do the following:

- ✓ I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- ✓ I will not touch others in any way.
- ✓ I will speak to others respectfully, not using profanity or uncomplimentary names.
- ✓ I will only talk in the classroom after getting permission from my teacher.
- ✓ I will show respect for all people working or helping in the school.
- ✓ I will show careful regard for both my property and the property of others.
- ✓ I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- ✓ I will not talk about others and their families.
- ✓ I will attend school regularly.
- ✓ I will be in class on time with all necessary materials.
- ✓ I will make good use of class time and complete and turn in assignments on time.
- ✓ I understand that I must make up assignments I missed in the event of an absence.
- ✓ I will remain on campus during school time, including the lunch period. I will not leave the school grounds without permission of the principal.
- ✓ I will do my best with my schoolwork, and I will encourage others to do their best.
- ✓ I will ask for help if I do not understand.
- ✓ I will not bring any contraband items to school.
- ✓ I will help keep the school building and grounds clean and tidy.
- ✓ I will walk (not run) in the halls.
- ✓ I will follow the dress code and arrive at school in my uniform daily.
- ✓ I will not participate in any behavior banned by the school.
- ✓ I will make it my goal to attend a college or university after I graduate from Discovery School of Tulsa
- ✓ I agree to follow all requirements of the DST ELEMENTARY-TULSA Student Handbook.

Any changes to this handbook will be given to the students and parents in writing.

Offenses and Consequences

Level I Offenses: (Note: Repeated instances of Level I offenses may be elevated to Level II or Level III)

Prohibited Conduct

1. Computer system violations, including violations of the school's Acceptable Use policy.
2. Dress and grooming code violations.
3. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person. Depending on the nature of the offense, this could be considered a level 2 or level 3 consequence.
4. Failing to comply with directives of school personnel.
5. Failing to attend (unexcused) class or tutorial sessions.
6. Inappropriate physical contact not defined as a Level 2 or Level 3 offense.
7. Offensive, vulgar or obscene gestures or language, orally or in writing. Depending on the nature of the offense, this could be considered a level 2 or level 3 offense.
8. Possessing a laser pointer on school property or at school-sponsored events.
9. Possessing/selling "look-alike" drugs/dispensing medicine violation.
10. Possessing/distributing/exhibiting/transmitting obscene materials, including pornography.
11. Possession of any electronic devices without permission (i.e., CD players; MP3 players; iPod; Game Boys; Nintendos; or other video, listening, or entertainment device) during school hours.
12. Scuffling/ Horseplay
13. Single acts of disruptive behavior, including non-compliance and insubordination.
14. Throwing objects not considered an illegal weapon that could have caused bodily injury or property damage. Depending on the nature of the offense, this could be considered a level 2 or level 3 offense.
15. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class.
16. Use of a paging device/cellular phone during the school day.
17. Use of a skateboard, scooter, and/or roller blades while on school property.
18. Verbal or written abuse, i.e., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment.
19. Accumulating five or more, but less than ten, tardies to school or to class.
20. Posting materials or holding student gatherings without school approval.
21. Accessing restricted areas.
22. Any violations of "Standards for Student Conduct".
23. Disrespect to teacher such as rolling eyes, sucking teeth, etc.
24. Bringing items to school that are not allowed, such as playing cards, toys, etc.

Level I - Disciplinary Consequences (not in order of progressive disciplinary measures)

1. Lunch Detention.
2. After- School Detention.
3. Saturday Detention.
4. In- School Suspension.
5. Assignment of school duties such as scrubbing desks or picking up litter.
6. Behavioral contracts or individually developed behavior management plans.
7. Classroom management techniques.

8. Community service.
 9. Cooling-off time or “time-out.”
 10. Counseling by teachers, counselors, or administrative personnel.
 11. Confiscation of electronic or other distracting devices used during the school day.
 12. Grade reductions for academic dishonesty.
 13. Parent/guardian contracts to restrict home privileges.
 14. Parent/guardian conference with teacher or Principal.
 15. Peer mediation.
 16. Placement in another appropriate classroom or sent home.
 17. Restitution/restoration, if applicable.
 18. School-assessed and school-administered probation.
 19. Seating changes within the classroom.
 20. Temporary confiscation of items that disrupt the educational process.
 21. Verbal correction.
 22. Voluntary peer mediation/family management classes/community service.
 23. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.
 24. Up to 3 days Out-of-School suspension.
- Disciplinary actions may be used individually or in combination for any offense.

NOTE:

After School Detention

1. Students will bring materials to work on – homework or books to read from the Library; only school acceptable materials are permitted. Classroom materials may be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students cannot talk with each other.
5. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from school.
8. Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
9. Students who show up as unexcused late will be required to make up the time.

