



Middle School High 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

1. DISCOVERY SCHOOL OF TULSA SAFETY NET PROGRAM

As stated in our "Mission Statement" DST believes that all students have the potential for success. To provide the learning opportunities necessary for all students to reach their full potential, DST implements a safety net program. This program has three components:

I. AFTER-SCHOOL TUTORING AND PRACTICE TESTS

Math and English teachers assign students after-school tutoring based on practice test scores and student performance in class. Students and parents will be informed by phone and letter when a student is assigned after-school tutoring. **Attendance is mandatory.**

English sessions are on Monday and Wednesday between 3:00-3:45.

Math sessions are on Tuesday and Thursday between 3:00-3:45.

II. 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.

English Saturday School is from 10:30am–11:50am

Math Saturday School is from 12:10pm—1:30pm

Lunch will be provided from 11:50-12:10 for all students

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 upon teacher request. It is the student's responsibility to make up any work missed due to pull-outs following the same guidelines as an excused absence from the class.

2. UNIFORM AND PERSONAL APPEARANCE

DST has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are 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 and
All class time you miss will count as an unexcused absence.

Girls:

Uniform Top:

- Light Blue (Maroon for high school) DST Shirts.
- Navy blue, black, or maroon cardigan (no hoods).

Pants:

- Solid navy blue or khaki, Docker type pants.
(No cargo, shorts, capris, stretch pants, skin-tight, or denim jeans.)
- Waist band should fit at the waist. No low-waist pants are permitted.
- Senior Girls may wear denim jeans
(no skinny/tight styles, rips, or embroidery are allowed)

Skirt

- Skirts are not permitted at DST. If your religion requires you to wear skirts, your parent/guardian must provide the front office with a letter from your church stating this practice. For approved religious exceptions to this rule, skirts must be solid navy blue, or

khaki and the length must be no shorter than the middle of the knee **when seated**.

Boys:

Uniform Top:

- Light Blue (Maroon for high school) DST Shirts
- Navy blue, black, or maroon cardigan (no hoods)

Pants:

- Solid navy blue or khaki, Docker type pants. (No cargo pants, shorts, tight-fitting, stretch pants, or denim jeans)
- Waist band should fit at the waist. No low-waist pants are permitted.
- Senior Boys may wear denim jeans (no cargo, **baggy**, **stretch**, embroidery, or low-waist styles permitted)

STUDENT ID's must be:

- 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.
- It is the student's responsibility to replace lost/damaged IDs

Additional Dress Code Requirements and Limitations:

In addition to making sure you are wearing the school uniform, DST requires that students follow these additional guidelines

Pants and Slacks:

- Pants and slacks must fit properly.
- No tears, holes, sequins, designs, or writing allowed on pants or jeans.
- Pants may not be baggy or saggy.
- No low waist pants.
- Belts must be a solid color and fit properly and not hang down when buckled.
- Belts cannot have holes, studs, or writing.
- Pants with large pockets are not permitted such as cargo pants.
- Pant legs cannot be rolled.

Footwear:

- No sandals, open-toed shoes, clogs, high heels, platform shoes, hiking boots, or snow boots will be allowed.

Personal Appearance:

- Boys may not wear rings or earrings. Senior boys are allowed to wear a class ring.
- Girls are allowed to wear a pair of matching earrings (no larger than quarter size). Senior girls are allowed to wear a class ring..

- 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. Administration discretion will be used to determine if bracelet size is appropriate.**
- **Facial and Body Piercings are NOT allowed.**
- Students will be required to remove jewelry, bandages, etc, while in school, if they do get piercing. A doctor's excuse will not override any rules related to body/face piercing.
- Cosmetic make-up is not allowed for middle school girls.
- Cosmetic make-up for high school girls must not be excessive. Administration discretion will determine what is excessive.
- Tattoos are not allowed..
- Extreme hairstyles are not permitted (i.e. spiked hair, tails, mohawk cuts, lines/shapes cut into hair, extreme colors, etc.). Administration Discretion will determine if hair is acceptable.

Additional Dress Code Requirements and Limitations:

- Boys and girls hair must be kept out of the face at all times and not cover the eyes.
- Boys hair must not extend more than 2 inches away from their head.
- Facial hair is not allowed for high school students.
- Sunglasses are not permitted in the building.
- Backpacks are **only permitted when arriving and departing school. They must remain in the locker** during the school day.
- PE uniforms are permitted only in PE class. PE shorts must come to the knee when seated.
- Hats, caps, and other headgear may not be worn in the building.
- Clothing should be neat and free of stains, holes, lost buttons, tears, etc. If clothing needs to be mended, it is the student's responsibility.
- Outerwear, such as jackets, hoodies, windbreakers, etc. are not allowed **in the building.**

3. FREE DRESS DAY (FDD) & HALL PASSES

- **All students MUST carry their** agendas at all times.
- No student is allowed to leave classroom without the Agenda-Hall Pass signed.
- **If a student has lost/forgotten his or her agenda, the teacher may assign after school or lunch detention of up to 15 minutes.**
- Students who do not use their hall passes more than four times per month and have a good discipline record may receive a Free Dress Day.
- All MIDDLE SCHOOL and HIGH SCHOOL students use the hall pass in the STUDENT AGENDA. Therefore, all DST students must have an agenda.

