

THE ACADEMIES of OKLAHOMA STUDENT HANDBOOK

MAY 2024 UPDATED



The Academies of Oklahoma

The Academy of Seminole 600 East Strother Seminole, Ok. 74868 (405)-380-9010

The Academy of Okmulgee 209 West 8th St. Okmulgee, Ok. 74447

The Academy of Blanchard

Head of School Message

Dear Parents/Guardians & Students:

It is my pleasure to welcome you to our school. The faculty and staff join me in saying we are happy to have you as a part of our family.

The pages of this handbook are filled with important information regarding policy and procedures. I suggest that parents and students review the contents together. If you have any questions please feel free to call the main office.

We welcome your support during the school year. Working together, we will be able to reach our goals.

Sincerely,

Ms. Tammy Potter

Mr. Elisha Harbin

Mrs. Jennifer Rosenbloom

Seminole

Okmulgee

Blanchard

Dear Parent/Guardian:

We ask that you review our handbook with your student(s). Please complete the information below when completing your review.

My child, _____, and I have reviewed the information

(print the student(s) names

and understand the policy and procedures in The Academies of Oklahoma Handbook.

_____ Parent/Guardian Signature

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WELCOME!

On behalf of the Superintendent, Head of Schools, and the School Board members of The Academies of Oklahoma we wish this year to be an especially productive experience for each student. For this to happen, we all have to work together: students, parents, and staff. This handbook is designed to help us accomplish that goal. The pages of this handbook are filled with important information regarding policy and procedures. Please review the contents with your student(s). If you have questions that remain unanswered after reading the handbook, please contact your site's office. We feel that open and clear communication between the school and home is important to the success of our educational program.

SCHOOL VISION AND MISSION

The vision of The Academies of Oklahoma is to educate students to understand, contribute to and thrive in an interdependent world. We will foster a spirit of inquiry, service and social responsibility to the environment and to our local, regional and global community. We will instill the traits that are required to succeed in today's global community, those of professionalism, communication, perseverance, self-direction and collaboration

GOVERNANCE BOARD STATEMENT

All policies and procedures set forth herein are presented only as a matter of information. These policies and procedures may be changed or deleted, and new policies and/or procedures may be adopted at any time. All changes will be promptly communicated to all school stakeholders.

This manual and the policies and procedures set forth herein are not intended to create or constitute a contract or to change the nature of the employment relationship between The Academies of Oklahoma, the faculty members, or administrative staff members, which are at will.

All policies, decisions and directives of the governance board shall be adopted and followed by the administration, faculty, staff, students, parents/guardians of the students and guests.

GOVERNANCE BOARD DUTIES

The governance board shall serve as the primary governing unit of the school. Its purpose is to ensure that the students' educational needs are met in keeping with the mission and goals of the school. The governance board sets policy and guidelines for the school's day-to-day administration. It employs the Head of Schools, the Director of Operations and all faculty members. The governance board adopts a budget that manages all State Aid funds. Through its nonprofit corporation, The Academies of Oklahoma, also manages all funds that come through grants and donations. The governance board is the final mediator of all disputes and grievances presented by students, faculty, administrative personnel and parents. Governance board bylaws are available for review at The Academies of Oklahoma's office or any site....Seminole, Okmulgee, Blanchard.

EQUAL OPPORTUNITY

The Academies of Oklahoma is an equal opportunity institution and is in compliance with applicable federal statutes and regulations. The Academies of Oklahoma does not discriminate regarding students, parents or employees on the basis of race, color, origin, gender, handicap, age or pregnancy status. The Academies of Oklahoma does not charge tuition to attend. The Academies of Oklahoma Head of Schools are designated compliance officers. Should anyone choose to seek information or make a complaint regarding this practice, please contact the Head of School.

FERPA

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA.

DISCLAIMER

The policies and regulation of the The Academies of Oklahoma School Districts' Board of Education, or any changes to the Board of Education policies and regulations after the printing of this handbook supersede all information provided in this handbook.

CHARTER DESCRIPTION

Charter schools are nonsectarian public schools of choice. Publicly funded and open to all students with no admission testing or screening, each school has a charter, or contract, detailing its program, goals, and methods of assessment.; Charter schools operate with increased autonomy in exchange for accountability to the school district that grants the charter.

The Academies of Oklahoma is a Public Charter school with our own district number. The Academies of Oklahoma is sponsored by the Oklahoma State Board of Education.

Wren Hawthorne- Superintendent

Tammy Potter- Seminole Campus, Head of School

Elisha Harbin- Okmulgee Campus, Head of School

Jennifer Rosenbloom- Blanchard Campus, Head of School

DAILY SCHEDULE

All students are expected to be on time. **Gates open at 7:30 a.m.** Students may not be dropped off before 7:30 a.m. as no supervision will be available. Breakfast is served at 7:30 a.m. All classes will promptly begin at 8:00 a.m. Students are asked to arrive no later than 7:55 am to ensure that they will be marked as present and on time for the class. School is dismissed at 3:30 p.m. Parents must follow the pick up line process to retrieve their student(s).

Early pick up ends at 3:00 p.m. After 3:00 p.m. parents must pick up the student from the pick up line or come into the office after 3:45 p.m. No student will be called to the office during the times of 3:00 to 3:45.

Any student checked out from the office before 3:00 is counted absent for that hour-per the state department. 30 minutes absent from a said class equals an absence.

LUNCH SCHEDULES

<u>Grade</u>	<u>Time</u>	<u>Lunch Recess</u>
Pre-K - 2nd-Gr.	10:45 to 11:05	11:05 to 11:30
3rd-Gr. - 5th-Gr	11:10 to 11:30	11:30 to 12:00
6th/7th Grades	11:30 to 12:00	
8thGr.-12th-Gr.	12:10 to 12:30	

BREAKFAST & LUNCH PRICES

Breakfast full price \$1.85 Breakfast reduce \$.30

Lunch full price \$3.60 Lunch 4.40

Guests Breakfast \$2.00 Guests Lunch \$3.75

Breakfast & Lunch prices may change from year to year

Applications for Free and/or reduced lunches are available in the office

Students may not bring breakfast (food,shakes, coffees) or lunch from outside of campus into the classrooms. If a student brings his/her breakfast they must report to the cafeteria to consume the food items.

The Academies of Oklahoma offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the Child Nutrition program to operate in a fiscally responsible manner.

- The Academy strongly encourages student accounts to be prepaid.
- The Academy discourages the charging of student meals. Students that have charged meals may not exceed \$30.00. If this amount is not paid in a timely manner, then the student could be served an alternate lunch.
- Notices of unpaid charge balances will be sent to the parent/ guardian in a regular and consistent manner to avoid the lunch program carrying charge balances. All Communication will be directly with the parent or guardian. Under no circumstances will a student receive a hand stamp or any other physical marking to show they have unpaid charge balances.
- Employees of The Academy need to pay for their meals monthly.
- Eligible parents are encouraged to apply for free & reduced lunches under the Federal Government guidelines. Applications are available at the school and on the website.
- Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a student in error the child will be allowed to consume the meal provided in error. Staff members will be instructed to adhere to this policy. If the staff fails to adhere to the policy disciplinary action shall be taken.

DOORDASH/DELIVERY OF FOOD

Middle school and High school students may have food delivered only on Fridays. The food must be delivered to the front office. The food will remain in the office until that students' lunch period. The food must be consumed in the cafeteria.

SEVERE WEATHER CLOSURE

In the event of severe weather school closings will be announced through local news, Facebook and email.

AFTER-SCHOOL ACTIVITIES

The governance board believes that all students' educational experience can be enriched and that they can be more fully engaged in the educational process by having access to additional activities after the core day. Students must remain in good academic standing to be eligible to participate in said activities. The sponsor of the clubs will report grades to administration by 3:00 on Friday to determine the eligibility of a student for the following week. Administrators and/or sponsors of clubs may ban a student from participating in a club for misbehavior or ineligible grades.

FIELD TRIPS AND EXCURSIONS

The governance board believes that field trips, designed to stimulate student interest and inquiry and to provide opportunities for social growth and development, are considered appropriate extensions of the classroom. Field trips are authorized to the extent that they provide an effective means for accomplishing. Students will be required to furnish a parent/guardian-signed permission form before each trip. All students must wear their school uniforms on field trips unless faculty notifies them that they may wear street clothes. Teachers/Sponsors will determine if trips need parental escorts or not. **Administrators and/or sponsors may ban a student from participating in a field trip for misbehavior or ineligible grades.**

PARENTS/GUARDIANS ON CAMPUS

In the morning before school parents **may not** accompany children to the classrooms. If you need to meet with a teacher, counselor or other staff members, please park in guest parking and check in at the front office.

If you wish to drop off snacks, medication, supplies, etc. please leave those at the front office. A staff member will make sure they get to the correct person.

The Head of School has the authority to remove individuals from school property who are considered a threat or who negatively impact school business.

When parents/guardians are invited to school events such as parties, programs, classroom events, special days- parents must check in at the front office and receive a visitor's pass. The only exception is if the Head of School instructs parents to do otherwise.

VENDORS/REPAIRMEN ON CAMPUS

All guests are to report to the front desk for a visitors pass. If a student, teacher, staff, or parent sees a person that they do not recognize as an employee, please report the person to the front desk.

CAMERA SURVEILLANCE VIDEOS

The Academies of Seminole utilizes video cameras to enhance its security operations. Video cameras may be placed in vehicles, hallways, classrooms, parking lots, commons areas, cafeterias, stadiums, auditoriums, and any other area EXCEPT locker rooms and restrooms.

The videos are NOT considered educational records of students and are NOT subject to the right of inspections by parents or required disclosure under the Open Record Act. Video MAY be used in disciplinary actions against students and employees and MAY be publicly disclosed during said disciplinary hearing.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

At 8:05 a.m. each school day time is allotted for students to stand for the Pledge of Allegiance and moment of silence. During the pledge and/or the moment of silence students may choose to pledge, reflect, pray, meditate,

or engage in any other silent activity, without distracting other students. Students who do not wish to participate may sit quietly.

ATTENDANCE AND TARDY STATUS

If your student is going to be late or absent, it is the parents responsibility to phone or email the school office by 8:30 a.m. **3 tardies equal 1 absence.**

School attendance is important to student success. Poor attendance often results in poor achievement. Students are expected and required by Oklahoma law to attend school every day the school is in session, except on those occasions when the school has been notified that the child is ill, that a child has a family emergency or that a child's absence has been pre-arranged with school officials. It is the student's responsibility to make up any work that has been missed because of an absence or tardy.

One-day make-up time is allowed for each day of absence unless each teacher has made other arrangements.

The school may grant excused absences upon request of the parent/guardian for the following reasons: illness, accident, injury, medical or dental appointments, death in the family, religious holidays and emergency situations, with proper documentation from medical authorities, church leader, or funeral program.

