

# Memorial High School

## 2024-25 Family & Student Guide



**MISSION**  
It Matters.

### **VISION**

Preparing all students for their future by creating a culture of learning focused on academics, accountability, and community.

#### ***ACADEMICS***

Graduate  
Achievement  
Critical Thinking  
Assessment  
Literacy  
Writing

#### ***ACCOUNTABILITY***

Show Up  
Responsibility  
Honesty  
Self-Advocacy  
Collaboration

#### ***COMMUNITY***

Partnership  
Family Engagement  
Empathy  
Respect  
Gratitude  
Courage

## **CHARGER CREED**

*I am a Memorial Charger, a living part of a proud tradition. These are my Charger Values:*

<b>C</b> ourage	I face my fears, do the right thing and encourage others to do the same.
<b>H</b> onesty	I am true in my words and deeds.
<b>A</b> chievement	I put forth maximum effort to get where I belong.
<b>R</b> espect	I show respect for others, their property, and myself.
<b>G</b> ratitude	I show appreciation to those helping me better myself.
<b>E</b> mpathy	I strive to understand others, to see life through their eyes.
<b>R</b> esponsibility	I meet my obligations, I take ownership of my life.

*I am a Memorial Charger. These are my values.*

## **ALMA MATER**

*Firmly founded, Alma Mater  
Ever true we'll be  
Here within our halls of learning  
Pledge we loyalty  
We'll sing your praises  
Speed them onward  
To the world proclaim  
That we'll always shield and cherish  
Memorial High School's Name*

## **MEMORIAL FIGHT SONG**

Memorial, Memorial, to you we will be true,  
We'll fight, we'll fight with all our might  
for our red, white, and blue.  
With pride and joy within our hearts  
our flag will always fly. Memorial, Memorial  
until the day we die.

Our victories we proudly show  
to those who may deny.  
Memorial, Memorial, our honors we hold high.  
in memory of those who died  
to keep our ideals strong.  
Memorial, Memorial, forever will live on.

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While this guide does not include every scenario that you may encounter, it is an easy quick reference guide for the most frequently asked questions and incidents.

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Welcome to Memorial High School!

We are excited for the 2024-25 school year and I wanted to take a moment to introduce myself. I have been an Assistant Principal at Memorial for 5 years and this will be my first full year as Principal. I am a student-centered leader and I am here because this work matters to me. Your student, their experience and their learning matters to me.

This year, we have a laser focus on improving our overall State Report Card Grade and we have a long way to go, but me and our teachers are ready to put in the work. You will see a lot of work in academics; interventions in both reading and math, ACT preparation for our Juniors, State Testing preparation for our Juniors and a focus on attendance. We will be creating more support for our ELL and ESS students.

Most importantly, I need you (parents/guardians/families) to get involved. We cannot do this work alone and it takes a village! My promise to you is that I will treat your students the way I would want my children cared for and taught. My ask of you is to commit to connecting with us. We have PTA opportunities, we are creating a new Parent Ambassador program, we will be hosting a Block Party for all of our families to come together, we will be hosting parent teacher conferences in your communities, get 24/7 access to your student's grades, check-in with teachers at the first sign your student is struggling, and reach out to counselors if your student is struggling in more than one class.

We hope to see you at Charger Connect, August 13th, 4-7pm. I am looking forward to an exciting new year!

Principal Brown

## Administrative Contacts

<b>Principal</b>	<i>Michelle Brown</i>	918-833-9635	brownmi4@tulsaschools.org
<b>Assistant Principal</b>	<i>Christi Harper</i>	918-833-9622	harpech@tulsaschools.org
<b>Assistant Principal</b>	<i>Isaac McCann</i>	918-833-9612	mccanis@tulsaschools.org
<b>Assistant Principal</b>	<i>Alvin Okonkwo</i>	918-833-9693	okonkal@tulsaschools.org
<b>Discipline Dean</b>	<i>Steve Moss</i>	918-833-9621	mossst@tulsaschools.org
<b>Athletic Director Discipline Dean</b>	<i>Mark Dover</i>	918-833-9623	doverma@tulsaschools.org
<b>Attendance Dean</b>	<i>Irving Peralta</i>	918-833-9679	peralir@tulsaschools.org
<b>Attendance Dean</b>	<i>Rod Hall</i>	918-833-9611	hallro1@tulsaschools.org