- Students without any disciplinary record (Saturday detentions or suspensions) may have a free dress on their birthday with administrative approval **at least one day before.**

Dress Code on FDD:

All clothes must be free of holes, tears, inappropriate language, logos, messages 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.

4. HIGH SCHOOL

Twenty-five credits are required for graduation from DISCOVERY SCHOOL OF TULSA. The 25 credits are from the following areas.

COURSES	CREDITS
ENGLISH: I, II, III, IV	4
MATHEMATICS: Algebra I & II, Geometry, 1 Elective Math Course	4
SOCIAL STUDIES: Government (1/2), OK History (1/2), US History(1), World History(1), Geography (1/2), Current Events (1/2)	4
SCIENCE: Biology, Chemistry, 1 Elective Science Course	3
COMPUTER AND TECHNOLOGY*	2
PHYSICAL EDUCATION & HEALTH	1
FINE ARTS	1
FOREIGN LANGUAGE (SAME)	2
ELECTIVES	4

5. GRADING SCALE

All classes at DST will follow their own scale for assigning letter semester grades. Individual teachers will establish the grading policies and procedures for their classes. There will be finals in last week of each semester

A: 90-100 **B:**80-89 **C:**70-79 **D:**60-69 **F:**0-59

- **Regular academic course** letter grades have the following GPA weights:
A: 4.0 B: 3.0 C: 2.0 D: 1.0 F: 0.0
- **AP & Concurrent Enrollment course** letter grades have the following GPA weights:
A: 5.0 B: 4.0 C: 2.0 D: 1.0 F: 0.0

6. HOMEWORK POLICY

Homework is an essential part of your successful educational program at DST. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. 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 considers excessive low grades or refusal to submit assignments a discipline issue and will deal with these situations accordingly.**

7. GRADE PROMOTION POLICY

Middle School grade promotion from one grade to another in DST shall be based on the following criteria:

1. Students must have passing grades (above F) in all of the subjects
2. Students who fail two or more core subjects will repeat the grade.
3. Students who fail any subjects **MUST** obtain a project/portfolio assignment from school for each subject they failed, complete the assignment successfully during the next school break, and return it back to school by the assigned date in order to replace the failing grade. If this portfolio is not completed by the assigned date, the grade will remain an F.
4. Students must have at least 90% of the year attendance regardless of excused or unexcused absences. This means that a **Middle School student (grades 6,7,8) can miss no MORE THAN 18 TOTAL DAYS in the school year.**
5. Middle school students must complete the Accelerated Reader (AR) requirements in order to be promoted to the next grade level.

High School Grade Promotion: All high school students (grades 9,10,11,12) must earn 25 credits in order to graduate from DST. (See #4). To earn the full credit from a high school course, students must meet the following criteria:

1. Earn a passing grade (Above F) in the course.

2. High School students must attend 90% of every class each semester regardless of excused or unexcused absences. This means that **high school students can miss NO MORE THAN 9 TOTAL DAYS EACH SEMESTER.**
3. High School students must complete the Accelerated Reader (AR) requirements in order to receive full credit for English courses.

IMPORTANT: High school students will be placed in grade levels based on their total earned HS credits. DST may retain a HS student in the same grade level if administration is unable to accommodate student's required schedule in the next grade level. If DST is unable to accommodate a student's schedule based on failed courses, the student may have to attend an Tulsa Public School Night School or repeat the grade in order to remain at DST.

8. AWARDS AND HONORS

National Honor Society (NHS) – Students in 9th, 10th, 11th, and 12th grades are selected based on outstanding scholarship, character, leadership and service. Students who have a minimum cumulative grade point average (GPA) of a 3.50 will be invited to participate in a selection process. Students may be placed on probation for one semester, if their GPA drops below the entrance requirement for the year they were inducted. If a student does not raise their GPA within two semesters, the student will be dismissed from the NHS. Any member receiving disciplinary action may also be dismissed from NHS.