TRUANCY REPORTING

The Academy of Oklahoma partners with the District Attorney's office for whichever county each site is located. 10 absences in any one period has to be legally reported to the District Attorney's office as a truant student. We will send a letter home to the parents at 3, 5, and 10 absences to be sure to keep you up to date. As per state policy, after 10 unexcused consecutive days of absence, the student will be unenrolled from school.

Here is the District Attorneys policies and punishments:

If a parent, guardian, or other custodian fails to enroll or bring their child to school, they will be guilty of a misdemeanor. The penalty depends on the number of offenses:

- **First Offense – A fine of \$25 to \$50 and not more than 5 days in jail**
- **Second Offense – A \$50 to \$100 fine and up to 10 days in jail**
- **Third or Subsequent Offense – A \$100 to \$250 fine and up to 15 days in jail**

Each day the child remains out of school after the verbal documented or written warning was given to the parent is a separate offense.

If a parent is unable to afford the fines, the court can order community service instead, often for the public-school district.

Please make sure you stay in touch with our office when your student is unable to attend school and also provide us with the necessary documentation (ex: doctors note) needed. Thank you for your help in this matter as it is very important to our staff that we can provide your student with the best possible education.

Absences fall into two categories: excused and unexcused.

Excused absences include any medical treatment that is substantiated by a physician's written note, serious illness or death of a family member or close relative (obituary required for excused absence), obligatory religious observance of the student's own faith, 48 hours to treat and clear hair of lice with a documentation from the health department upon return.

STUDENT RELEASE DURING THE SCHOOL DAY

Requests for a student release during the school day will only be honored to persons authorized to seek the student's release. Students are only released to the custodial parent/guardian and the non custodial parent with the custodial parent's written authorization and/or presentation of a certified copy of a legal document showing the relationship to the student. This includes, but is not limited to, divorce decrees that limit or deny access to school information. The non-custodial parent is responsible for providing a mailing address to the school.

PARENT/GUARDIAN/GUESTS ON CAMPUS

In the morning before school parents **may not** accompany children to the classrooms. If you need to meet with a teacher, counselor or other staff member, please park in guest parking and check in at the front office. If you wish to drop off snacks, medication, supplies, etc. please leave those at the front office. A staff member will make sure they get to the correct person. **The head of school has the authority to remove individuals from school property who are considered a threat or who negatively impact school business.**

PROGRAM FOR STUDENTS WITH DISABILITIES

The governance board believes that education services for all young people should be provided in the normal environment of the school and in the least restrictive environment appropriate for meeting their educational needs. The administration and faculty will work together to evaluate students referred for testing to determine what is the least restrictive environment that will help that student receive a free and appropriate public education.

PROGRAM FOR GIFTED AND TALENTED STUDENTS

The governance board recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.301 of Title 70. Therefore, it is the governance board's policy to cooperate fully with the State Department of Education to identify gifted children and to implement appropriate educational programs. The parents or guardians of children so identified will be advised in writing of that fact and will be provided an overview of the gifted student educational program offered at The Academies of Oklahoma.

Students eligible for the gifted and talented program are those in the 3rd-12th grade.

SCHOOL SOCIAL ACTIVITIES

Adolescent development includes the acquisition of acceptable social skills. The governance board believes that students should have the opportunity to take part in appropriate social activities with adequate parental supervision. The Head of School, with the assistance of staff and parents, shall plan adult-supervised social

events for students. Students must be in good standing academically to participate in events. The administration has the right to withhold school social activities from a student if a student has disruptive behavior and/or a disciplinary action that states the student will not have the opportunity to attend such activities.

Students will ride in an Academy of Oklahoma bus, van, or school owned vehicle when traveling with the school. Students are covered by the school's insurance while being transported.

Occasionally, a parent/guardian or teacher may be asked to transport students in their personal vehicles. Parents will be notified and asked for permission to allow someone other than that student's parent/guardian to transport students. The person driving the vehicle's insurance is then legally responsible.

CLOSED CAMPUS

Students may *not* leave the campus once they arrive unless concurrently enrolled in a program. Students will bring their own lunch or eat from a lunch program provided at the school. Students *may not* go to their cars at any time during the day without permission. *Students may not leave school during the day to go home to pick up forgotten work.*

ILLNESS & LICE

Do not send a child to school if he/she has a fever of 100 degrees or higher. Students must be free of diarrhea and fever for 24 hours before returning.

If administration or teachers anticipate that your student has pink eye or a rash they will be sent home and required to bring a doctor's note before allowed to return to school. Students identified with nits in their hair will be asked to treat their hair before returning to school.

Students identified with live lice in their hair will be sent home immediately and a letter from the health department is required before returning.

In case of an illness or injury at school there should be several emergency numbers where parents can be contacted during the school day. Should the emergency numbers change during the school year, the office should be contacted so that the information is current. If a child develops a fever over 100 or is vomiting, parents will be contacted to pick their child up from school. If a child is ill, please keep them home in order to prevent the spread of the illness to other students. A student must be fever free and vomit free for 24 hours before returning to school.

If a child is injured during the school day immediate care will be given to the student, parents will be notified, and an incident report will be completed and turned over to administration.

ADMINISTRATION OF MEDICATION TO STUDENTS

Medication may only be administered to students by school personnel. Paperwork must be completed at the school office by the parent or guardian and a parent must bring the medication to the office. No meds are allowed in the student backpack or on the students body.

A form is available in the office. The medications will be kept in the main office, to be administered by authorized school personnel only. All prescription and over the counter medications must be in their original, labeled containers. No more than one month's supply can be kept on hand at a time (20 pills).

Authorized personnel shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, and the type or name of the medicine which was administered.

There are two exceptions: (70-1-116.3)

1. Students wearing insulin pumps. The device must be listed on their medical file in the office and staff personnel notified
2. Students with severe asthma are allowed to carry their inhalers at all times with a parent permission slip on file in the office

If a student needs to call a parent during the school day to ask for medications, the labeled medicine is to be brought to the office for the parent to administer. No prescription or over the counter medicines are allowed on a student's person or in their backpack, purse, or pocket. No student is allowed to administer or distribute any medication to another student.

MEDICAL EMERGENCIES

Any medical emergency that may occur on school property will be dealt with in the most sensitive manner and with the welfare of students in mind. Outside emergency treatment will be summoned if necessary, and parental notification will be immediate using the emergency numbers the parents/guardians provide.

Parents are required to provide three (3) emergency telephone numbers in case a student becomes ill or has an accident at school. The nurse or designated person will provide first aid and attempt to notify the parent/guardian as soon as possible. If the school cannot reach the parent/guardian in an extreme medical emergency, emergency medical services shall be called. Expenses for the emergency care will be the responsibility of the parent/guardian. The governance board strongly urges all parents to immediately update all notification numbers when a change occurs

AIDS EDUCATION

All Students will receive AIDS Education Training during their 9th grade year as part of their Biology class. The AIDS education program will address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall take into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district.

MENINGOCOCCAL DISEASE INFORMATION

Oklahoma State Law 70 § 1210.195 requires dissemination of the following information on **Meningococcal Disease**

Source: Communicable Disease Division – Oklahoma State Department of Health

What is Meningococcal disease? Meningococcal disease is a disease caused by the bacteria *Neisseria Meningitidis*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. In Oklahoma, the number of *Neisseria meningitis* cases have been on the decline since 2000, with case numbers ranging from 34 in 2000 to ten in 2004.

How is the disease spread? Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease? Anyone can get meningococcal disease. For some adolescents, such as first year college students living in dormitories, there is an increased risk of meningococcal disease. Other persons at increased risk include household contacts of a person known to have had this. disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal meningitis is more common. These persons should talk to their physician about the meningococcal vaccine.

What are the symptoms? People can carry the bacteria in their nose and throat without becoming ill. People ill with septicemia may have fever, nausea, vomiting, and a rash. People that are ill with meningitis will have fever, intense headache, nausea, vomiting, and a stiff neck. It is important to seek care from a physician as soon as possible if these symptoms appear. Meningococcal disease can have a high risk of death if it is not treated promptly.

IMMUNIZATION/HEALTH REQUIREMENTS

Oklahoma law requires that parents of all children attending school, Child care facilities, and head start in this state submit acceptable evidence of adequate immunization. Such proof is required before the child is allowed to enter or attend school. Children with specific medical contraindications to any or all immunizations may be allowed to attend if a medical certificate of exemption is signed by a licensed physician and submitted to the school. Students whose parents have objections to immunizations based on religious teachings or personal beliefs can also apply for an exemption.

Copies of immunization records and any certificate of exemption must be on file with the school. Certificates of Exemptions (ODH Form 216-A) are available at <http://imm.health.ok.gov> or at any health department.

Lost immunization records are NOT grounds for an exemption to the Oklahoma Law. Parents may reach out to the local health department or family physician to get records.

IMMUNIZATION REQUIREMENTS

Please consult below for the schedule of immunizations required for each grade level.

Pre-Kindergarten 4 DTP/DTaP/Td

(3 & 4 yr. olds) 3 Polio

1 MMR

3 Hepatitis B

2 Hepatitis A

1 Varicella (chicken pox) or signed statement that

the child has had the disease
Kindergarten 1st, 2nd, 3rd, 4th, 5 DTP/DTaP/Td (Unless the 4th DTP was received
and 5th Grades after the 4th birthday)

4 Polio (Unless the 3rd dose was received after the 4th birthday)

2 MMR (1 dose after 12 months and 2nd dose must have
been at least 1 month apart)

3 Hepatitis B

2 Hepatitis A (1st dose on or after 2nd birthday and
the 2nd dose 6 to 18 months after the 1st dose)

1 Varicella (Chicken Pox)

Students who have begun a medically approved schedule for completion of the immunizations series may start school; however, parents are required to present a schedule for completion signed by a licensed physician or public health authority.

REASONABLE RESTROOM/CHANGING AREA DESIGNATIONS:

Each multi-occupancy restroom and changing area located in the District shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. "Sex," for the purposes of this policy, is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate. "Multiple occupancy restrooms or changing areas" is defined as an area designed or designated to be used by more than one individual at a time, where individuals may be undressed in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room. "Individual," for the purposes of this policy, is defined as any student or employee of the District. If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by giving access to a single-occupancy restroom or changing room. A district found out of compliance with the law/rules shall have a 5% reduction in state funding to be withheld from the school district in the fiscal year following the year of noncompliance. This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances: 1. For custodial, maintenance, or inspection purposes; or 2. To render emergency medical assistance. Reference: OKLA. STAT. tit. 70 § 1-125 Approved by the Board of Education September 2023.

The Academies of Oklahoma provides a single-occupancy restroom/changing area.

THE ACADEMIES OF OKLAHOMA STUDENT CODE OF CONDUCT:

Students of The Academies of Oklahoma are expected to act with responsibility and integrity at all times. Students who violate the code of trust established between themselves and The Academies of Oklahoma, will suffer a consequence according to the The Academies of Oklahoma discipline policy or the student will be recommended for behavioral interventions. Parents are often asked to participate in the consequence or intervention process. It is important that the parents support the rules and policies of The Academies of

Oklahoma. At all times during which a student is enrolled at one of The Academies of Oklahoma sites or on other sites such as **Seminole State College, Gordon Cooper Tech Center, Green Country Tech Center, OSU IT, or any other entity our students may be attending classes at** the student and parent shall comply with all applicable federal, state and local laws, rules and regulations, policies and procedures.

