2025-2026

College Bound Academy

SCHOLAR AND FAMILY HANDBOOK

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Dear College Bound Academy Families :

We are honored to welcome you to College Bound Academy Charter School. We know that our success as a school depends on the support of our families. We look forward to forming positive partnerships with each of you.

The following pages will help you become familiar with school procedures, policies and practices. It should serve as a resource for scholars, parents and guardians from the first day of school through the last. While this handbook may not answer all of your questions, there is a lot of valuable information in here, so please take the time to read it carefully. Then, please put it somewhere safe to refer to it throughout the school year. In this handbook, you'll learn a lot of different things about College Bound Academy. You'll learn about the structure of the school, the policies that we have in place and our expectations of members of our school community.

If you ever have any questions, please feel free to ask any teacher or staff member.

Sincerely,

The Faculty and Staff
College Bound Academy Charter School

School Overview

Through rigorous academics, character development, and a joyful, achievement-oriented school culture, College Bound Academy Charter School equips every scholar with the freedom to succeed academically and to access the college or professional career of their choice.

OUR BELIEFS

1. Education is freedom
2. Demographics do not determine destiny
3. College starts in Pre-Kindergarten

OUR PHILOSOPHY

College Bound Academy holds members of the school community- scholars, families and staff- to the highest standards. We know that you have selected College Bound Academy because you hold these same high standards for your child and are eager to work with us to maximize your child's school success.

To provide the best education for College Bound Academy scholars, we must all work together to create an atmosphere of excellence. Our mission and vision will be accomplished by implementing five instructional and five cultural components that are based on the best practices of high achieving schools serving low income scholars, scholars with disabilities and English Language Learners.

OUR CORE COMPONENTS

Instructional Component 1: Outstanding Teaching

We will recruit, hire, and develop a high capacity staff. We will provide professional development before and throughout the school year plus professional development each week. Classroom instruction will be rooted in a gradual release model and teachers will use effective classroom practices such as small group rotations, chants/cheers, kinesthetic learning, repetition, call-and-response and accountable reading.

Instructional Component 2: More Time

To close the gap that has already formed between scholars in low-income areas and their more affluent peers by the time they enter Pre-Kindergarten, we will offer a longer school day (7:45 am to 3:30 pm) and school year. With this extra time, we will be able to extend the instructional time spent on literacy and math. Additional time also will be used to implement a character development curriculum and to provide differentiated instruction, remediation interventions and Gifted and Talented lessons.

Instructional Component 3: Literacy Focus

College Bound Academy prioritizes literacy instruction within the academic school day. Scholars receive a set number of minutes of direct literacy instruction each day based on their grades. This includes direct whole-group literacy instruction, small-group literacy instruction, and literacy interventions. College Bound Academy also encourages literacy development through the use of the Library and reading incentive programs. College Bound Academy participates in the Reading Sufficiency Act guidelines set forth by the Oklahoma State Department of Education, including regularly scheduled screeners and a universal screener identifying the characteristics of dyslexia.

Instructional Component 4: Rigorous Curriculum

We will use the Oklahoma State Academic Standards to develop a clear and ambitious scope and sequence aligned to rigorous daily objectives. All standards-based objectives, curriculum resources and rigorous lessons will ensure that all scholars can compete locally, state-wide and nationally. Teachers execute pre-planned and reviewed lessons, ensuring rigor and alignment across classrooms and grade levels. Teachers will be departmentalized by content areas, beginning in second grade, so that teachers become masters of their content and scholars in the same grade receive the same excellent instruction in every subject area.

Instructional Component 5: Data-Driven Decisions

To ensure we are on track to reach growth and mastery goals, formal and informal assessments in literacy and math will be administered on a consistent basis. Staff will engage in data analysis after each assessment, with teachers adjusting units, lessons, and interventions, and leaders creating focused professional development training as needed.

Cultural Component 1: Mission-Driven Culture

The college mission will be seen, heard and felt in every part of the school's culture. Throughout the school, there will be banners and bulletin boards displaying college information. College will be heard in school chants, cheers and school wide language. Scholars will experience the college mission through visits to colleges and universities with their families and their teachers.

Cultural Component 2: High Expectations with Joy

Finding joy in the hard work of learning is a key driver for a positive, high-achieving school and classroom. Members of College Bound Academy will hold high expectations for scholars within a warm and strict environment. The staff will be consistent and firm, and at the same time positive and enthusiastic. We will consistently send the message that having high expectations is part of being a caring person.