Junior National Honor Society (JNHS) – Students in the 6th, 7th and 8th grades are selected based on outstanding scholarship, character, leadership and service. Students who have a minimum grade point average (GPA) of a 3.70 during the most recent school year will be invited to participate in a selection process. Students may be placed on probation for one semester, if their GPA drops below the entrance requirement. If a student does not raise their GPA within two semesters, the student will be dismissed from the JNHS. Any member receiving disciplinary action may also be dismissed from JNHS.

Oklahoma Academic Scholar Award recognizes students with a grade point average of 3.7 on a 4.0 scale for 9th grade who are in the top 10% of their graduating class. Students must also receive a composite score of 27 on the ACT or 1220 combined reading and mathematics score on the SAT. The ACT or SATI must have been taken on National Test Dates.

DST Faculty Honor Roll Certificate is awarded to students who receive a 3.0 – 3.49 grade point average and no failing grades for each quarter. Weighted grades are included in the average.

DST Principal Honor Roll Certificate is awarded to students who receive a 3.50 – 3.99 grade point average and no grade below a “C” for each quarter. Weighted grades are included in the average.

DST Honor Roll Certificate is awarded to students with a 4.0 grade point average and all “A’s” for each quarter. Weighted grades are included.

Grade Point Average and Class Rank

Each student’s class rank is determined by the weighted grade point average.

9. AFTER SCHOOL

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. The following guidelines must be followed by all students for after-school activities. Students are NOT allowed in the building after 4:00pm..You must abide by the DST code of student conduct while participating in the activity. Students must arrange for their own transportation to arrive promptly at the end of the activity.

TUTORING:

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

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 participate in any club, sport, or **to attend any field trip** at DST, students need to:

- a. be attending DST
- b. have approval of sponsor of the club/sport/field trip
- c. be passing each class they are taking
- d. have no discipline problems

For the beginning of school year, returning students’ last quarter grades and discipline records shall be checked for eligibility. The club sponsor is to be responsible for academic eligibility. Dean of Students will determine discipline eligibility.

If a student 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.

10. 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 Tulsa 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.**

The following procedure should be followed in case of serious accidents, injuries, or sudden illness:

Accidents, Injuries, or Sudden Illness

The following procedures should be followed by school staff in case of serious accidents, injuries, or sudden illness:

- A. Administer first aid.
Notify parents.
- B. Call school nurse or family doctor if unable to locate parents or others listed in contact information.
- C. If indicated, call an ambulance to transport to the emergency room of local hospital. Discovery School of Tulsa does not assume the responsibility for the payment of ambulance, hospital, or doctor's fees.
- D. Complete an incident form.
- E.

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 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

HEALTH SERVICES (Continued)

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 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.

11. COUNSELING AND GUIDANCE SERVICES

Discovery School of Tulsa has a school counselor who is available to see students regarding problems that they may be experiencing at school or home. Usually the class teacher refers the student to the counselor. Students may make their appointments with the counselor, as well.

12. LIBRARY

The library is a resource center used by all DST 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 librarian for more details.

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.

The library is available to all students, and the library inventory includes materials of varying content and maturity levels. It is the parents' responsibility to monitor student reading material and to contact the school with any concerns or restrictions.

13. LOCKERS

Each student will be assigned a locker for his/her individual use at DST. 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. The lockers should not

be used to store valuable items you bring from home. DST 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. The student who was originally assigned the locker is responsible for all contents of that 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 or non/working condition of your locker to the Homeroom teacher. If you do not report vandalism, damage or non-working condition of your locker, you will be held 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 what is in it.

Lockers are expected to be kept neat at all times. Inspections may be made by school officials. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. No Food in the Lockers. Oklahoma State law permits inspection of student lockers at the discretion of local school officials. Students attending DST should not expect privacy of the contents of their lockers, desks, or other school property.

14. LOST AND FOUND

There will be a lost and found in the cafeteria. If you find books, clothing, or personal items on the school grounds, please bring these items to the cafeteria. If you lose something, check the lost and found. These items will be kept in cafeteria at most 15 days after they have been found. The corridors are inspected each evening and unsecured student property is placed in the Lost and Found located in the office. 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 is not responsible for the items you lost.

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

15. LUNCH PERIODS

Since DST 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 in a normal voice (classroom voice) or more 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 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.

16. PUBLIC AREAS: HALLWAYS, STAIRWAYS, RESTROOMS, etc

Hallways, and lavatories are areas used by all members of DST. 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 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.

17. 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, Staff Restrooms, and teachers' lounge are out of bounds to all students without special permission.

18. FIELD TRIPS

Field Trips offer exciting ways to learn. DST 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 codes of student conduct while on the field trip.
- You will not be allowed to participate if you are failing any courses or have been suspended from school during the academic quarter of the field trip.
- Only the school principal can grant special exceptions to field trip participation policies.