PROFANITY & ABUSIVE LANGUAGE

Abusive or foul language will not be tolerated by students on The Academies of Oklahoma campus. Behaviors of foul language will be disciplined. Parents/guardians who use foul language while on school property will be asked to leave.

1. The first time a student is referred to the office for using casual non-abusive profanity towards a student, a parent will be called and asked to support us in correcting the problem. **However if the first time the student uses profanity is in an abusive way or (disrespectful towards a school employee the student will serve 1 to 3 days in ISS as well as other punishments seen fit from the administration to add.**
2. The 2nd time a student is referred to the office for using casual non-abusive profanity a parent will be called and the student will serve 1 day of in school suspension. If the student used profanity to insight a fight the punishment will be harsher, such as, 2 days of ISS or OSS- out of school suspension, required conflict mediation, and a warning that repeated behavior could lead to longer OSS or possibly expulsion.

Students with IEP and/or 504- Before discipline for profanity is issued the teacher- SPED team must take the following steps:

1. ***What is the cause or reason for using the profanity***
How often does the student use profanity
Does he/she use the same word often
Where does the profanity occur- regularly?
2. ***Is the profanity used in an aggressive manner***
3. ***Is the student using profanity to escape***
4. ***Come up with a replacement behavior***
5. ***Communicate the plan***
6. ***What if the plan fails? It probably will...re-think process, look at the daily factors***
7. ***Finally, meet with SPED team and administration for resolution***

LUNCH DETENTION

Teachers and administrators may assign students lunch detention. Lunch detention will be served during the students lunch period in the designated ISD area. The student will be able to bring their lunch or get a cafeteria tray. If a student is absent on the day of assigned LD he/she will do the LD the day the student returns. If a student skips or forgets lunch detention on a date they were required to attend they will serve an additional day of lunch detention added.

SATURDAY SCHOOL

The Head of School may assign "Saturday School" for disciplinary purposes, excessive absences, and classroom work that has resulted in failed grades.

Saturday school will be held on Saturdays or Fridays that are scheduled off at the discretion of the administrator. The hours will be 8:00 a.m. to 12:00 p.m. Failure to attend will result in an additional day of Saturday school

IN-SCHOOL DENTON ISD

ISD is served during the regular school day hours. The time will be spent in a specified ISD area, supervised by a school employee. The student must stay busy with school work, or reading. The student may not sleep, use a phone or other electronic device unless approved by the teacher for an assignment. The student will eat his/her lunch in the ISD room and be given restroom breaks. If a student fails to attend a day of ISD an additional day will be added to the original day.

Students in ISD will not be allowed to attend any school functions or extracurricular activities, home or away until the assigned discipline is completed.

SUSPENSION PLAN

Students suspended from campus shall be provided with school work online or in paper form. The student's parents must make arrangements with the teachers through the office to pick up the assignments. The student is responsible for returning the work upon return. The student does NOT get extra time for work assigned during the suspension period.

Any student that has been suspended will not be eligible to participate in extracurricular activities during the semester of his/her suspension. This includes any after hours school sponsored activities- games, rallies, dances, prom, trips, etc.

DISCIPLINARY SUSPENSION ABSENCES

Student absences due to an out-of-school suspension as a result of a disciplinary action imposed by the school will be coded as such. The student receiving an out-of-school suspension of any length will be provided an education plan from the school that will allow the student to remain on schedule to receive credits/grades for courses. The student is responsible for completing the education plan provided by the school. These absences alone will not result in a loss of credit for a high school course. Students will receive full credit for all work completed as part of the education plan and will not be penalized for missing in-class credit opportunities.

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS.

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is

administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. Administrators may consider consultation with parents to determine the most effective disciplinary measure. The Board will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance. In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parents
3. In-school suspension/Restorative Behavior Intervention
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring a student to the appropriate social agency
13. Change of placement
14. Suspension
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, and/or class trips.

The District does not utilize corporal punishment as a means of discipline.

Definitions: "Suspension" or "out-of-school suspension" is the removal of a student from the daily school environment for a period not to exceed one calendar year for offenses involving firearms and the remainder of the current semester and the succeeding semester for all other offenses. A Head of School may suspend a student when the student's behavior violates the District's Student Code of Conduct, Administrative Regulations, or directives received from school authorities. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. Although suspensions, until the student performs some remedial act, are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

- . • A “long-term suspension” exceeds ten (10) school days
- A “short-term suspension” is ten (10) or fewer school days
- . • “Parent” refers to a student’s parent, legal guardian, or the person having legal custody of the student.

Special Education Suspension/Discipline:

Student discipline, suspension, and due process for special education students, as defined by the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with “The Policies and Procedures Manual for Special Education in Oklahoma” published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation about students with disabilities shall take precedence over District policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permits, are silent or do not directly address issues dealing with students with disabilities, District policy and regulations will be followed.

• Pre-Suspension Informal Conference with Student

(a) When a student is believed to have committed an offense for which suspension may be imposed, the Head of School or designee shall conduct an informal conference with the student.

(b) The Head of School or designee shall inform the student of the policy, rule, or regulation the student is charged with or suspected of having violated, the evidence supporting the charges, and the conduct reported to violate the policy, rule, or regulation.

(c) The Head of School or designee will allow the student to respond to the charges, the evidence presented by the Head of School or designee in support of the charges, and allow the student the opportunity to provide his/her information and admit or deny the charges.

(d) If the Head of School or designee concludes the student committed the offense and suspension is appropriate, the Head of School or designee shall inform the student of the length of the suspension. In deciding whether to suspend and determining the length of a suspension, a Head of School or designee may consider the following: the seriousness of the offense, the student’s attitude, the student’s disciplinary history, those adversely affected by the misconduct, those potentially adversely affected by the misconduct, and the number of behavioral offenses associated with the misconduct and current suspension decision

(e) The Head of School or designee shall inform the parent of the suspension and that alternative in-school placement or other available disciplinary options were considered. Elementary and middle school students shall not be dismissed on suspension before the end of the school day without advance notice to the parent. High school students shall not be dismissed on suspension before the end of the school day without reasonable efforts by the school administration to contact the parent except in cases where the student poses an immediate threat to the safety and welfare of the student, other students, staff, and/or property.

(f) Records and Reports: The Head of School or designee will record each pre-suspension conference, including the date of the conference, the names of the persons present, and the 36 alternative in- school disciplinary alternatives that were considered. The Head of School or designee shall maintain records related to the Education Plan and the student and/or parent’s compliance or non-compliance with the Plan.

(g) Notification to Parents: The Head of School or designee will inform the parent or guardian of the suspension as soon as possible after a suspension is imposed, explain the basis for the suspension, inform the parent of the opportunity to have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

Immediate Out-of-School Suspension without a Pre-Suspension Conference: A student may be suspended without a pre-suspension conference only where a student's conduct reasonably indicates the continued presence of the student poses an immediate danger to the health or safety of the students, employees, or District property, or continued substantial disruption of the educational process. In this event, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from school.

Education Plan

Suspensions of Five (5) School Days or Less: Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):

(a) A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.

(b) The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.

(c) The student will have one day for each day of suspension to make up for the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.

Suspensions in Excess of Five (5) School Days: Suspensions in excess of five (5) school days shall include a Suspension Education Plan ("Plan") which describes a home-based schoolwork assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the Head of School or designee with the assistance of other school employees as warranted.

A Suspension Education Plan as described in this policy will be formed for suspensions over five school days except for those specifically involving a firearm or possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances

. The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve

. The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

Attendance at School Pending Appeal Hearing: Pending a properly and timely submitted appeal, the student may attend school under whatever “in-school” restrictions the Head of School deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal if the Head of School determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

Student Privileges While Suspended: Participation in all extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a Head of School or designee determines to impose alternative measures, in-school disciplinary actions, or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless, in the sole judgment of the Head of School, such participation is appropriate given the nature of the offense committed by the student. “Extracurricular activities” include, but are not limited to, all school-sponsored games/events, school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics, and all other school-sponsored activities and organizations. The prohibition includes the restriction from participating in and attending extracurricular and school activities on and/or off school property. Commencement/ graduation is an extracurricular activity.

Appeal of Short-Term Suspensions: A student suspended for a period of ten (10) or fewer school days, following an informal pre-suspension conference with the Head of School or designee, may appeal the suspension as follows:

(a) An appeal to the Site Committee must be requested in writing to and received by the Head of School or designee within two (2) calendar days after the Head of School’s or designee’s suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:

1) The finding of guilt of the charge(s) by the Head of School or designee for which the student was suspended; and/or

2) The reasonableness and length of the suspension.

(b) The suspension decision will become final and non-appealable if a request for appeal is not timely submitted.

(c) Upon receipt of the request for an appeal, the Head of School shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Head of School or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days before the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be allowed to appeal any adverse decision as provided by this policy for long-term suspensions

(d) The Head of School or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.

(e) The Head of School or designee shall schedule the Site Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian within that period, if possible. The Head of School shall attempt to schedule the Site Committee meeting within five (5) calendar days of receiving the parent/student's written or email appeal request. The student and parent will be notified in writing, by email, or by phone of the date, time, and place of the hearing. The Head of School or designee who issued the out-of-school suspension decision shall attend the Site Committee hearing

(f) The Site Committee will conduct a full investigation of the issues appealed. The committee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence that support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.

(g) Evidence supplied by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the Head of School or designee will inform the Site Committee of the information received from students and explain why the Head of School or designee believes the information received is valid and supports the suspension decision.

(h) The Site Committee meeting is closed to the public.

(i) Legal counsel is permitted at the Site Committee hearing.

(j) At the conclusion of the presentation of the evidence, the Site Committee shall retire to render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Head of School or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the Head of School, and the Superintendent. The decision of the Site Committee is final and non-appealable

Appeal of Long-Term Suspensions: A parent or the student may appeal the suspension decision for a suspension in excess of ten (10) school days first to a District Review Committee then to the Board as follows:

(a) An appeal must be presented in writing to and received by the school Head of School, Superintendent or designee within two (2) calendar days after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following: 1. The finding of guilt of the charge(s) by the Head of School or designee for which the student was suspended; and/or 2. The reasonableness and length of the suspension.

(b) The suspension decision will become final and non-appealable if a request for appeal is not timely submitted.

STUDENT DISCIPLINE- EXPULSION

Expulsion, also known as dismissal, withdrawal, or permanent exclusion is the permanent removal or banning of a student from a school, or school district due to persistent violation of that institution's rules, or in extreme cases, for a single offense of marked severity against the school's code of conduct and student handbook.

Upon a student being expelled from school no services will be provided for that student Unless the student is a special education student with an IEP and/or 504 services.