Level II Offenses:

Prohibited Conduct

1. Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.
2. Academic dishonesty

3. Accumulating more than ten tardies to school/ class
4. Assault– student on student.
5. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by law.
6. Bullying. Bullying will be considered, but not limited to, any of the following: verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another student for cruel, mean and/or humiliating treatment.
7. Dating Violence or Retaliation as defined herein.
8. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
9. Failure to comply with rules of bus safety or disturbing others.
10. False accusation of the commission of a misdemeanor or felony.
11. Falsification of school records.
12. Fighting or Arranging a Fight: School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will, at a minimum, be suspended for the remainder of the day.
13. Forgery of school documents at school or otherwise.
14. Gambling. This includes but is not limited to dice shooting and/or sports pools and involves the transfer of money or other personal belongings or assistance from one person to another. Card trading is prohibited.
15. Gang activity.
16. Harassment under applicable law
17. Hazing under applicable law
18. Hit list under applicable law
19. Intentionally providing incorrect information
20. Knife possession
21. Leaving school classroom/grounds/events without permission.
22. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
23. Possessing a stun gun, mace, or pepper spray.
24. Possessing ammunition.
25. Possessing, exhibiting, or threatening with a look-alike weapon, including but not limited to: BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
26. Possession of stolen property.
27. Possession or use of fireworks or other explosive devices.
28. Possession or use of tobacco or related products on school property or at school-related events.
29. Profanity/obscene gestures toward personnel.
30. Refusal to follow directions from a teacher/administrator/staff.
31. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester.

32. Secret society activity.
33. Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages
34. Sexual harassment/sexual abuse not defined as a Level III offense by the applicable law
35. Stealing/theft.
36. Suspicious drug/alcohol involvement.
37. Threats – student on personnel/facility.
38. Threats – student on student.
39. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
40. Vandalism/criminal mischief not a felony.

Level II - Disciplinary Consequences

1. Any applicable Level I Disciplinary Consequence.
 2. Up to 10 days Out-of-school suspension.
 3. Expulsion (upon Discipline Committee recommendation).
- Disciplinary actions may be used individually or in combination for any offense.

Level III Offenses

Prohibited Conduct

1. Depending on the nature of the offense, this could be considered a level 2 or level 3 offense.
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault
6. Any discretionary or mandatory expulsion violation under applicable law
7. Arson.
8. Arson.
9. Assault.
10. Burglary of a motor vehicle on campus.
11. Capital murder.
12. Commission of a felony offense listed under applicable law
13. Conduct punishable as a felony.
14. Criminal attempt to commit murder or capital murder.
15. Criminally negligent homicide.
16. Deliberate destruction or tampering with school computer data or networks.
17. False alarm or report.
18. Felony criminal mischief against school property, another student, or school staff.
19. Gang activity (violent).
20. Inappropriate sexual conduct.
21. Indecency with a child.
22. Indecent exposure or inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
23. Issuing a false fire alarm.
24. Murder.
25. Persistent Level I offenses (four Level I offenses).

26. Persistent Level II offenses (four Level II offenses).
27. Possessing, selling, distributing, or being under the influence of inhalants.
28. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
29. Public lewdness.
30. Required registration as a sex offender.
31. Retaliation against any school employee or volunteer at any time or place.
32. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, controlled substance, dangerous drug, or alcoholic beverage.
33. Setting or attempting to set fire on school property (not arson).
34. Sexual abuse of a young child or children.
35. Sexual assault.
36. Targeting another individual for bodily harm.
37. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon, or toys that resemble a weapon.
38. Manslaughter.

Level III - Disciplinary Consequences

1. Up to 10 days Out-of-School suspension
2. Long-term suspension
3. Expulsion

Disciplinary actions may be used individually or in combination for any offense.

UNIFORM AND PERSONAL APPEARANCE

DST ELEMENTARY-TULSA has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Both boys and girls uniform shirts can be purchased from the school in the front office.

PLEASE NOTE...

If you arrive at school out of uniform,

Your parents will be called,

You will be kept out of classes until you are dressed appropriately.

All class time you miss will count as an unexcused absence. **Continued violation of the dress guidelines will result in disciplinary action.**

Uniform Top

- Red DST shirts for elementary students
- School shirts must be clean and clear of writing
- Students who wish to wear an undershirt may do so. Undershirts must be solid in the colors of either blue, white, red, black or gray. Undershirts must be tucked in at all times.
- Shirts may not be rolled or tied at the waist.

In addition to the regular uniform shirt, students may also wear a button-up cardigan if they choose. Cardigans must be solid in the colors of either blue, black or red (no hoods). Students are not permitted to wear jackets or hoodies in the building.