19. STUDENT ID CARDS

Student ID Cards will be issued to each student enrolled at DST. It is mandatory that all DST 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.**

20. TEXTBOOKS AND SUPPLIES

DST will use books for most classes. DST will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students will have the opportunity to keep textbooks they used during the year if they wish, provided their family has made a full payment for the textbooks. When textbooks are checked out from library, librarian will write down the number of the textbook you have and the condition of the book.

When you return the book, its condition will be checked. If you lose or damage the book, you will have to pay to replace the book. If a textbook is left in the halls, restrooms, cafeteria, or other unprotected areas of the campus, it will be returned to the DST library. Students may have to serve a 15 minute lunch or after-school detention before the book is reissued. Repeated offenses may result in discipline referrals and additional consequences.

21. VISITORS

Visitors for educational reasons are welcome at DST. Visitors must register with the office when they arrive. Parents must also check in at the office. Students' visitors must provide a written note from their school principal at least 2 days prior to school visit. No visitors (including parents and family members) are allowed in the building without a visitor ID card.

Students wishing to bring visitors to DST must complete the Student Visitor Form and receive approval from school administration at least one (1) school day in advance. Do not bring guests to school without prior arrangements. No visitors will be allowed the last two weeks of each semester. Also, no visitors will be allowed during the week prior to any school holiday.

22. PARENT VOLUNTEERISM

Parents can volunteer for a number of different activities including School Carnival, book fairs, school clean-up days, providing field trip transportation, substitute teaching, assisting with morning and after-school duties, and fundraising. Specific instructions and qualifications will be distributed and explained before each fundraiser.

23. FUND RAISING

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.

24. SALES

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.

25. ATTENDANCE

The Oklahoma Board of Education requires all students enrolled at DST to attend school regularly in accordance with the laws of the State. The success of DST'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 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's professional staff will do all they can to encourage and support student attendance. This ranges from creating

ATTENDANCE (Continued)

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 to 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 student must be in attendance a minimum of 90% of the time that school is in session in order to receive credit for each course in which he/she is enrolled.** This means that a **MIDDLE SCHOOL** student may have a maximum of 18 absences (excused or unexcused), for the entire year.

HIGH SCHOOL students may have a maximum of 9 absences (excused or unexcused) each semester to receive credit for the course. Absences due to school-sponsored activities will not count against the nine days. Absences for a student entering DST after the year begins will be based on a student being in attendance 90% of the remaining days. Guidelines have been established for School Related Absences, Excused Absences, Unexcused Absences and Tardiness.

a) Absence and Tardiness

DST 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 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.**, 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.

Illness in the Family

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.

Quarantine of the Home

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. Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

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.

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. You must bring a note to the office the day you return.

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. 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.

ATTENDANCE (Continued)

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. I

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 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.
-

g) Habitual Truancy

DST 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

You must have your parent or guardian come into the office, sign you in and write an explanatory note if you arrive late to school. Report to the office when you arrive. If you fail to do this, you will receive an unexcused tardy.

Unexcused Tardiness

If you arrive at school late your parent must come into the front office to sign you in. You will get a “late slip” for admittance to class. You will have two days to bring in a note to change this to an excused tardy. Every 5 tardies to school will result in a disciplinary action. See Unacceptable Student Behaviors #17

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. Every 5 unexcused tardies to class will count as 1 unexcused absence from that class.

See Unacceptable Student Behaviors #17

i) Early Dismissal of Students from School

Because DST 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 insure 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 signature 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 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.
- 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.

j) Unexpected Closing of School: SNOW DAYS, etc.

DST will be closed on the same days Tulsa Public schools is closed. Considering that DST has no school bus service and has students from other districts, DST may be closed on some day that TULSAPS are not closed. Local TV channels and Radio stations will be notified.

26. EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a very serious matter. The instructions are posted on the bulletin board in each room and students should be familiar with the assigned drill areas. Failure to follow school rules during drills or actual emergencies will result in severe disciplinary action.

27. EMERGENCY EVACUATION

These procedures are to be followed but always remember to STOP AND EVALUATE THE SITUATION. Do this because every situation can and will be different.

These calls will come over the intercom:

1. There will be a BLD Call at this time. (This is a Building lock down call.)

Stay calm. Teachers must lock and close all doors. Move all students away from the windows and doors, and sit on the floors as in a tornado drill. Remain quiet. Things should remain this way until a clear call is given by an administrator.

2. There will be a BLD Drill at this time. (This is a building lock down DRILL)

Follow the same procedure as above

3. PLAYGROUND EVACUATION (Call by administration)

Teachers should send all students into the building using the nearest entrance. Students should go directly to their next class period without stopping anywhere. Teachers should seat students in the floor away from the doors and windows. Remain calm.