General Education Student- who becomes expelled from the campus will not be allowed to return until the following academic school year if that student lives in the district.

The school district will not provide the student with any academic accommodations or support after being expelled from our site.

Students expelled who do not live in the school's district may apply for enrollment the next academic year. The administration will have the right to consider or deny the student from entry into the school.

Special Education Students- who become expelled from the campus WILL be provided with educational services by a certified, Special education teacher in accordance with the student's IEP, until the student enrolls in a different school district and/or returns after the disciplinary period has expired. The services will be somewhere other than the school..

Expulsion of a special education student is only allowed when the misbehavior involved fits into 3 categories.

- (1) Behavior involving a weapon
- (2) Behavior involving drugs
- (3) Behavior that caused serious injury to students, staff, or teachers

FIGHTING

Fighting at school is unacceptable behavior and is illegal. Therefore students who fight while at school may be punished by the school and law enforcement could be involved with charges being filed. Fighting may result in suspension and/or ultimately expulsion. Students will receive a suspension for participating in a fight. Students who record a fight on their phone will be assigned 3 days of ISD.

STUDENTS WHO APPEAR TO BE UNDER THE INFLUENCE

Teachers or staff who observe students who appear to be under the influence of intoxicating substances, alcoholic beverages, or controlled substances need to -report this information to a Head of School or Executive Director as soon as possible.

ACADEMIC DISHONESTY

There will be no tolerance for cheating, plagiarism (copying someone else's work), or any other kind of academic dishonesty. A student caught doing so will receive a zero for the assignment.

ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) has emerged as a key tool in the realm of education, supporting students in various ways. Such as, but not limited to: Homework assignments, problem solving, language learning. However, with its growing popularity, we must address how AI interacts with the school's policies of Academic Honesty.

1. Understand the difference between assistance and cheating.
2. AI can assist in finding information and explaining concepts, but should never be used to complete your assignments.
3. You must cite all AI-sourced information when using it in research.
4. The misuse of AI to cheat, plagiarize, or misrepresent will be treated as a violation of our Academic Honesty policy and could result in grade penalties, failing the course, or even suspensions.

RETENTION OF STUDENTS

Prior to the end of the school year, a determination about retention will be made after considering multiple factors (i.e., performance on school assignments, input from Parents/Guardians, age, social development, emotional maturity, and enrollment in special education). A meeting will be held with the Head of School, teachers, and other appropriate staff to make the final determination and parents/guardians will be notified. If the parents/guardians do not agree with the decision regarding retention, a request to place the student in the next grade must be submitted in writing. If State Law requires a student to be retained for other reasons, parents will be notified.

RSA STATE LAW

The purpose of the Reading Sufficiency Act (RSA) is to ensure that all Oklahoma students are reading on grade level at the end of third grade (a critical juncture when students go from learning to read to reading to learn). RSA supports Oklahoma children in Kindergarten through third grade.

Different students have different needs. No child's promotion or retention is based on one test on one day. Students can qualify for promotion to fourth grade in the following ways:

MEET RSA CRITERIA ON THE STATE READING TEST

Students are eligible for automatic promotion to fourth grade if they meet RSA criteria on the reading portion (which consists of reading comprehension and vocabulary sections only) of the third-grade state English language arts assessment.

DEMONSTRATE READING PROFICIENCY ON A STATE-APPROVED SCREENING ASSESSMENT

Beginning in kindergarten, schools assess students at the beginning and end of each year (at minimum). Any student who shows end-of-year third-grade reading proficiency on one of these screeners during first through

third grade is eligible for automatic promotion. Visit with your child's teacher to find out which screening assessment is used and its proficiency requirements.

THE SEVEN GOOD CAUSE EXEMPTIONS

Every child is different, and there can be special circumstances in which it would be in the best interest of the child to advance to fourth grade. If one of the following seven Good Cause exemptions apply, the student may be promoted and receive additional help through intensive reading instruction in fourth grade.

1. English learners who have had less than two years of instruction in English and are identified as Limited English Proficient/ English learner on an approved screening tool
2. Students with disabilities whose Individualized Education Plan (IEP) indicates they are to be assessed with the Oklahoma Alternate Assessment Program (OAAP)
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the Oklahoma State Board of Education
4. Students who demonstrate through a teacher-developed portfolio that they can read on grade level
5. Students with disabilities who participate in the Oklahoma School Testing Program (OSTP) and who have an Individualized Education Program (IEP) that reflects that the student has received intensive remediation in reading for more than two years but still demonstrates a deficiency in reading and has made adequate progress toward IEP goals
6. Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who were previously retained for academic reasons
7. Students facing exceptional emergency circumstances that prevent them from being assessed during the testing window.

UNANIMOUS DECISION BY THE STUDENT READING PROFICIENCY TEAM

When a student does not meet the above criteria for advancement to fourth grade, the student may receive a probationary promotion through a unanimous decision of the Student Reading Proficiency Team (SRPT). The team is made up of a parent or guardian, the child's current reading teacher, future reading teacher and a certified reading specialist (if one is available). The Head of School and superintendent must approve the promotion. Any student promoted on a probationary basis will receive intensive reading instruction.

GRADING PRACTICES

The governance board believes that grades should be awarded based on student achievement. Homework, test scores, class participation and other learning activities all demonstrate student achievement. Grading practices should be administered in a fair, equitable and consistent manner to students. Students' grades should reflect the cumulative achievement demonstrated to acquire knowledge and skills for a subject. It is the sole

responsibility of the classroom teacher to assign a grade for a course unless that child is following an IEP. In this event, the classroom teacher and the special education teacher shall assign the grade. The governance board believes that criteria for grading practices should be communicated clearly to students and parents at the beginning of the course of study.

GRADING SCALE

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

Teachers must take AND post at least 2 grades a week. A student has one day per day absent to make up work. Missing work assigned while the student is present in class may be accepted for up to 3 days with no penalty, after that it is zero, unless said teacher makes different arrangements with the student.

SEMESTER TEST EXEMPTIONS

High School students may be exempt from semester tests in each class where the following criteria is met:

Grade Absence

A - 3 or fewer absences and no ISD or OSS during that semester

B - 2 or fewer absences and no ISD or OSS during that semester

Any type of absence is considered an absence (AE or AU). The only exception is student approved activity absences, such as field trips, college or technical school requirements.

Parents and students should strive to make doctor and dental appointments beyond school hours or during breaks. The Head of School has the authority to determine special exceptions like immediate family deaths etc.

MIDDLE/HIGH SCHOOL RETENTION

Students who receive failing grades (f's) in core classes for two nine week periods will be retained.

Parents/Guardians will be notified on a regular basis by email and/or phone call if a student's grades put them in jeopardy of being retained for a grade.

REPORT CARDS

Progress reports are sent home every 9 weeks. Report cards are sent home every semester.

HOMEWORK

Each teacher has the freedom to establish his/her policy on homework. It is a goal of The Academies of Oklahoma to foster the development of well-rounded students, who are self-disciplined, and have good study habits. When assigned it is the students responsibility to complete assignments.

TEXTBOOKS/LIBRARY BOOKS/SUPPLIES/FURNITURE

If a textbook or library book is lost or damaged, students/parents will be assessed a fine or charged the replacement cost of the book. When students are given supplies that are intended to be returned, they are responsible for those supplies and will be charged if lost or damaged.

STUDENT INFORMATION SYSTEM

POWERSCHOOL is the student information system the district uses to manage information such as grades, attendance, demographics, courses, etc. PowerSchool allows immediate access to your child's grades, assignments and attendance record. Parents/guardians are assigned a secure password that will restrict access to only your child's information. You may request your username and password in the office at your child's school. Please bring a photo ID to the office when requesting this information. Report cards and progress reports will still be issued in hard copy to parents.

Assignments and grades are to be posted weekly; however, some assignments may take longer to grade, such as an essay or a research paper. We urge students and parents to be patient as teachers do their best to return assignments and post grades as promptly as their schedules allow.

Please read the following guidelines regarding PowerSchool access:

1. Username and passwords are to be kept confidential.
 - a. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian.
 - b. In the event a username/password is compromised or forgotten, the parent/guardian must come to the school office and show proof of identification in order for the password to be restored.

UNIFORM DRESS CODE

The Academies of Oklahoma Board of Education requires the wearing of student uniforms for all schools within the District in order to promote and to maintain an orderly and safe learning environment, to eliminate distractions while at school so as to increase the focus on instruction, to minimize socio-economic differences so that all students are treated equally, and to encourage and to promote professional and responsible dress for all students. In recognition of the right of students to express themselves in the manner of dress, students have the right to choose their own grooming and clothing styles subject to the requirements of this policy.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

The Head of School, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the director reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. The Head of School may designate days for students to wear particular attire in recognition of school-wide events such as Spirit Days, etc. and may provide for days when the student uniform shall not apply.

No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform **if such failure is due to financial hardship**. Any student who may not be able to comply with the school's uniform requirements should advise the Head of School that obtaining the required uniform will present a financial burden. Assistance will be provided in these cases.

Students who violate this policy may be subject to discipline in accordance with the District's Student Code of Conduct. Students enrolling in The Academies of Oklahoma for the first time during the school year shall be granted a **grace period up to ten (10) school days before being required to comply with the required uniform**.

UNIFORM VENDOR/ORDERS

All The Academies of Oklahoma uniforms shall be ordered through our vendor- Uncommon Threads 115 E Main St, Shawnee, OK 74801 405-788-9887. Unless otherwise- offered and approved by each sites Head of School and Superintendent Hawthorne

Parents are responsible for ordering and picking up their students' uniforms. (The vendor will deliver to school with a large group order.) Uniform catalogs are available on our website. theacademyofseminole.org as well as on theacademyofokmulgee.org and theacademyofblanchard.org

The following guidelines apply to all students while in attendance at school or school-sponsored events:

- Clothing worn to school shall not be torn, cut-up, or slit and must be appropriately sized for the student.
- Students shall not wear any clothing (including outerwear), jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex, and/or violence.

- The school logo top **must always** be worn and visible during school hours. If outerwear that is not The Academies of Oklahoma (jackets, coats, sweaters, zip ups) are worn they must be removed or unzipped as to show the school logo uniform top.
- Ties and scarves may be worn but must be school colors.
- No **hats/caps** allowed on campus at **any time** unless approved by the Head of School.