### Counselors:

<b>Freshmen - 9</b>	<i>David Thom</i>	918-833-9638	thomda@tulsaschools.org
<b>Sophomore - 10</b>	<i>Desiree Helm</i>	918-833-9642	helmde@tulsaschools.org
<b>Junior - 11</b>	<i>Jodi Jones</i>	918-833-9634	jonesjo3@tulsaschools.org
<b>Senior - 12</b>	<i>Emma Grantham</i>	918-833-9652	grantem@tulsaschools.org
<b>Dual Enrollment Students</b>	<i>Bonnie Dickson</i>	918-833-9656	dicksbo@tulsaschools.org
<b>Social Worker</b>	<i>Shea Green</i>	918-833-9627	greendo@tulsaschools.org

### Other Important Contacts:

<b>Special Education</b>	<i>Loretta Palmore</i>		palmolo@tulsaschools.org
<b>504</b>	<i>Jodi Jones</i>	918-833-9634	jonesjo3@tulsaschools.org
<b>English Language Learners</b>	<i>Maya Thomas</i>	918-833-9600	thomama@tulsaschools.org

## Communication

*Our commitment to you is that whether through email or phone, we will make every effort to return your email or call within 24 hours.*

Grades: If you have a question or complaint about your student's grade or assignment, please reach out to the teacher first. If you are unable to reach an agreement or understanding with the teacher then contact an administrator.

Attendance: If your student is struggling with tardies, skipping, or absences then reach out to the teacher or an attendance dean.

Athletics: Please reach out to the coach first and if you are unable to resolve the issue or receive an answer then reach out to our Athletic Director.

Mental Health/Support: If your student needs counseling services or support with housing, food, clothing or conflict resolution then please reach out to our Social Worker.

Bullying: If your student is experiencing bullying or incidents that are concerning, please contact our Discipline Deans.

PowerSchool: Please call the Main Office if you need assistance with Parent PowerSchool log-in.

## Daily Schedules

Mondays, Tuesdays, Thursdays and Fridays

1	8:30 – 9:30
2	9:35 – 10:25
3	10:30 – 11:20
4	11:25 – 12:15
1 <sup>st</sup> Lunch A	12:15 – 12:40
5A	12:45 – 1:45
5B	12:20 – 1:20
2 <sup>nd</sup> Lunch B	1:20 – 1:45
6	1:50 – 2:40
7	2:45 – 3:35

Wednesdays

1	8:30 – 9:15
2	9:20 – 10:05
3	10:10 – 10:55
Adv/Act/Pep	11:00 – 11:40
4	11:45 – 12:30
1 <sup>st</sup> Lunch A	12:30 – 12:55
5A	1:00 – 1:55
5B	12:35 – 1:30
2 <sup>nd</sup> Lunch	1:30 – 1:55
6	2:00 – 2:45
7	2:50 – 3:35

### Attendance

**Student Arrival:** Classes begin at 8:30am. Doors will open at 8:00am every morning. In case of inclement weather the doors will open at 7:45am. Students will be allowed in the cafeteria and gym. Students will be released to 1st period at 8:20am. Students arriving after 8:30am will need a tardy slip from the Main Office. Students arriving after 8:45am will be placed in TRAICE for the remainder of 1st period. This cuts down on the number of disruptions to classrooms due to late arrivals.

**Student Departure:** Classes end at 3:35pm. All students must be out of the building by 3:45pm unless attending detention or Homework Help.

**Check-Out:** Parents/guardians must come to the Main Office to check students out of school. Parents/guardians must have an ID. Only adults listed on the student's PowerSchool can check students out of school.

**Attendance:** Students who miss 10 or more days of class are subject to failing the course. Students with chronic absenteeism are subject to having their transfer revoked at the end of the school year. Attendance can affect athletic eligibility, field trip participation, and negatively impact a student's chance of admission into Tulsa Tech and TCC programs.

Opening Outside Doors: All visitors and students must enter the building through the main doors. Any student caught opening an outside door for any person will be subject to disciplinary action up to suspension.