Cultural Component 3: Character Development
Values and College Bound mindsets will be taught. We will have a character development curriculum and discipline system built around our core values that will support a culture of achievement and develop scholars' ability to succeed inside and outside of the classroom.

Cultural Component 4: Families as Partners
Parents and teachers will have complimentary high expectations for a scholar's academic performance so that scholars can meet and exceed expectations. Families will receive regular communication regarding behavior, academic progress reports, and have conferences with teachers. We will engage families in conversations about ambitious learning goals for their scholars.

Cultural Component 5: Structure and Systems
To ensure instructional quality and cultural consistency, there will be structures and systems for every part of a College Bound Academy education. We will have consistent procedures and routines for scholars and staff to maximize learning time, give stability and clarity to all learners.

Attendance Policies

Scholars are expected to arrive at school on time and to stay at school until the end of every day. Regular school attendance is one of the most powerful ways you can prepare your child for success. School attendance helps your child get better grades, develop healthy life habits, avoid dangerous behavior and graduate from high school. College Bound uses every minute of our extended school day.

PARENTAL NOTIFICATION OF ABSENCES
When it is necessary for a scholar to be absent from school, the parents/guardians are requested to notify the Main Office of the scholar's absence and explain the reason for the absence. ***Parents/guardians are responsible for calling the school the day of the absence by 8:30am.***

EXCUSED ABSENCES
The following absences may be considered excused by administration or designee if the parent/guardian provides documentation to support the absence:

- Death in the immediate family
- Family emergencies
- Late arrivals/early dismissals due to medical appointments that cannot be scheduled outside of school hours
- Illness or injury of the scholar
- Observance of a religious holiday

UNEXCUSED ABSENCES
Unexcused absences include any circumstance not listed above, including any absence due to truancy. An absence explained but not excused, such as a vacation, is considered an unexcused absence.

10 or more unexcused absences, students become at risk of losing their seat at College Bound Academy

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such a child to attend or comply with the rules of some public, private or other school.
70 O.S. Section 10-105

WITHDRAWAL POLICY
A scholar may lose their seat at College Bound Academy if:

- A scholar is absent for 3 consecutive days without family contact or without a valid excuse.
- A scholar has missed 5 days or 40 hours in a 20 day period.
- A scholar is absent a total of 12 days or more in a year.

Attendance will be reviewed monthly. Attendance letters will be sent to notify the families that are in jeopardy of losing their seat at College Bound Academy. Attendance letters must be signed and returned to the school.

A parent or guardian may withdraw a scholar voluntarily by signing a Voluntary Withdrawal form with administration or designee.

SUSPENSIONS EQUATE ABSENCES
If an out of school suspension is to be administered, it will be treated as an absence from school and marked appropriately. If school administration deems it necessary that a scholar be picked up from school due to behavior, it will be treated as an early dismissal.

MISSED WORK
Scholars are encouraged to make up work for all absences. Scholars who have absences may receive credit for their work completed in a timely manner after their return to school. Scholars and their parents/guardians are responsible for securing and completing make-up assignments. Scholars will be allowed one-day make-up time for each day's absence. Preannounced tests are taken on the assigned dates. Absences the day prior to the test does not excuse the scholar from taking the test. Work satisfactorily made up within the prescribed time after returning to school will receive full credit.

RETENTION RELATED TO ABSENCES
A total of 10 absences (excused or unexcused) will result in your scholar being placed on the retention consideration list which may result in the scholar repeating their current grade. All retention decisions related to absences are final.

TRUANCY: Oklahoma Statutes (Title 70, Sec. 10-106) Oklahoma Compulsory Education Law
If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or if the child is absent from school for ten (10) or more days or parts of days within a semester without a valid excuse, the attendance officer shall immediately report such absences to the district attorney in the county wherein the school is located for the filing of a Child in Need of Supervision petition against the child pursuant to the Oklahoma Juvenile Code.

The Oklahoma State Department of Education defines chronic absenteeism as missing 10% of the school year.

ABSENCES DUE TO DOCUMENTED MEDICAL CONDITION
Any scholar who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such scholars may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law. Scholars are afforded rights under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Individuals with Disabilities Education Act. Scholars qualifying for these rights will be required to bring in documentation relating their absences to a disabling condition.