PANTS/SLACKS/SKIRTS/SHORTS/SKORTS:

- The Academies of Oklahoma has approved pants, slacks, skirts, shorts, and skorts, in **blue, gray, black, and khaki**. As long as a student has similar pants, slacks, skirts, shorts, and skorts from another place (e.g. same style and colors) they can wear those clothes. **NO ATHLETIC SHORTS unless it was purchased from the school approved vendor with the school logo.**
- Pants, slacks, skirts, shorts, and skorts shall be appropriately fastened at the waist. No sagging or “low rise” clothing is allowed.
-
- Leggings may be worn **only** as an accessory under skirts, or skorts that meet uniform requirements and may only be white, black, or blue.
-
- Hemlines must be of modest length defined as At a minimum, shorts/skirts must NOT be shorter than 2”from the knee (a dollar bill horizontal from knee cap to hem of the shorts or skirt).
- Denim must be clean, no rips, cuts, tears, or slits, and must be worn with a The Academies of Oklahoma approved top or t-shirt. T-shirts purchased from boutiques, vendors etc. are NOT approved uniforms.
- No athletic pants/shorts, sweats, joggers (silky, terry cloth, fuzzy, pajama pants etc). The only joggers allowed are cotton/Khaki/denim uniform pant material purchased from our vendor.
- Shorts with the school logo are available to purchase from our vendor.
- Shirts: The Academies of Oklahoma has approved shirts in **gray, blue, and white** with a The Academies of Oklahoma logo. Shirts must be collared and purchased through the school and display the crest on them.
- Uniformed T-shirts purchased from our vendor, or class sponsored sale may be worn daily in place of uniformed collared tops. T-shirts purchased from boutiques or created by self or someone else are NOT acceptable.
- Solid colors of white, black, gray, or blue long sleeves may be worn UNDER The Academies of Oklahoma logo shirts when needed.
- No midriff may be shoeing, no exceptions..

- Shirts/blouses must be appropriately buttoned or zipped.
- **Hoodies: NO HOODIES ALLOWED- Hoodies have been discontinued from our approved uniform order sheet due to students wearing the hood in classrooms. If a student still has an original TAOS hoodie he/she may wear it until they have been caught wearing the hood over his/her head.** Only The Academies of Oklahoma uniform approved hoodies allowed in the classroom/building. During cold weather, students **MAY** wear jackets, hoodies, coats that **do not** have the school logo however, the student **Must** take the outerwear off in classrooms, cafeteria, buildings. A student may continue to wear outerwear in the classroom, cafeteria, buildings if it is approved The Academies of Oklahoma logo. A sweatshirt is offered in place of the hoodie on the order form.

FOOTWEAR

FOOTWEAR - Students shall wear shoes and/or footwear at all times while on school property, shoes with laces must be tied for safety.

Students shall not wear flip-flops, beach, pool wear shoes, or house shoes. Crocs are allowed with the strap on the back of the foot at all times. High heels and wedges are not recommended. Use caution in the gravel areas if you choose to wear heels or wedges.

COATS/JACKETS/SWEATERS

The Academies of Oklahoma has approved sweatshirts (both zippered and pullover) in gray, blue, and white with The Academies of Oklahoma designs. Students are **NOT** allowed to wear any outer wear in the building besides the approved The Academies of Oklahoma outerwear. No hoodies allowed except The Academies of Oklahoma logo hoodies (winter outerwear is defined as coats not hoodies)

- Spartans athletic apparel must be approved by The Academies of Oklahoma administration and worn on the campus.

HATS/JEWELRY/ACCESSORIES:

- Students may not wear caps, hats, or head coverings of any kind, including but not limited to, scarves, bandanas, and sweat bands on campus except for students with religious beliefs requiring a head covering, for medical reasons, or as approved by the school's administration for a special school activity.
- Jewelry and accessories which pose a safety concern for the student or others are prohibited.
- If a student wears a belt, the belt must be solid color, worn in the belt loops of the clothing, and appropriately fastened with a plain belt buckle.

ATHLETIC DRESS:

No underwear garments (including bras) may be shown at any time. Athletic shorts must be in compliance with the dress code policy defined Jerseys only can be worn during school hours on game days. Students traveling with the team must be in uniform.

"FREE DRESS DAY"

Periodically during the school year, the students will be allowed to deviate from the uniform guidelines and wear their regular clothes. The Head of School and the faculty will determine the dates of these "free clothes days." If there is a question as to the appropriate nature of a student's attire, the Head of School will determine if the student needs to call his or her parents/guardians for a change of clothes. No gang attire will be tolerated.

STUDENT TRANSPORTATION

Transportation to and from school shall be the responsibility of the parent/guardian.

STUDENT DRIVERS...PARKING

Student safety is a great concern. The following procedures must be followed.

1. Students must have a valid Oklahoma driver's or operator's license.
2. Students' vehicles must have valid- up to date vehicle registration and insurance.
3. Students must maintain reasonable, safe vehicles.
4. Students must park in the student designated parking.
5. Students are not to sit in their vehicles after they arrive at school in the morning or at lunch. Students must park and get out.
6. Safety regulations must be followed at all times. Speed limits must be observed.
7. Driving is a privilege and should be regarded as such. Disregard for the driving and parking rules will result in loss of driving privileges.
8. All vehicles are subject to search by school officials. Students are reminded to lock their vehicles at all times. The Academies of Oklahoma cannot be held responsible for property that is stolen from vehicles, or for any damages done to a vehicle parked on school property.

CONCERNS/COMPLAINTS

STUDENTS

Students should first attempt to discuss their concern in a respectful manner with the faculty member, parent or administrator in question. Students have the option of writing their complaints and will be heard in a fair and professional manner. Complaints shall be handled in accordance with classroom and school policies. Students who have complaints concerning other students should report their issue to either the classroom faculty member, another faculty member or the Head of School. The matter will be dealt with through conflict

management guidelines and in as equitable a manner as is practical in keeping with school policies. Students who are aggrieved by any such decision may appeal such a decision to the governance board. The decision of the governance board shall be final.

PARENTS

Parents or guardians who have a concern or disagreement with a faculty member shall make an appointment with the employee in question. At no time is a parent to interrupt instruction to discuss any matter. The parent or faculty member has the option to request the Head of School be present during the discussion. If the parent is dissatisfied with the outcome of the meeting with the faculty member, that parent may bring his or her concern to the Head of School.

The Head of School shall listen to the parent's concern. They shall investigate the matter with the employee concerned and determine how the matter can be amicably resolved in the best interest of the child and in keeping with the policies of the school. If the parent is not satisfied with this decision, he or she may submit a written complaint to the president of the governance board.

The president shall review the procedure the employee and Head of School used. If the president determines that the procedure was proper and the decision was in keeping with the best interest of the child and with school policies, then he/she shall inform the parent that the decision will stand. The parent may appeal the president's decision to the governance board. The governance board's decision shall be final.

SCHOOL CALENDAR

The Head of School shall present a calendar each year, which includes the start and end dates of the school year. The calendar will also include the number of instructional hours mandated by state law and the State Department of Education.

STUDENT ADMISSIONS

The Oklahoma Charter School Act states that "a charter school shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measures of achievement, aptitude, or athletic ability. If capacity is insufficient to enroll all eligible students, the charter school shall select students through a lottery selection process."

Applications will be available at the school or at any other designated location. They must be returned to the address listed on the application. When the application is received, it will be photocopied, given a number and the date and time shall be noted on the application. All applications for admission must be submitted by the deadline to be included in the lottery. Any student who applies after the deadline will be added to the end of the waiting list in the order they apply.

The parent or guardian will be notified when the school receives the application and if any deficiencies exist on the application. The correct priority ranking shall be noted on the application, and all information shall be entered in the school database.

Once a student is enrolled, that student will automatically be enrolled for the next school year, provided he/she has complied with any enrollment requirements.

SIBLINGS

Siblings to currently enrolled students will be given priority enrollment until the lottery is drawn. Siblings of students drawn in the lottery will be admitted after the lottery is drawn. Siblings that apply after the lottery will

be added to the waiting list in the order they apply. Siblings shall be defined as children who share at least one common biological or legal parent whether through natural or adoptive means

LOTTERY PROCESS

The lottery for admissions will open on March 27, 2023. To access the lottery application please visit the website and click on “Enrollment.”

The lottery will close on April 14, 2023.

Each grade level shall be limited to 24 students, with the exception being PreK which is limited to 20.

Any necessary lottery will be conducted as follows:

- There will be three pools of lottery numbers:
 - Applicants with siblings currently enrolled in The Academies of Oklahoma will be drawn first.
 - Students residing within the Seminole Public School District will be drawn second.
 - Students residing outside The Seminole Public School District will be drawn third.
- The lottery will take place either in person or on zoom. Technology will be used that will randomly select names.
- For students who aren’t selected within the 24 spaces, a waiting list will be established.

SAFETY AND SECURITY

It is The Academies of Oklahoma’s policy to provide the students and staff with a safe and worry-free environment. Safety awareness and the prevention of accidents are important Academy of Seminole goals. Attention will be given to the following areas:

- Supervision of students in school building(s) and grounds.
- A safe school environment.
- Observation of safe practices by The Academies of Oklahoma faculty, administration and staff, including activities which may include special hazards.
- Faculty and staff will monitor students for a safe and secure school atmosphere. Students will follow the rules and procedures that specifically address their and others’ safety

STUDENTS WHO APPEAR TO BE UNDER THE INFLUENCE

Teachers or staff who observe students who appear to be under the influence of intoxicating substances, alcoholic beverages, or controlled substances need to -report this information to a Head of School or Executive Director as soon as possible.

DANGEROUS WEAPONS

The governance board recognizes its responsibility for the students’ and staff’s safety; therefore, they prohibit the possession and/or the carrying of dangerous weapons by students, employees, parents or others either in a vehicle or about the person while on district property, at a school sponsored activity or on a school bus. This dangerous weapons policy covers all weapons, including any object that is considered dangerous or capable of inflicting bodily harm. Dangerous weapons also include all instruments that are not considered dangerous weapons when used in the manner intended by the manufacturer but that can be used by an employee or student in a dangerous manner, capable of inflicting serious bodily harm.

STUDENTS

If a faculty member or other school employee should find a student in possession of a dangerous weapon, he/she shall immediately secure the safety of the other students and notify the Head of School. If safety permits, the weapon should be confiscated. The Head of School or an appropriate supervisor shall immediately notify the police department. If it is not possible to confiscate the weapon, then all students and employees should be evacuated to a safe area as quickly as possible. Any student possessing a firearm on school property shall be subject to immediate dismissal from the school. Any student possessing any other device or instrument judged to be a dangerous weapon shall be subject to immediate suspension and will be referred to the governance board for disciplinary action. Disciplinary action may include short- or long-term suspension or dismissal from the school. The governance board's decision is final. If a student wishes to display or demonstrate an antique or historic firearm for a classroom project, he/she must first secure permission from his/her classroom teacher and from the Head of School for the demonstration. It is highly recommended that the parent/guardian accompany the student and assist in the handling of the firearm during the demonstration. The school will notify the parents/guardians of any student violating this policy.

DISASTER / CRISIS PLANS

To maintain a calm and secure environment for students and employees when faced with a crisis or disaster, The Academies of Oklahoma high school will follow the Seminole State College police department's plans.

MAJOR CRISIS

A major crisis involves multiple people and affects students' welfare. The crisis intervention team will manage a major crisis with school personnel in conjunction with community agency volunteers. The crisis intervention team shall be composed of school staff, which includes administrators, designated faculty, the school nurse or designee and city emergency personnel. The school will distribute any information to the media.