Skipping Class/Leaving without Permission: Students skipping class or leaving a class without permission will receive consequences that include lunch detention, before/after school detention, Saturday School, TRAICE (in school suspension), and suspension.

Closed Campus: We are a closed campus. Students cannot leave campus for any reason unless a parent/guardian checks them out. Students leaving campus during the day will receive disciplinary action up to and including suspension.

## **Dress Code**

Student ID: Student IDs must be worn at all times.

Logos/Advertisements/Illustrations: Cannot represent illegal substances, alcohol, tobacco, vapes, paraphernalia, sexual content, or gang affiliation.

### Tops:

- Sleeveless tops/dresses must go to the edge of the shoulder (2" shoulder width).
- NO tank tops, spaghetti straps, strapless, halter, etc.
- Must cover the entire back, stomach, and waistline.
- No see through clothing without a shirt underneath.
- Neckline must not show cleavage or undergarment.

### Bottoms:

- Shorts/Skirts must reach fingertip length with arms by side.
- Skin above the fingertips should not show (ripped jeans, holes, etc.).
- Undergarments must be covered.

### Dress Code Violations:

- Students will be asked to change (if they brought a change of clothes) or they will be sent to TRAICE and a parent will be notified.
- Students who were allowed to change and then later are found back in dress code violation will be sent to TRAICE and a parent will be notified.
- We will not supply clothes to avoid TRAICE.



## Discipline / Behavior

*While this is not a complete list of behavioral expectations, these are the most commonly asked about or experienced behavioral issues.*

IDs: Students must wear and display IDs at all times when all school property (including games, events, clubs, etc.). Students must identify themselves when asked by a school employee.

Weapons Detection System (WDS): There will be days when our WDS is used at the start of school, bathroom entrances, and/or random class pullouts. The day and use of WDS are unannounced. Depending on the strength of a WDS signal a student and their belongings will be searched.

Search & Seizure: Students have no right of privacy in the contents of their lockers, desk or other school property. If there is reasonable suspicion, TPS has the authority to detain, search, or authorize the search of any student or property in the possession of the student for weapons, substances, intoxicating beverages, wireless devices, or stolen property.

Tobacco/Vapes: We have a no-tolerance policy regarding the possession of or the use of tobacco, vapes, and/or related paraphernalia. Any student found in possession of or in use of tobacco, vapes, and/or related paraphernalia will receive consequences and TPS Campus Police or Tulsa Police Department may be notified and a \$100.00 ABLE ticket will be issued.

Alcohol & Illegal Substances: We have a no-tolerance policy regarding the possession or use of alcohol, illegal substances or related paraphernalia. Any student found in possession of or in use of alcohol, illegal substances, or related paraphernalia will receive consequences and TPS Campus Police or Tulsa Police Department will be notified.

TRAICE (in-school suspension): If a student is assigned TRAICE, the student will be required to do the following:

- Turn in their cell phone (smart devices) to the TRAICE teacher (items will be returned at the end of the day).
- Complete work for each course they are enrolled in.
- Follow the rules and expectations of TRAICE or they will be suspended.

Skateboards/Roller Blades/Skates: are not permitted at school.

Portable Speakers: are not allowed to be played at any time during the school day including lunchtime, hallways, before school and dismissal.

Headphones/Earbuds: Students are required to only have one earbud in or one headphone covering their ears for safety reasons. This includes lunchtime and passing periods.

Restrooms: All restrooms will be available for student use during passing periods when permitted. Once each class period has started restrooms will be locked with the exception of one set of restrooms outside of the Attendance Dean's office. This policy is to create a safer environment for our students by decreasing skipping, vaping, alcohol/drug use, fighting, etc.

Fighting: Students who fight will be suspended a minimum of 10 days and will be referred to TRAICE Academy (TPS Alternative School). TRAICE Academy is located at 2740 East 41st Street North and transportation is not provided. If a student is experiencing a problem, they should let ANY adult in our building know or seek the assistance of a counselor for mediation.

Recording Fights: Students who are caught recording fights will receive 5 days in TRAICE.

## **Lunch**

No Food Deliveries: The school will not accept any food deliveries for students. Any delivery driver on property will be asked to leave the campus. Students ordering food will be subject to consequences. The only exception to this rule is "Door Dash Days" (see below).