4. ALL EVACUATIONS FROM THE BUILDINGS (Announcement to evacuate will come over the intercom)

Teachers should lead their students to the parking lot using the exits you would use in a fire drill.

******Teachers will always take their class roster and check roll******

Fire and Tornado Alarms

FIRE: The alarm for fire will be a continuous sounding of the Fire alarm.

When the fire alarm is given, all students should follow their teacher and walk single file out the designated exit and 100 feet from the building.

When a fire drill is held, return-to-class signal will be given by the principal or his or her designee.

TORNADO: The alarm for a tornado will be short rings of the regular school bell for one minute. When a tornado alarm is given, all students and faculty should walk single file to the designated area. When a tornado drill is held, the return-to-class signal will be given by the principal or his or her designee.

Anyone turning in a false fire or tornado alarm, whether on purpose or accidentally, will be placed on controlled supervision for three days for the first offense. A second offense will result in a more severe punishment. The punishment may include short-term or long-term suspension.

28. REPORTING CHILD ABUSE AND NEGLECT

Any Discovery School of Tulsa 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 (1-800-522-3511) 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. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No Discovery School of Tulsa employee shall be discharged from employment for making a report of child abuse or neglect. Further, state law provides immunity from any civil or criminal liability arising from making such a report, if the report is made in good faith. Finally, state law also provides for the protection of the identity of any individual who makes such a report.

29. WITHDRAWAL FROM SCHOOL

When a student must withdraw from DST during the school term, he/she will report to the office on the morning of the withdrawal. 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.

Student records will not be released to the new school until the above items have been cleared.

30. STUDENT CONDUCT AND DISCIPLINE

DST's mission is to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the DST administrators and teachers work towards not allowing the following misbehaviors during school, on school property, or at or during any school-sponsored activities.

SCHOOL WIDE DISCIPLINE RULES:

Students breaking the following rules will be subject to disciplinary action by school officials.

1. Cell phones, cameras, radios, tape players, tapes, beepers, , CD players, virtual pets, dice, and games systems are not allowed..
2. Students are to be in assigned supervised areas.
3. Running, pushing, hitting, tripping or shouting are prohibited.
4. No swearing or put downs whether written or oral will be tolerated.
5. No cruelty or rude gestures are allowed.
6. No physical contact is allowed .(with or without hatred)
7. Students shall not miss class/classes unless excused by parent, guardian, or teacher.
8. Any use of tobacco (including smokeless), matches, or lighters on or near school grounds is prohibited.
9. Keep your hands, feet, books, and all other objects to yourself.
10. Do not engage in any behavior that keeps the classroom from functioning.
11. Follow the directions the first time they are given.
12. No gum, food, or drink allowed in the building except in designated food service areas.
13. Stand up when teachers or administrators come into classroom.

Discipline-Severe Clauses: Immediate Office Referral

A classroom teacher may remove a student from his or her classroom when that teacher determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Acts of violence or threats of physical harm to another student or adult.
2. Possession of tobacco, drugs, or alcohol on or near the school campus. Being under the influence of alcohol or drugs.
3. Possession of a weapon or using an object as a weapon.
4. Damage or destruction to property belonging to another student, the school, or a teacher.
5. Blatant disrespect to a staff member.

Any student removed from the classroom for a reason shown above shall be taken immediately to the principal or his designee. At the discretion of the principal or his designee, the student shall then be released to the parent, the parent's representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel.

Classroom Rules

All school rules apply in the classrooms. In addition to school rules, teachers implement their own classroom rules/consequences including, but not limited to, warnings, calls to parent, conference with parent, after school and lunch detentions. These rules are not to conflict with school rules.

31. UNACCEPTABLE STUDENT BEHAVIORS

As a student at Discovery School of Tulsa, you may not...

***1. Disrupt Learning:**

Disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to, inappropriate language, eating or drinking during class, chewing gum, insubordination, being loud and/or selling or trading personal possessions to other students.

Consequences:

- 1st Offense: Parent/Guardian contacted and Administrative discretion including detention, and/or up to three (3) day suspension.
- 2nd Offense: Parent/Guardian contacted. Administrative discretion detention, and/or up to Five (5) day suspension.
- 3rd Offense: Parent/Guardian contacted. Administrative discretion including up to Ten (10) day suspension, and/or long-term suspension.

***2. Disrespect to teachers or staff and using inappropriate language and behavior.**

Responding in a rude and/or impertinent manner.