MINOR CRISIS

A minor crisis involves few people and does not present an immediate threat to the students. Appropriate members of the crisis intervention team will manage a minor crisis. If deemed necessary, school personnel will be called for assistance.

VANDALISM

The Head of School is authorized to sign a criminal complaint and to press charges against parents or guardians of vandals who damage, deface or destroy school property. In addition, he/she is authorized to pursue legal action against parents or guardians of perpetrators to recover expenses incurred in the repair, renovation or replacement of vandalized property.

HARASSMENT, INTIMIDATION, AND BULLYING

The Academies of Oklahoma specifically prohibits harassment, intimidation, and bullying of or by any student on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to that student's person, or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, gestures or written, electronic, verbal, or physical acts.

Harassment, intimidation and bullying through Electronic communication are likewise prohibited."Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying.

Student behavior which is serious enough to be considered assault or relates to weapons, and which can be classified as "harassment, intimidation, and bullying," will be dealt with as outlined in the Alcohol, Tobacco, Drug, Assault Behavior, and Weapons Policy. Otherwise, bullying behavior will be dealt with as directed by The Academies of Oklahoma Administration.

SEARCH OF STUDENTS, STUDENT LOCKERS, STUDENT PROPERTY AND SCHOOL-WIDE SEARCHES

The governance board recognizes its responsibility for the safety and welfare of the students and faculty. A search of an individual student, student property, lockers or school-wide searches may be conducted to safeguard the educational process, preserve discipline and order and promote the safety and security of persons and their property. A student or student's property may be searched when the student is reasonably suspected of having violated a school policy or a state criminal statute.

The Head of School may authorize school-wide searches, including the use of metal detection devices, after making the determination that school-wide searches are necessary to detect the presence of dangerous weapons, contraband or to deter potential school violence. School officials may search school property, including desks and lockers, at any time. Because students do not have privacy rights on school property, lockers, desks and book bags may be searched when there exists reasonable suspicion that a violation of state law or school policy has occurred.

LOCKERS

Student lockers are the property of the school and are only assigned to the student for the purpose of storage of school supplies and personal property such as; coats, jackets, etc.

Students are to use only the locker assigned to them. Under no circumstance should students leave valuables or money in lockers.

The school cannot be responsible for lost or stolen items. Items that violate state law or school policy shall not be stored in lockers or desks or backpacks. At least one witness must be present during the search of student property, locker or desk. **Students will give a key or combination code for lockers**

CONDUCTING A SEARCH OF THE STUDENT'S PERSON:

A search of a student or student property may be conducted for the purposes of safeguarding the educational process, maintaining discipline and order, promoting the safety of students, and recovering stolen property.

A search of a student may be conducted when a student is on district property, in transit to and from, or attending any function sponsored or authorized by the district.

- A person of the same gender as the person being searched shall conduct the search.
- Another authorized person of the same gender will be present as a witness, if practicable.
- No student's clothing, except cold-weather outerwear, may be removed prior to or during the search.
- Students may be required to empty their pockets and/or remove their shoes.
- Strip searches are prohibited.

PERSONAL SAFETY

The governance board recognizes the need to maintain a safe work and educational environment for employees and students as well as their parents. Threats of violence to any person by any person will not be tolerated. The Head of School will immediately act on any threat, whether by electronic means, through social networking sites, verbal, written or physical, including hazing or bullying, by a student. The Head of School will file a police report if necessary and will enact disciplinary measures that may include suspension and/or release from the school. Any employee threat of violence to another employee or by an employee to a student shall be grounds for immediate disciplinary action as the governance board determines and may result in suspension without pay and/or employment termination

FIRE AND TORNADO DRILLS

Both drills will be executed in the safest manner possible.

FIRE DRILLS

- Will be held at minimum once per semester.
- Students will practice within each classroom as to the safest and quickest exit path.
- When the fire warning sounds, faculty will direct students to the identified exit(s) in a safe and orderly manner. Each classroom will have a designated area outside the building.
- Students will exit in a quiet, orderly manner.
- Faculty will take roll upon reaching the outside destination.

TORNADO DRILLS

- Will be held at minimum once per semester.
- Students will practice within each classroom as to where to proceed during a tornado. Students will also be taught the best position for overall protection that they must assume on the floor.
- Upon arrival to the designated locations, students will kneel on the floor, assume a protective posture and remain quiet until the administrator has given the “all clear” signal.

The faculty and staff will always project an air of calm and control. Faculty is to maintain contact with and keep track of all students’ whereabouts who are in their charge.

REPORTING CHILD ABUSE

State law (Title 10A, Section 1-2-101) requires EVERY PERSON who has reason to believe that a child under 18 is a victim of abuse to report the suspicion of abuse immediately to the Oklahoma Department of Human Services (DHS) and also to local law enforcement.

A report of suspected child abuse is a request for an investigation to gather facts and protect the child from further harm. The person reporting the abuse does not need to prove abuse prior to reporting. Investigation and determination of abuse are the responsibility of DHS, law enforcement, and the judicial system. Persons who knowingly and willfully fail to report any incident to the Department of Human Services shall be guilty of a misdemeanor. Any individual who reports an incident in good faith and exercises due care shall be immune from any civil or criminal liability.

If you have any questions, a specialist from the Child Abuse Network (CAN) will help you through the reporting process and explain what happens next. Call a child specialist at (918) 624-0200.

To report abuse

- Oklahoma hotline (800) 522-3511
- National hotline (800) 4ACHILD [(800) 422-4453]
- Seminole Police (405) 382-1314
- Okmulgee Police (918) 756-3511
- Blanchard Police (405)485-9391

The person making the oral report to the Department of Human Services is also responsible for submitting a written report to the Department of Human Services. The written report must follow the oral report and be made within twenty-four (24) hours of the contact. A copy of the written report shall be given to the Head of School. The employee shall also contact the local law enforcement agency where physical or sexual abuse is suspected. Employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. School officials or employees shall not reveal any information regarding the suspected abuse or neglect to any parties other than supervisory personnel, the Department of Human Services and the appropriate law enforcement personnel. It is not the school official's or employee's responsibility to prove the child has been abused or neglected. The Head of School will prepare and implement such procedures as are necessary to provide employees with the training necessary to properly identify abused or neglected students and to properly report such abuse and/or neglect.

All parties concerned shall treat the reports in a confidential manner. Employees may initially question the child to determine the child's state of neglect or injuries. However, in no case should the child be subject to undue pressure to validate the suspicion of abuse. Validation of suspected child abuse is the Department of Human Services' responsibility, assisted by the police. In suspected cases of physical and sexual abuse, the police or social worker at the school may question the suspected victim without the Head of School obtaining permission from the victim's parent or guardian. Employees will not contact the parent/guardian concerning suspected child abuse.

TECHNOLOGY PROGRAM

The governance board believes that access to technology for learning at The Academies of Oklahoma will be equal for all learners, regardless of learning styles, differences or capabilities and that training in the use of technology as a learning tool is integral to our learning environment. The board further believes that technology will be used to design learning environments that enhance and challenge each student's approach to learning. The governance board directs the Head of School to work in a collaborative manner with the faculty in designing, implementing and maintaining a technology plan for The Academies of Oklahoma students.

ELECTRONIC DEVICE POLICY - CELL PHONES, ELECTRONIC PAGING DEVICES, SMART WATCHES, I-PODS, ETC.

The Academies of Oklahoma are not responsible for lost, damaged or stolen cell phones or electronic devices.

If a parent or guardian needs to reach their student during school hours, call the office, please do not call your students' cell phones.

Cell phones and/or other wireless devices are a frequent distraction to students and a significant contributing factor to student academic struggles. Cell phone use by students also contributes to behavioral and classroom challenges, and to the erosion of peer relationships and a healthy school culture of respect.

Students at The Academies of Oklahoma are not permitted to use their cell phone, smart watch, any other device during class hours, without teacher permission for specific activities in class.

Students shall not carry their cell phones on their person. Instead, cell phones should be securely stored in the dedicated "cell phone parking lot," located in each classroom.

The student must place his/her cell phone in the case at the beginning of class, The phone will remain in the case until class is dismissed.

The cell phone must be powered off, not just silenced.

Students are not permitted to take cell phones to the restroom.

High school students may use their cell phones between classes and at lunch.

Middle school students may only use their cell phones during their lunch and recess.

Elementary students are prohibited from bringing cellphones to school.

Students may unsilence their cell phones at 3:30 to check for messages from parents.

If a student is in an after school club or tutoring session it is the teacher in charge of discretion as to if the cell phone is to be switched off or silenced during class.

Students in afterschool detention or any other disciplinary requirement will not be allowed to have his/her electronic device on. If parents need to reach the student they shall contact the office.

CELL PHONES/ELECTRONIC DEVICE

Privileges will be tiered by grade levels-

Pre-K -5th grade students are NOT allowed to bring a cell phone to school. Parents must contact the student if necessary during the school day through the office.

6th-7 grade students will ONLY be allowed to have their cell phone/devices during recess time or with the teachers permission for an academic activity.

9th-12th grade students may have their cell phones between classes and lunch period.

Teachers may give 9th-12th grade students privileges to use their phones during certain academic activities, and/or for rewards in the classroom. Students must power cell phones off before entering the classroom and put the phone back in his/her backpack, locker, or classroom cell phone receptacle. Failure to follow these rules will result in the following disciplinary measures.

DISCIPLINARY MEASURES:

Any cell phone used during class time without permission will result in restrictive procedures.

- First violation- the phone/device will be confiscated and returned to the student at the end of the school day following a conversation with the student regarding the phone policy and a clarification of the ways in which cell phones interfere with academic success. Parents will be notified of the violation. A note of the violation will be placed in the student PowerSchool system for record keeping purposes.
- Second violation- the phone/device will be confiscated by the teacher and placed in the Head of School's office. The student will be assigned 1 day of lunch detention. Parents MUST pick up the phone at the

end of the day from the Head of School. A note of violation will be placed in the student PowerSchool system for record keeping purposes.

- Third violation- the phone/device will be confiscated and sent to the Head of School. Parents will be notified to pick up the phone/device and the student will be prohibited from bringing a phone/device to school for the remainder of the school year. The student will be assigned Saturday school detention.

No student shall use a cell phone or electronic device to violate any Student Code of Conduct, Including computer usage agreements, and/or Bullying Policies.

Examples of unacceptable usage can include but are not limited to : in restrooms or hallways during instructional time, cheating, cyber bullying, sexting, taking pictures of other students and/or videos.

Contents of cell phones may be reviewed and searched if there is a reasonable suspicion that may have been used in an activity prohibited by the Code of Conduct.

The use of a cell phone/electronic device in any inappropriate ways listed above could result in cell phone privileges revoked and/or suspension from the school.