Arrival

College Bound Academy's doors open at 7:30am. ***Scholars must arrive at school between 7:30am - 7:45am to be considered on time***. Breakfast will be served from 7:30-7:45 am. Scholars may not bring their own breakfast into the school building. Scholars arriving at 7:46 am or later are considered tardy. Families must escort late scholars to the Main Office to sign in, before proceeding to their classroom. ***Scholars will NOT receive breakfast if they are late to school.***

Dismissal

Scholars will be dismissed from school between 2:45 – 3:00 pm. ***Early dismissal ends at 2:30pm.*** If parents or guardians need to speak to a teacher or conduct any other classroom business, families must contact their homeroom teacher to schedule a meeting.

Early Pick Up/Dismissal

Scholars who leave the school before 2:30 pm (scholars will not be dismissed between 2:30 pm – 2:45 pm) will receive an early pick-up infraction. The parent or guardian must sign the scholar out with the Main Office before removing the scholar from school grounds.

Late Pick Up

If scholars are not picked up by 3:00pm, this is a late pick-up and will count against your attendance. The Department of Human Services or the police may be notified if an authorized parent/guardian does not pick up a scholar on time.

Late Arrival/Early Dismissal

Late arrivals and early dismissals are considered into absence totals from school for promotion/retention purposes, loss of seat at College Bound Academy, and referrals to the District Attorney for violation of (70 O.S. § 10-106). ***Every three late arrivals, late pick-ups and/or early dismissals will total one absence.***

All scholars must be signed out by a parent/guardian (or someone legally listed by the parent/guardian on the emergency list) in the office before leaving the school. Parents/ Guardians picking up scholars must show state issued identification or a school issued car card.

For state aid purposes, a scholar must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a scholar must be in attendance two of the final three hours to be recorded present for one-half day. (Oklahoma State Accreditation Standards)

Health and Wellness

In order to keep all scholars healthy, please have your scholar stay home if they have a fever. Scholars should stay home if:

- A scholar's temperature is 100.0 or higher (without medication) in the last 24 hours
- A scholar has a severe or persistent cough
- A scholar has vomited or diarrhea in the last 24 hours
- A scholar has lice or other parasite
- A scholar has any contagious or untreated health condition (ex: pink eye, strep throat, flu, etc.)
- A scholar has an unidentified rash or other ailment
- A scholar has tested positive for COVID-19 recently. **

Before returning to school, scholars must be fever and vomit free for a full 24 hours

without medication. To excuse the absence, please have the scholar bring a doctor's note to school if applicable. Please contact your health professional with any concerns regarding your child's health.
** Per CDC Guidance

COVID-19

CBA adheres to all CDC guidance applicable to schools. For the latest guidance please visit www.cdc.org.

If your child tests positive for COVID-19, is exhibiting symptoms of COVID-19, or is told by a healthcare professional to quarantine, then the family will need to notify CBA immediately.

To notify CBA Eastside Campus, please call the main CBA number, 918-925-1580.
To notify CBA Brookside Campus, please call the main CBA number, 918-925-1620.

CBA has a clear plan with the Tulsa Health Department for COVID-19 exposures. We will implement this plan to protect scholars and staff, but it requires quick action and quick notification.

All COVID-19 related absences will be excused.

If you have concerns about your child's health, call your health professional. If a scholar is absent due to sickness, please have the doctor email or fax the school note to excuse the absence to:.

EMAIL: records@collegeboundschool.org
FAX: 918-925-1585

School Closing Due To Inclement Weather

College Bound Academy will post all weather-related school closing decisions on Talking Points. Every attempt will be made to post the school-closing announcement on Class Dojo and will be included in an automated phone/text message.

If College Bound Academy needs to close school early for other emergency reasons, the school office may call scholars' parents/guardians to inform them of a school closing. If school must close during the school day, every attempt will be made to inform the parents/guardians in order to arrange for transportation from school. In the event of hazardous weather conditions (tornado warning, hail, lightning, etc.), doors will remain closed and scholars will not be released until the warning has been lifted.

Academic Policies

ACADEMIC INTEGRITY POLICY

College Bound Academy values academic integrity. Dishonesty or deception that enhances a scholar's grades on any assignment will not be permitted. Academic dishonesty includes cheating on exams by copying from others or having unauthorized notes, formulas, or other information, gaining or providing access to graded materials or having another individual complete work for the assignments. Plagiarism is also a form of academic dishonesty. Plagiarism includes submitting another person's work and failing to use quotation marks where appropriate. Scholars that commit acts of academic dishonesty will be subject to appropriate consequences including, but not limited to, parental notification, repeating an assignment, receiving no grade on an assignment or apologizing.