Consequences:

- 1st Offense: Parent/Guardian contacted. Up to Three (3) day suspension.
- 2nd Offense: Parent/Guardian contacted. Up to Five (5) day suspension.
- 3rd Offense: Parent/Guardian contacted. Ten (10) day suspension. Possible long-term suspension.

***3. Uniform Violation:**

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in the handbook.

Consequences:

- 1st Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Warning.
- 2nd Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Saturday Detention
- 3rd Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to three (3) day suspension.

***4. Bring Cell Phone, Camera, Pagers, and/or Other Electronic Devices:**

Cellular Phones, cameras, Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed in school building at any time including lunch time and break time(s). Cell phones must be turned in to office at the beginning of the school and checked out after school. A student can bring a photo camera to the school with the Principal's approval of three (3) days advance written request

Consequences:

- 1st Offense: **Parent/Guardian will be contacted.** Parent/Guardian must come to the school to review school policy. Device will only be released to parent/guardian. Warning.
- 2nd Offense: Parents/Guardian contacted. Student will pay a **\$10.00 fine** to the front office before device is released to parent/guardian. 1 day suspension
- 3rd Offense: Parents/Guardian contacted. Device will be held until the academic year ends or student officially withdraws from DST. **Three (3) day suspension.**

***5. Fight and Arrange Fights:**

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. Possible prosecution by legal authorities.

Consequences:

- 1st Offense: Parents/Guardian contacted. Up to Five (5) day suspension. Possible long-term suspension.
- 2nd Offense: Parents/Guardian contacted. Up to Ten (10) day suspension. Possible long-term suspension.

5a. Hit or physical touch:

Consequences:

- 1st Offense: Parents/Guardian contacted. Up to 1 day suspension
- 2nd Offense: Parents/Guardian contacted. Up to 5 days suspension.
- 3rd Offense: Parents/Guardian contacted. Up to 10 days suspension, possible long-term suspension.

***6. Using staff restrooms without permission**

- 1st Offence: Saturday detention
- 2nd Offence: Parents conducted. Up to 3 day suspension.

***7. Bring Inappropriate Materials:**

Pornographic, any sexually oriented, criminal, hate related materials, laser pointers, lighters , etc.

Consequences:

- 1st Offense: Parent/Guardian contacted. Up to five (5) day suspension.
- 2nd Offense: Parent/Guardian contacted. Up to ten (10) day suspension.
- 3rd Offense: Parent/Guardian contacted. Recommendation for long-term suspension.

***8. Public Display of Affection**

Inappropriate physical and sexual behavior. Behaviors of affection which are not appropriate for public places such as kissing, hugging, holding hands, sitting on laps, etc.

Consequences:

1st Offense: Up to ten (10) days out of school suspension.

2nd offense: 10 days suspension. Recommendation for long-term suspension.

***9. Provoking/Intimidating behavior and/or Encouraging/Urging other students to violate school rules**

Consequences:

1st Offense: Parent/Guardian contacted. Up to 5 day suspension.

2nd Offense: Parent/Guardian contacted and up to ten (10) days out of school suspension. Possible Long-Term Suspension.

***10. Cheat and/or Plagiarize:**

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

1st Offense: Parent/Guardian contacted. Student will receive a zero on the assignment. Up to 3 days suspension.

2nd Offense: Parent/Guardian contacted. Up to 10 days suspension. Possible long-term suspension.

***11. Abuse and/or Misuse School Property:**

School property, including computers, hardware, and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and or misuse of computers also include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages using school equipment.

Consequence:

1st Offense: Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering. Up to three (3) day suspension. Possible long-term suspension.

2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering; Up to five (5) day suspension. Possible long-term suspension.

3rd Offense: Parents/guardians contacted. Administrative discretion. Up to Ten (10) day suspension with recommendation for long-term suspension.

***12. Forgery:**

Any attempt by a student to sign a teacher's, administrator's, parent's or guardian's, and or student's name to any document will be considered forgery. Possible prosecution by legal authorities.

Consequences:

1st Offense: Parent/Guardian contacted. Up to five (5) day suspension.

2nd Offense: Parent/Guardian contacted. Ten (10) day suspension. Recommendation for long-term suspension.

***13. Gamble:**

Gambling includes but is not limited to card playing, dice shooting, sports pools, and playing odds and involves the transfer of money or personal belongings or assistance from one person to another. Bringing any materials or devices used in gambling is also a violation.

Consequences:

1st Offense: Parent/Guardian contacted. Up to three (3) day suspension.

2nd Offense: Parent/Guardian contacted. Up to five (5) day suspension.

3rd Offense: Parent/Guardian contacted. Ten (10) day suspension. Recommendation for long-term suspension.

***14. Gang Symbols**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified as or associated with gangs. This includes hand signs, hair designs, and eyebrow marks.