INTERNET POLICY

The governance board recognizes the vast opportunities for research, cultural appreciation and communication afforded by the internet. The governance board also recognizes the potential for students to view inappropriate material that has been added online. Students will be always supervised during their internet use on school-owned computers or any other internet-accessible device, whether school provided, personally or owned by another. Using school-owned computers or other internet-accessible devices to view inappropriate online material is unacceptable and may lead to immediate removal of the student or staff termination. The Head of School shall determine if a student or a staff member has viewed inappropriate content and shall report it to the governance board.

Students are required to have an internet agreement form on file signed by a parent or guardian. Students are also required to show their student ID and sign in before beginning research online.

EMAIL POLICY

All school computers and all content electronically transmitted on school-owned computers are The Academies of Oklahoma property. Using school-owned computers to send or receive obscene or inappropriate material is unacceptable and may lead to immediate removal of the student or staff termination.

TEACHER-STUDENT COMMUNICATION

In accordance with Oklahoma HB3958 Effective July 1, 2024

School personnel engaging in electronic or digital communication with a student MUST include the student's parents or legal guardian to protect students and educators from any impropriety. This also keeps parents fully engaged in their student's education.

Exceptions may be made in case of an emergency, subject to subsequent notification to the parent or guardian. The measure stipulates that school personnel shall make reasonable efforts to use school-approved platforms, systems or applications that allow automatic inclusion of parents or guardians in communications with students.

HB3958 specifies that schools shall provide training, developed by the State Department of Education, for school personnel on the student communication requirements within the act.

Any school personnel reported to be in violation of the new act shall be put on administrative leave while the school district investigates the incident and notifies the local and state boards of education.

If the investigation finds no misconduct occurred, the school personnel shall be reinstated with the incident noted in the employee's file. If the investigation finds misconduct occurred, the school personnel's employment shall be terminated, and the incident shall be reported to law enforcement pursuant to state statute.

COMPETITIVE SPORTS AND ACTIVITIES

Not all Academies of Oklahoma have sports available on site. Each site is individualized in what may be offered to the students.

SPORTS AND ACTIVITIES

The governance board recognizes the role that competitive sports and activities play in students' physical and social development. To foster school spirit, physical development, self-esteem, a competitive and team spirit as well as positive attitudes toward healthy lifestyles, The Academies of Oklahoma students are encouraged to take part in the activities the school offers.

All coaching staff shall follow OSSAA guidelines. Although we seek to participate in OSSAA competitions, we recognize that some games for some sports may have to be scheduled outside of OSSAA member schools. The Academies of Oklahoma shall not be liable because of these activities.

- Dates for practices and games shall be set in accordance with OSSAA guidelines.
- All students participating in these sports or activities shall have a permission form, signed by their parents/guardians, and a current physical evaluation form on file.
- Students who wish to participate in any sport or activity shall submit to a grade check on a weekly basis pursuant to OSSAA guidelines. If the faculty and Head of School deem the student ineligible to play or participate, the student is held out for the game/activity in question. The student will be readmitted to participate in the next game or activity if the Head of School determines that the student has improved his/her grades to a satisfactory level.
- Students on academic or behavior probation shall not participate in games or activities while on probation.
- Parents agree to bear the additional costs of equipment and/or uniforms or other costs that the activity may require.
- Faculty may receive additional compensation for coaching in accordance with OSSAA rules.

PRACTICE SCHEDULING

Practices for various sports or activities should be scheduled so as not to interfere or disrupt the learning process.

- Students who are involved in tutoring or other after-school educational counseling shall not be penalized for missing or being late to practice. However, students are required to notify the coach/faculty of their absence in advance.
- Parents are responsible for student transportation to practices off campus and to pick students up immediately after each practice.
- A schedule of practices shall be posted as soon as possible by the coach/faculty.

TRANSPORTATION TO PRACTICES AND GAMES

The governance board reminds parents of their obligation to provide transportation for their child both to and from practices and games.

- Parents may form carpools to provide transportation to and from practices and games.
- The Academies of Oklahoma shall not be held liable for the welfare of students while being transported to and from practices and games in private vehicles.
- Consistent failure to pick up a student immediately after a practice may result in that child being declared ineligible for play or practice.

OSSAA Co-Ed Policy

CO-ED PARTICIPATION If a school maintains separate teams in comparable sports for girls and boys, girls may not participate on boys' teams and boys may not participate on girls' teams. If a school does not sponsor separate teams in comparable sports then boys and girls may participate on the same team but must participate in the boys division.

Co-ed teams shall be defined as any team having one or more members of the opposite gender and all co-ed teams must participate in the boys' games, tournaments, meets etc. (Note: This policy permits girls to participate on the boys' baseball and football teams and to wrestle. Boys are not permitted to participate on girls' teams unless a co-ed division is sponsored by the OSSAA.)

Taken from OSSAA Board of Directors' Policies 2017-2018

CONCUSSIONS

The Academies of Oklahoma's policy dictates that a referee or member of the coaching staff may remove a student athlete from a sporting competition or event (including practices) due to a head trauma, which may result in a possible concussion. The student athlete must obtain a medical doctor's release before being allowed to participate in any practices or games, including the game from which he/she was removed. The exception to this policy is if a licensed medical practitioner, such as a nurse, trainer or doctor, is present at said sporting event and can clear (which shall be in writing) the player during the contest.

BUS USE POLICY

The individual who will be driving the bus must be an employee or recognized coach of The Academies of Oklahoma with a current CDL license with P&S endorsement and who is listed on the school's insurance as a designated driver.

Any school activity that seeks to use The Academies of Oklahoma bus must complete the Bus Use form. Priority for use will be given by the date and time that the Bus Use form is returned to The Academies of Oklahoma office. A separate calendar will be posted in the office for bus use. The Head of School/Head of School is the only

person authorized to permit bus use. The parties who check out the bus will be responsible for following The Academies of Oklahoma's bus checklist posted inside of the bus before and after use. It is understood that the fuel tank will always be full, and each party checking it out is responsible to return with a full tank. Students and all persons using the bus are expected to follow The Academies of Oklahoma's Code of Conduct while in transit.

ADVERTISING IN THE SCHOOL

Advertising or otherwise promoting the interests of any commercial or non-school agency or organization within the school facilities must have the Head of School's or his/her designee's approval. Commercial firms and non-school agencies or organizations may purchase advertising space in school-sponsored papers, programs or other publications. Inadvertent advertising such as the use of a business name, logo or other identification is permissible if it is in conjunction with sanctioned school-business partnership activities.

USE OF SCHOOL-OWNED PROPERTY

In compliance with governance board policies, except when rented, district and school property may not be used for anything other than school purposes and other purposes of general public interest.

The governance board shall permit staff members to use school property when such use is to conduct school business. The governance board shall permit students to use school property when the property is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to reinforce the lender's and/or borrower's responsibility for all such property. Individuals not associated with the school district will not loan district property for use.

24/7 TOBACCO-FREE CAMPUS POLICY

The Academies of Oklahoma acknowledges the concern of parents, staff and community members regarding the adverse effects of tobacco and secondhand smoke. A 24/7 tobacco-free school aims to promote a healthy environment, free from smoke and tobacco use for students, employees, and guests.

A 24/7 Tobacco-free campus is defined as a campus where tobacco use is prohibited anywhere, at any time, and by any person. This policy extends to school vehicles and any school-sponsored or school-sanctioned events, including those held off-campus.

A tobacco product is defined as a product that contains or is derived from tobacco and is intended for human consumption, excluding drugs or devices approved for cessation by the United States Food and Drug Administrations. This includes e-cigarettes and vapor products with or without nicotine.

PROHIBITIONS

Tobacco product use is prohibited anywhere on school property, 24-hours a day, seven days a week, by any person. This policy extends to personal vehicles when such vehicles are on school property, school vehicles, and school-sponsored or school-sanctioned events, including those off-campus.

This policy applies to employees of the school district, students, visitors and any other person present on school property. This policy also applies to all public school functions, including but not limited to, sporting events, fundraisers, etc. This also extends to any outside agency using the district's facilities. This policy is in effect 24 hours per day, seven days per week.

The district will not accept donations of gifts, money, or materials from the tobacco industry. The district will not participate in any type of services, events, or programs that are funded by the tobacco industry.

Students are prohibited from possessing tobacco products on school property and at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events.

Ashtrays and receptacles are not permitted on school property.

TOBACCO CESSATION SUPPORT

The Academies of Oklahoma will refer employees, parents/guardians, family members, and students (13 and older) interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other cessation resources, if available.

The Academies of Oklahoma will promote the Oklahoma Tobacco Helpline and website to ensure awareness of the statewide services that are available.

The Academies of Oklahoma will provide insurance benefits and access to the to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:

- Group, individual, and phone counseling
- All seven Food and Drug Administration (FDA) approved cessation aids

The Academies of Oklahoma will communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

IMPLEMENTATION AND ENFORCEMENT

Signs should be posted to inform employees, students, visitors, and any other person present of the tobacco-free facility at entrances onto school property.

The success of this regulation will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and nonusers. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.

Students found in violation of the policy will have their parents contacted for first violation. Second offense could include disciplinary action. The school administrator will confiscate the prohibited tobacco products. Information

about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.

Employees who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements and/or the school's faculty and staff handbook. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

Visitors who violate the policy shall be subject to a verbal request to the individual to stop. If the person refuses to stop, the individual will be asked to leave. If the person refuses to leave, they will be referred to local authorities.

PARENTS BILL OF RIGHTS

The Parent Bill of Rights reserves specific rights to parents including the right to direct the education of the minor child and all rights of parents identified in Title 70 of the Oklahoma Statutes, including:

- the right to access and review all school records relating to the minor child;
the right to direct the upbringing of the minor child; o the right to direct the moral or religious training of the minor child;
- the right to make healthcare decisions for the minor child, unless otherwise prohibited by law;
-
- the right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released; the right to consent in writing before a biometric scan of the minor child is made, shared, or stored;
- the right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid (DNA) is created, stored, or shared, except as required by Sections 1- 516 and 1-524.1 of Title 63 of the Oklahoma Statutes, or unless authorized under a court order; o the right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child unless for a purpose related to a legitimate academic or extracurricular activity, a purpose related to regular classroom instruction, security or surveillance of buildings or grounds, and photo identification cards; o the right to be notified promptly if it is suspected that a criminal offense has been committed against the minor child by someone other than parents.
- Parents' rights include the right to direct the education of their minor children, to object to public schools imposing unwanted instruction on questions of sex, morality, or religion; and additional rights applicable to minor children within public schools of this state. This Subchapter (2) seeks to implement and protect the rights of Oklahoma's parents concerning the education of their children and to otherwise exercise the State Board of Education's authority to adopt policies and make rules for public
- (a) Parental rights regarding Sex or Sexuality education and their children. (1) Advance written notice materially similar to the one described in 25 O.S. § 2003 shall be required for any Sex or

Sexuality education material as defined in this Subchapter. (2) The right to inspect classroom materials shall extend to any Sex or Sexuality education material as defined in this Subchapter. (3) A written objection from a Parent pursuant to 25 O.S. § 2003, or this section may object in whole or in part to Sex or Sexuality education or any other instruction questioning beliefs or practices in Sex, morality or religion.