PROMOTION AND RETENTION POLICY

Families will receive a report card at the end of every quarter as an indication of progress towards grade level content and standards.

A scholar will be promoted to the succeeding grade level when s/he has:

1. completed the requirements at the presently assigned grade at proficient levels
2. in the judgment of the professional staff, achieved the instructional objective set for the present grade after reviewing numerous assessment instruments
3. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade

Promotion is defined as a scholar successfully completing the requirements of a particular grade level and moving into the next higher grade level following the end of the school year. It will be recorded on the scholar's cumulative record that the current grade level has been successfully completed.

Retention is a decision to decline advancement of a scholar into the next higher grade level following the end of the school year and to indicate on the scholar's cumulative record that the current grade level has not been successfully completed.

Retention may occur due to excessive absences which is defined as an excess of 10 absences (excused or unexcused). Absences are accumulated through full day absences and through late arrivals or early dismissals. 3 late arrivals or early dismissals will equal 1 absence. Truancy issues may result in a complaint of truancy being filed with the Probate Court Juvenile Division.

A scholar may be retained if he or she misses more than 10 days in a school year, or has

substantial behavior challenges that result in a significant volume of missed instructional time. In those instances, our goal is to transform behavior that is preventing learning, but while we work to resolve that challenge, a child may be recommended for retention as a result of missing such a volume of key academic content.

College Bound Academy reserves the right to change grade placements within the first 60 days of enrollment to best fit the scholar's academic and developmental interests.

Uniforms

We show respect for our appearance and our cohesion as a community through our uniforms. In addition, being in proper uniform allows the school to be a place where scholars focus on learning. Scholars in our community are expected to follow the school dress code in order to be allowed in class.

Backpacks are not allowed. Bags approximately 8" x 6" may be used for personal items, but bags may not have any visible logos or other items attached (keychains, toys, etc).

	PK-8th Grade Uniforms
Shirts	• Any College Bound Academy uniform shirts purchased from our online uniform store • Orange College Bound Academy shirt (no longer available for purchase, but scholars may still wear orange uniform shirts) • Plain Navy Blue Polo without a logo (can be purchased at any commercial retail store). • Plain turquoise or navy blue shirt without a logo (can be purchased at any commercial retail store).
Sweatshirts	• Any College Bound Academy Sweatshirt purchased from our online uniform store • Plain Navy Blue Sweatshirt without a logo (can be purchased at any commercial retail store).
	Other sweatshirts or sweaters are not allowed during the school day. **Hoodies are not allowed during the school day. If your scholar wears a hooded sweater or jacket to school, they must store it in their locker and will not be allowed to wear it inside the school building.**

	Coats and other jackets are not allowed to be worn inside the school building.
Pants	• College Bound Academy Sweatpants purchased from our online uniform store (PK-4 only) • College Bound Academy Athletic Shorts purchased from our online uniform store (PK-4 only) • Plain navy blue sweatpants without logos (can be purchased at any commercial retail store) (PK-4 only) • Plain navy blue athletic shorts without logos (can be purchased at any commercial retail store) (PK-4 only) • Navy Blue or Khaki Jumpers (can be purchased at any commercial retail store). • Navy Blue or Khaki Slacks. (can be purchased at any commercial retail store). **Scholars in 5th - 8th grade may not wear athletic shorts or sweatpants.**
	No Jeans are allowed. **No leggings as pants are allowed.** **No joggers are allowed.** **No cargo pants are allowed.**
Dresses/skirts/ skorts	• Uniform dresses (navy blue or khaki) may be worn (can be purchased at any commercial retail store) • Navy Blue, Black, Khaki skorts may be worn (can be purchased at any commercial retail store) • Dresses and skirts/skorts must be an appropriate length for the school setting (no more than 2" above the knee) • Leggings or shorts must be worn under dresses or skirts
Shoes	• Any closed toe tennis shoe or sneaker can be worn, preferably with laces/velcro to ensure scholar safety. • Lighted shoes and shoes with wheels are not allowed as they distract from learning. • Snow or rain boots can be worn to and from school, but NOT while at school.

Jewelry	• Only small earrings are allowed (No large hoops or dangling earrings - earrings must be dime size or smaller). • Necklaces/chains are allowed. They must be tucked into the shirt. • No bracelets or rings. • Digital and analog watches are allowed; NO smart watches • We highly discourage students wearing valuable jewelry to school as students frequently lose items at school
Miscellaneous	• Temporary tattoos, drawn on tattoos, face paint and spray-painted hair are prohibited as they create distractions from learning.