Uniform Bottom:

Pants and slacks

- Solid navy blue or khaki docker type pants. Shorts, capris, stretch pants or pants with large pockets (such as cargo pants) are not permitted. Khaki or navy-colored denim pants are not permitted.
- No oversized belt buckles.
- Pants and slacks must fit properly and should not be overly baggy or saggy.
- Waist band should fit at the waist. Low-waist pants are not permitted.
- No tears, holes, sequins, designs, or writing allowed on pants or jeans.
- Jeans can only be worn on designated jeans days. Jeans must be no other color but solid blue. Bleached styles are not permitted. **SKINNY JEANS** and **SKINNY-STYLES** are not permitted
- Pant legs cannot be rolled

Skirts/ Shorts/ Skorts

Skirts/shorts/ skorts are not permitted at DST ELEMENTARY-TULSA. If your religion requires you to wear skirts, your parent/guardian must provide the Dean of Students with a letter from your church stating this practice. For approved religious exceptions, skirts must be solid navy blue or khaki and the length must be no shorter than below the knee cap when seated.

Student ID Card

- Attached to student's left uniform collar with picture showing
- **ID must be visible at all times**
- Worn while on school property including parking lot.
- Not altered or damaged in any way including: no writing, no pictures added, no chew marks, etc.

Damaged, defaced or lost ids must be replaced at the student's expense. Students who lose their id can use a pass up to three times per quarter. After that, they will be assigned a Saturday detention by the dean of students.

HAIR/ HEADCOVERINGS

- Hair must be well groomed and clean
- The student's eyes must be visible at all times and not covered by hair.
- Head coverings such as scarves, curlers, bandanas, du-rags, sweatbands, hats, sunglasses, caps, earmuffs, beads etc. should not be worn during school hours, unless prescribed by a physician, or previously approved by the administration for religious or other reasons
- Hair should be one color dye and consistent throughout the hair. Highlights should be in streaks not clumps, and should blend in with the overall hair color. Extreme changes to the natural hair color are not allowed.
- Hair dye, highlighting or tipping is permitted as long as it is in natural human hair colors.
- Extreme hair styles are not permitted (e.g. Mohawks, spiking in Mohawk style, extremely spiked hair, fro-hawks, etc.)
- Boys' hair should preferably should not touch the collar of their uniform shirt. If it does, the hair must be secured back to give it a neat and tidy appearance.
- Boys' hair should not extend more than 2 inches away from the head.
- **Shaved hair designs are not allowed.** Shaved and spiked hair designs a/styles are not allowed. This includes hair styles in the "Mohawk-style" family (sides of the head are shaven with a strip of hair that is generally in the center – military/buzz cuts are permitted). Extreme hair styles are not permitted (e.g. Mohawks, spiking in Mohawk style, extremely spiked hair, fro-hawks, etc.)

OUTERWEAR

- Outerwear and backpacks/string packs must be stored in the student's locker during school hours.
- Coats, hoodies, gloves, scarves, tights, leggings, leg-warmers, bike-shorts, suspenders, bathing/swimwear, pajamas, etc. cannot not be worn in the building
- Students are not permitted to wear jackets/hoodies in the building. Hoodless, solid-colored, button-up, cardigan sweaters in the colors of blue, black or red are allowed.

JEWELRY/ ACCESSORIES

- Boys may not wear rings or earrings.
- Girls are allowed to wear a pair of matching earrings (no larger than quarter size).
- Necklaces are not permitted. Religious necklaces may only be worn inside of shirts and out of view.
- Boys and Girls may wear ONE small bracelet only. Administrative discretion will be used to determine if bracelet size and appearance are appropriate. Bracelets must not contain any writing, other than the student's name. No symbols indicating death, depictions of violence or inappropriate messages.
- Facial and body piercings are not allowed. Students will be required to remove jewelry, bandages that cover up piercings, etc, while in school, if they do get piercing. A doctor's excuse will not override any rules related to body/face piercing.
- Gages, dog collars, spiked jewelry, chains, hair picks, chains, chains that connect one part of the body to another, chains attached to pants or wallets or clocks, and other jewelry/accessories that pose a safety concern are prohibited.
- Cosmetic make-up is not allowed.
- Any type of permanent tattoo is not allowed.

Footwear

- Sandals, open-toed shoes, clogs, high heels, platform shoes, hiking boots, house shoes, shower shoes, slippers, or snow boots are NOT allowed.
- Students are required to wear shoes that fit properly.

PARENT/STUDENT SIGNATURE SECTION

After both student and parent/guardian have reviewed the Discovery School of Tulsa-TULSA Student Handbook, this portion must be signed and returned to the student's homeroom teacher by **Wednesday October 19, 2011.**

I have reviewed the policies and practices of Discovery School of Tulsa stated in this student handbook, and I agree to abide by the rules and regulations of the Academy. Furthermore, I understand it is my responsibility to contact school administration if I have any questions or concerns about the school's policies.

Student Name (Print) _____

Student Signature _____ **Date** _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ **Date** _____