Consequences:

1st Offense: Parent/Guardian contacted. Conference with student(s) and up to 10 day suspension. Possible long-term suspension

2nd Offense: Up to ten (10) days out of school suspension. Recommendation for long-term suspension.

***15. Steal and/or Vandalize and/or possession of stolen property:**

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. This also includes having in one's possession property obtained without permission of the owner. SCHOOL RECORDS WILL BE WITHHELD UNTIL RESTITUTIONS ARE CLEARED. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences:

1st offense: Parents/Guardian contacted. Up to five (5) days out of school suspension. Restitution if required. Police report filed.

2nd offense: Parents/Guardian contacted. Up to ten (10) days out of school suspension. Restitution if required. Police report filed.

3rd offense: Parents/Guardian contacted. Administrative discretion. Possible long-term suspension. Restitution if required. Police report filed.

***16. Give A False Fire Alarm:**

Issuing a false fire alarm is a violation of the State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense, ranging from fine of \$1,000 to \$10,000 and jail terms.

Consequences:

Parent/Guardian contacted. Up to ten (10) day suspension. Recommended for long-term suspension. Restitution for any damage. Possible prosecution by legal authorities.

***17. Be Habitually Tardy:**

This means to be late for the beginning of the school day or late for classes. Separate records and consequences will accumulate for Tardies to School and Tardies to Class. Every 5 unexcused tardies to class equal 1 unexcused absence to that class. These absences will count toward a student's attendance record.

Consequences:

1st Offense: Parent/Guardian contacted. Five tardies will result in a warning

2nd Offense: Parent/Guardian contacted. Additional five unexcused tardies will result in a Saturday Detention.

3rd Offense: Parent/Guardian contacted. Additional five unexcused tardies will result in Up to Three (3) days suspension.

***18. Be Truant:**

Truancy means being inexcusably absent from school or a class without the knowledge of a parent. Habitual truancy by law means a student has accumulated 10 consecutive days or 15 total days of absence in one semester. There are school and legal penalties that accompany truancy. DST complies with all city and state truancy laws.

Consequences:

Parent/Guardian contacted. Administrative discretion on full range of disciplinary measures including long-term suspension from the school.

***19. Skipping After-School Tutoring and/or Saturday School:**

Saturday school and Assigned After-School Tutoring are requirements for all students if assigned by DST teachers and/or administrators.

Consequences:

1st Offense: Parent/Guardian contacted. Saturday Detention

2nd Offense: Parent/Guardian contacted. 1 – 3 Days Suspension

***20. Smoke or Use Other Tobacco Products and/or Bring Such Products to School:**

DST is 100% smoke-free. All tobacco (smoke or smoke-free) is banned from campus and all school functions, including athletic events on or off-campus. This policy applies to students, staff, parents, and visitors. No exceptions.

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

1st Offense: Parent/Guardian contacted. Up to five (5) day suspension

2nd Offense: Parent/Guardian contacted. Up to ten (10) day suspension. Possible long-term suspension.

***21. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:**

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be suspended for long term and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies

Consequences:

Parent/guardian contacted. 10 (ten) day suspension or long-term suspension. Possible prosecution.

***22. Have Knowledge or Suspicion of Drugs and /or Alcohol or Any Other Illegal Activity on School Grounds and Not Notifying School Personnel:**

If a student(s) has seen or heard that another person has drugs on school grounds and does not notify and tell the school personnel promptly all of the information they have, student(s) may have consequences

Consequences:

Parent/guardian contacted. Up to 10 (ten) day suspension.

***23. Display Threatening Behavior:**

Threatening behavior can include verbal threats, such as bullying or name calling, both face to face and over electronic media (phone and/or computers) and non-verbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

1st Offense: Parent/Guardian contacted. Up to ten (10) day suspension. Possible long-term suspension.

2nd Offense: Parent/Guardian contacted. Ten (10) day suspension recommended. Possible long-term suspension.

***24. Harass another Student and/or a Teacher, Administrator, or Staff Member:**

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible long-term suspension. Possible prosecution.

***25. Haze Students:**

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible long-term suspension. Possible prosecution.

***26. Using or possessing any amusement device, smoke bomb, etc.**

Consequences:

1st Offense: Up to 5 day suspension, possible long-term suspension.

2nd Offense: Up to 10 day suspension, possible long-term suspension

***27. Arson**

Intentionally starting any fire or combustion on school property. Failure to report to administration will result in disciplinary action. NOTE: Report any fire, no matter how small, call 911 for active fire. DO NOT CLEAN UP.