The law also states that any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state, or any other governmental entity, except for law enforcement personnel.

MILITARY RECRUITER ACCESS

The Academies of Oklahoma shall provide military recruiters and Institutions of Higher Education are entitled, up[on request, to receive the name , address, and telephone number of secondary school students served by The Academies of Oklahoma unless the parent of such student (or a secondary school student has reached the age of 18) has submitted a written request to The Academies of Oklahoma to opt out of such disclosure.

In addition, The Academies of Oklahoma is obligated to provide military recruiters with the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

VALEDICTORIAN/SALUTATORIAN POLICY

Valedictorians and Salutatorians will be selected using the following criteria;

1. Selection will occur after the fall semester of a student's senior year
2. To be eligible for valedictorian or salutatorian a student must be enrolled and completed or scheduled to complete at least 29 credit hours prior to graduation.
3. The student/s with the highest cumulative GPA at the time of selection will be considered the valedictorian.
4. The student/s with the second highest cumulative GPA at the time of selection will be considered the Salutatorian.
5. Concurrent college courses that are used for high school graduation core (non-elective) requirements will be weighted in GPA calculations (e.g. Comp 1 & 2).

DUAL ENROLLMENT POLICY

The Academy of Seminole offers dual enrollment opportunities for students during their junior and senior year of high school. Students may have a combined high school and college course load of no more than the equivalent of 19 semester credit hours in a regular semester (½ high school unit equals 3 college semester credit hours). Students begin learning about dual enrollment opportunities at the beginning of their freshman year of high school. Students are encouraged to consider the pathway that is best for them, and they are guided by school

staff as they make decisions about their future. Each spring, The Academy of Seminole offers an information session where students and their parents/guardians may learn more about dual enrollment opportunities. The Director of Life Planning will then assist all eligible students with the application and enrollment process.

ELIGIBILITY

To be eligible for dual enrollment courses, students must have taken the ACT or PreACT and scored a minimum composite of 19 on the ACT or Pre-ACT *or* 900 on the SAT *or* have a high school grade point average of 3.0. A concurrent student will be eligible to *enroll* based on ACT, PreACT, PSAT, or SAT scores per subject area. Students must earn a score of 19 in each subject area of the ACT or PreACT *or* a score of 510 on the PSAT or SAT in order to enroll in corresponding college courses.

Grades, test scores, attendance records, and teacher recommendations are all taken into consideration when determining if a student is eligible to enroll in any college course. The number of hours in which students may enroll may vary from student to student based on these factors.

Students must submit a signed concurrent form each semester before enrolling in any college course. Forms must be signed by a parent/guardian and the Director of Life Planning. At that time, the Director of Life Planning will determine the number of hours the student may enroll in that semester. The student will then work with their college advisor to create their college schedule, which must be approved by the Director of Life Planning.

Students may take classes during the fall and spring semester but must gain permission from the Director of Life Planning before enrolling during any summer term. Students must also gain permission from the Director of Life planning before enrolling in any online course.

TUITION AND FEES

Tuition waivers are offered by the state and all other tuition and fees will be covered by The Academy of Oklahoma.. Students are responsible for purchasing any books or supplies needed for each class.

TRANSCRIPTION OF GRADES AND CALCULATION OF GRADE POINT OF AVERAGE

All college courses taken by a student will be listed on their high school transcript and calculated in their grade point average. High school and college classes are based on a 4.0 scale.

CONCURRENT STUDENT'S CONTRACT

STUDENT RESPONSIBILITIES

- Student will maintain good attendance and will abide by the absence policy listed in *each* course syllabus.
- Student is responsible for contacting instructor(s) for notes/assignments when absent.
- Student is responsible for reporting to SSC in the event that The Academies of Oklahoma is closed while they remain open.

- Student is responsible for covering the cost of all college textbooks and supplies needed for each course (with the exception of assigned Chromebook or other loaned computer). Some textbooks are available to borrow (see Ms. Bray to check out) but must be returned at the end of each semester.
- Student must obtain SSC ID during the first week of instruction.
- Students who are driving to the SSC campus must obtain a parking pass that should be visible in vehicle.
- Student and parent must sign a transportation form in order for a student to gain permission to drive to and from each campus. Forms must also specify if they may transport or ride with other students. Forms may be updated throughout the year by contacting Ms. Bray.
- For continued enrollment at SSC, a minimum of 2.0 college GPA must be maintained.
- Student will attend an advising appoint with an SSC admissions staff member and must complete a concurrent enrollment form each semester. This form is used to approve final schedules and must be signed by parent/guardian *and* Ms. Bray.
- Students are encouraged to declare a major to avoid taking classes not required by their degree plan.
- Students must obtain permission from Ms. Bray in order to take any course not required for their degree. Student may change their major but should be aware that it may affect their ability to earn an associates degree by the end of their senior year at The Academies of Oklahoma.
- Student must receive approval from The Academies of Oklahoma Concurrent Advisor if they wish to enroll in *any* online course.
- Student is expected to check The Academies of Oklahoma and SSC email accounts daily.
- Student must be in The Academies of Oklahoma uniform when on The Academies of Oklahoma campus.
- If a student feels they must *drop* a course, they must do so by the drop date in order for The Academies of Oklahoma to receive a refund. If a course is dropped *after* this date, it is considered a withdrawal and the student is responsible for covering the cost if they wish to re-enroll in the course later. Note: A withdrawal results in a “W” on the student’s permanent transcript. Some four year universities frown upon withdrawals, so we do NOT recommend doing so unless necessary.
- Student must provide documentation of efforts made to speak to professors, make up assignments, and meet with advisors before a withdrawal will be considered.
- SENIORS ONLY: If a student’s grade falls below a C in any course (Including The Academies of Oklahoma courses), the student will be required to report to Mrs. Garner’s room from 12:30 to 1:10 p.m. *OR* 2:15 to 3:00 p.m. EVERY DAY until they can show proof that their grade is at least a 70/C. If a student does not report for tutoring, admin may determine they are no longer eligible for concurrent enrollment.
- JUNIORS ONLY: If a student’s grade falls below a C in any course (including The Academies of Oklahoma courses), they will be required to attend tutoring in Mrs. Garner’s room from 12:35 to 1:05 p.m. daily until they can show proof that their grade is at least a 70/C.
- If a student fails a course OR withdraws from a course, the amount that The Academies of Oklahoma paid for that course will be subtracted from any future tuition/fees. This means that the student must subtract that same number of hours from the next semester’s schedule in order to reimburse The Academies of Oklahoma. Additionally, the student and parent/guardian must meet with Ms. Bray to discuss interventions and/or future goals before the student will be allowed to enroll in future courses.

All concurrent students must report college grades to Ms. Bray every Friday between 8:00 am. and 3:30 p.m. Juniors must login to Brightspace and show their grades to Ms. Bray each week. Seniors may send a screenshot via text or email on days that they are not required to meet for Senior Capstone (every other Friday) but the login date must be visible in the picture.

Reporting grades will help identify problem areas so that appropriate interventions can be offered.

Failure to report grades will result in the following:

- Student will be given a warning if they fail to report grades once.
- If they fail to report a second time, parent/guardian will be notified and they will be required to report to tutoring the following week (treated in the same manner as students whose grades fall below a C).
- If a student fails to report a third time, a meeting will be held with administration, parent/guardian, and student to determine if the student will remain eligible for concurrent enrollment. Meeting may determine if the student should be withdrawn from all courses

THE ACADEMIES OF OKLAHOMA RESPONSIBILITIES

- The Academies of Oklahoma will cover all tuition and fees for up to 14 hours for juniors and 19 hours for seniors during the traditional fall and spring semesters. Summer courses or intersession courses must be approved by admin. Please let Ms. Bray know when submitting concurrent enrollment forms each semester.
- The Academies of Oklahoma will update high school graduation checklists after each semester. SSC schedule will be determined by credits earned and graduation requirements.
- The Academies of Oklahoma will provide a computer for students to use in their college courses (they may also use their personal computer or chromebook). They *must* pay a deposit and return the computer at the end of the school year.
- The Academies of Oklahoma will provide a shuttle for students who do not drive their own vehicles. Students should speak to Ms. Bray to make arrangements. Student will be responsible for transportation in the event that SSC is open while the The Academies of Oklahoma campus is closed.
- The Academies of Oklahoma Concurrent Enrollment Advisor will monitor student's grades and will recommend tutoring or study programs as needed
- SSC Enrollment Advisor will monitor student's grades and progress and will stay in close contact with The Academies of Oklahoma Concurrent Enrollment Advisor in order to ensure student success in college.

Please direct questions to Ms. Bray: at sheri.bray@theacademyof.org (405) 826-1620 (text or call)

Dual Enrollment Opportunities at Technology Centers

The Academy of Seminole offers dual enrollment opportunities for students at local technology centers during their junior and senior year of high school. Traditionally, The Academy of Seminole students have attended classes at Gordon Cooper Technology Center, but permission may be granted by the Director of Life Planning if a student wishes to attend a program at another school. Transportation, tuition, and fees are considered before a student is granted permission.

ELIGIBILITY

Each school has their own application and enrollment process; however, grades, test scores, attendance records, and teacher recommendations are most often used to determine if a student is eligible for each program.

The Director of Life Planning and other school staff will share information about the programs offered at local technology centers and will assist students with applications and other tasks necessary to complete enrollment. Tours and program shadowing opportunities are also offered to students.

TRANSCRIPTION OF GRADES AND CALCULATION OF GRADE POINT OF AVERAGE

All courses taken by a student will be listed on their high school transcript and calculated in their grade point average, which is based on a 4.0 scale.

LIFE PLANNING MILESTONES

8th Grade

- 8th Grade Life Skills
- Technology Center Tours
- Advanced Math Pathway (Pre-Algebra)
- Participation in High School Electives
- 20 Hours Community Service
- Participation in HS Spartan Talks

9th Grade

- Spartan Summit
- CliftonStrengths Assessment
- 9th Grade Capstone
- 20 Hours Community Service
- Begin Life Plan Document
- Optional Learning Strategies College Course (Taught by HS staff)

10th Grade

- Technology Center Tours
- College Campus Tours
- College Night/Info Session
- 10th Grade Capstone
- 20 Hours Community Service
- Optional Intro to Micro Office and Wellness College Courses (Taught by HS staff)

11th Grade

- College Enrollment (up to 14 hours/sem)
- Technology Center Classes (1/2 day)
- Internship Opportunities
- DRS Opportunities
- 11th Grade Capstone
- Financial Literacy
- 20 Hours Community Service

12th Grade

- College Enrollment (up to 16 hours/sem)
- Technology Center Classes (1/2 day)

- Internship Opportunities
- DRS Opportunities
- 20 Hours Community Service
- 12th Grade Capstone
- Math of Science
- Life Plan Presentation
- Complete Life Planning Document
- Complete OK ICAP Requirements
- Senior Capstone Portfolio Submission