Door Dash Days: If there have been no fights for the week, students will be able to participate in "Door Dash Days" on Fridays and food deliveries will only be accepted during student's assigned lunch time.. Any deliveries outside of that time will be denied.

Lunch Forms: All students are expected to turn in a school lunch form whether or not they qualify for free/reduced lunch or plan to eat cafeteria food. This is a very important part of the funding our school receives. Lunch forms can be completed online by visiting [tulsaschools.org](http://tulsaschools.org) and reviewing the parent tab.

Lunch Procedures: Students must remain in the cafeteria. Students are not allowed in the hallways. Students who eat lunch in a classroom must have a pass from the teacher in order to leave the cafeteria. Students may not leave campus.

## Cell Phones

While cell phones are a valuable part of our society, they can be a distraction in the classroom.

Policy: Applies to phones, earbuds, headphones, watches, etc.

- No use during classroom time. This includes during work time and after you have finished your assignment.
- No use during testing.
  - During PSAT, ACT, MAP, State and AP testing - students are required to turn in their cell phone in the testing room and will receive their device(s) once testing has finished for ALL students.
- Silence notifications during class time.
- Audio should never be played where others can hear it.

Consequences: (reset daily)

1. Verbal warning.
2. Student places phone on teacher's desk/designated area and picks it up at the end of class.
  - a. If an administrator is called because the student will not turn over the phone to the teacher than the phone will be collected and held until the end of the day.
3. Sent to Discipline Dean and referral submitted.

## Academics

*We are committed to improving our students' academic success and performance. This year we have invested in remediation, intervention, and preparation.*

Homework Help: Students can receive help with their homework after school in the cafeteria on Tuesday, Wednesday and Thursdays from 3:45 - 5:00. Students must be in the cafeteria by 3:45. If no students show up, Homework Help will be canceled for that day. Students must come with an assignment to work on.

Remediation: Students who are performing below basic in reading are required to have a Reading Intervention class.

Intervention: All 9th and 10th grade students will receive interventions in math and reading once a week for 45minutes. They will use a program called Exact Path which

provides students with mini-lessons and tasks based on what they are struggling with. Students will receive a grade in their English and Math classes for this.

Preparation: All 11th grade students and some 12th grade students will receive ACT Test Prep and State Test Prep lessons in all of their core content classes one day a week. Students will receive a grade for this work.

Dual Enrollment: Students have the opportunity to be enrolled in Tulsa Tech or Tulsa Community College courses their 11th and 12th grade years. Students must meet the admission requirements of those schools. This is free for students and transportation is provided. Please speak with Mrs. Bonnie Dickson in the Academic Office if you are interested.

Advisory: Advisory class is a requirement for all students one day per week. Students do receive a grade for this course and it does count towards their GPA and graduation credits. Students will complete their ICAP requirement for graduation through the Advisory Course.

Cornell Notes: All 9th and 10th grade students are expected to take Cornell Notes in their English, Math, Science and Social Studies courses. These notes are to be kept in a spiral notebook and are for a grade.

**\*\*9th Grade Grading Policy\*\*:**

**DUE DATE** - date the assignments are due. Completed assignments will earn no less than 50%.

**NUCLEAR DUE DATE** - This is the last day that students can turn in late/missing assignments. One letter grade deduction will be given.

**LATE WORK** - Is any assignment that was turned in between the “Due Date” and the “Nuclear Due Date”.

## Grades / Graduation

- Students must earn credits to graduate high school.
- The state and district determine what credits and how many are needed.
- Students must earn a letter grade 'D' or higher to earn credit.
- If a student fails a course, they will have to repeat the course to earn credit towards graduation.
- In addition to a specific number of credits students must have the following completed to graduate (per OK law):
  - CPR
  - Personal Financial Literacy
  - ICAP (Individual Career & Academic Plan)
  - ACT or SAT
  - US History State Test
  - Science State Test
  - Civics Exam (passed with 60% or higher)
  - FAFSA (new law this year)
- Students who do not graduate high school in 4 years will not be eligible to attend a 5th year at Memorial High School. They will attend an alternative high school with TPS.
- To review your students' graduation plan, please contact their counselor.