Consequences:

(10) days suspension, recommendation for long-term suspension. Possible legal prosecution

***28. Bring Any Kind of Weapon to School:**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

Parent/Guardian contacted. Ten (10) day suspension with a recommendation for long-term suspension. Possible prosecution.

***29. Use of profanity:**

Use of language or gestures that are inappropriate to the educational setting but **not directed at any individual.**

Consequences:

1st offense: Parents/Guardian contacted. Saturday detention.

2nd offense: Parents/Guardian contacted. One (1) day out of school suspension.

3rd offense: Parents/Guardian contacted. Three days out of school suspension, possible long-term suspension

***30. Lying to staff:**

Refusal to provide name and/or other information when asked to do so be a staff member or providing incorrect name and/or other information. Also including refusal to answer questions or provide information when asked by staff.

Consequences:

1st offense: Parents/Guardian contacted. One (1) day out of school suspension.

2nd offense: Parents/Guardian contacted. Up to three (3) days out of school suspension.

3rd offense: Parents/Guardian contacted. Up to ten (10) days out of school suspension, possible long-term suspension.

***31. Leaving Campus/Class Without Permission**

Leaving campus without prior consent and authorization from school administration.

Consequences:

1st offense: Parents/Guardian contacted. Up to three (3) days out of school suspension.

2nd offense: Parents/Guardian contacted. Up to five (5) days out of school suspension.

3rd offense: Parents/Guardian contacted. Up to ten (10) days out of school suspension, possible long-term suspension.

***32. Reckless Vehicle Use:**

Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as a disruption to the education process.

Consequences:

1st offense: Parents/Guardian contacted. Up to three (3) days out of school suspension. Loss of driving privileges at administrative discretion.

2nd offense: Parents/Guardian contacted. Up to ten (10) days out of school suspension, possible long-term suspension. Loss of driving privileges.

***33. Field Trip Misconduct:**

Failure to comply with rules of safety or field trip conduct behavior as laid down by the teacher in charge.

Consequences:

1st offense: Parents/Guardian contacted. Up to three (3) days out of school suspension. Student will possibly be banned from field trips for the remainder of the year.

2nd offense: Parents/Guardian contacted. Up to ten (10) days out of school suspension. Student will be banned from field trips for the remainder of the year.

***34 Trespassing:**

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension. Students who assists persons who are not authorized to be on campus are also guilty of trespassing. The police may be notified.

Consequences:

1st offense: Parents/Guardian contacted. Up to three (3) days out of school suspension.

2nd offense: Parents/Guardian contacted. Up to five (5) days out of school suspension.

3rd offense: Parents/Guardian contacted. Up to ten (10) days out of school suspension, possible long-term suspension.

IMPORTANT DISCIPLINE REMINDERS:

***Teachers can assign 15 minutes of after-school detention without notifying parents.**

***Students who have been assigned Saturday detention three times will be suspended.**

32. DUE PROCESS

All students at DST are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, long term suspension, and criminal prosecution. In all instances, DST's policies and procedures governing due process for suspensions and long term suspensions will follow Oklahoma Education Law.

- All students at DST have the right to feel that they are physically, emotionally, and intellectually safe.
- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Saturday Detention

- a. Saturday Detention is from 8:00am until 11:00am on Saturday mornings. Students may not be allowed inside the building until 8:00am.
- b. If a student is assigned Saturday Detention, the parent will be notified by phone no later than Thursday of the week prior to the detention. Students who are assigned Saturday detention on a Friday will serve it on the next Saturday.
- c. Students must be in uniform, with ID, and arrive on time. Students who are late or out of uniform may have to serve additional Saturdays
- d. Students who misbehave during Saturday detention will have to serve additional Saturdays.
- e. If an emergency prevents the student from serving the assigned Saturday detention, the parent/guardian must notify the school by letter or phone call. The student will be reassigned another Saturday.
- f. If a student is unexcused absent from a Saturday Detention, he/she may receive additional consequences.

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 in grades six through eight and for high school graduation in grades nine through twelve.
 - 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.

Notice of Suspension and the reasons for the suspension will be mailed to the parent in writing by the Head of Discipline Committee after hearing the issues involved in a situation. Before the mail, parents are going to be informed by phone, giving reasons if you are suspended.

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 be 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 decision to give long-term suspension to any student will be made in writing and will include the reasons for the long-term suspension by the head of Discipline Committee after hearing about the events involved in a situation.

Your parent/guardian may appeal an long-term suspension within three (3) school days 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 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 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.

33. SCHOOL MANAGEMENT, FACILITIES, AND SAFETY PLANS

DST maintains current plans for the management, and safety of the school campus, students, and equipment. Parents and community members are welcome to review these specific plans at their convenience by visiting the front office and requesting the materials.

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** _____