Make sure to LABEL the inside tag of all your scholars' uniform clothing, especially sweatshirts.

UNIFORM INFRACTIONS

After the first 6 weeks of school, families are required to bring the appropriate clothing to school so the scholar can change and return to class.

ACCIDENTS REQUIRING CHANGE OF CLOTHES

Accidents sometimes occur during our long school days, even for scholars who do not normally have accidents. Parents/legal guardians of pre-kindergarten, kindergarten scholars and of older scholars with a record of bathroom accidents are required to send an extra uniform shirt and bottoms that will remain at school. In the case of an accident, scholars will be given these clothes to change into.

Transportation : Busing

Busing to and from College Bound Academy is provided to all scholars that live more than 1.5 miles away from the school building.

The right to free busing is dependent on the scholar's good behavior while waiting for and riding on the school bus. Participation in bus transportation is a privilege. All behavioral expectations outlined in the College Bound Academy Code of Conduct apply on school bus transportation. Scholars who take the school bus are expected to act responsibly and respectfully at all times.

Scholars that are in the 2nd grade or older may walk home without a responsible person at the bus stop to collect them. Pre-Kindergarten, Kindergarten and first grade students must be accompanied by a responsible person or older sibling also riding the bus, or they will be returned to the school building after the route has been completed.

EXPECTATIONS FOR BUSES

- Scholars will remain in their assigned seat. Scholars are expected to remain seated in their seats unless given express permission by the driver or school administration to move.
- Scholars will sit quietly with a safe body. This means scholars must face forward, sitting all the way back in the seat, with their feet down.
- Scholars will keep their hands inside the bus at all times. Scholars will not put their hands outside the bus window.
- Scholars will keep all items in their backpack or on their lap. Scholars will not throw items on the bus.
- Scholars will not use offensive language.
- Scholars will obey the bus driver's directions.
- Scholars will not be allowed to use cell phones.

In order for bus drivers to get students to school/home on time and safely, they must focus on the road at all times. Thus, while on the bus, scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students who do not follow these rules compromise the safety of themselves and others.

Families are expected to reinforce the importance of proper bus behavior and the potential consequences for bad behavior. Inappropriate behavior may result in a bus infraction, bus suspension, or termination of bus services. If a child is suspended or terminated from the bus service, the guardian is responsible for arranging alternative transportation. Failure to attend school as a result of lost bus privileges will be considered unexcused absences. The Administration's decision to limit or revoke bus riding privileges is final and may not be appealed.

SCHOLAR BUS INFRACTIONS

- After 3 bus infractions the scholar will lose bus privileges for a day
- After 6 bus infractions the scholar will lose bus privileges for a week
- After 9 bus infractions the scholar will lose bus privileges for a month
- After 12 bus infractions or for any egregious behavior the scholar will lose bus privileges for the rest of the school year.

PARENT/FAMILY BUS INFRACTIONS

- After 3 times the scholar is not picked up from the bus stop, the family will lose bus privileges for a week
- After 6 times the scholar is not picked up from the bus stop, the family will lose bus privileges for a month
- After 9 times the scholar is not picked up from the bus stop, the family will lose bus privileges for the rest of the year

Changes to Transportation

To report a transportation change, please call:
918-925-1580 (Eastside Campus)
918-925-1620 (Brookside Campus-Collegiate Hall)

Technology/Toys

Scholars will not have an opportunity to play with toys during the day so they should be left at home. Scholars who bring inappropriate items to school including, but not limited to, toys, portable music devices and laser pointers will have such items confiscated. These confiscated items will not be returned to scholars; a parent or guardian will be required to come to the school to retrieve them.

Scholars found to have a cell phone or smartwatch powered on during the school day will have it confiscated and it will not be returned to the scholar. A parent/guardian will be required to come to the school to retrieve any confiscated cell phone or smartwatch. Given that the school does not use locks on lockers, we encourage all scholars to leave non-essential items of value at home - monetary or otherwise - since they cannot be securely stored at school. The school is not responsible for lost or stolen items.

CBA Internal Cell Phone Guidance

Number of Offenses	Consequence
0	Teachers will set clear expectations within their classrooms and will remind students of expectations.

1	Teacher calls for Admin to collect the phone, **Parents** must pick up the phone after school.
2	Teacher calls for Admin to collect the phone, **Parents** must pick up the phone after school.
3	Teacher calls for Admin to collect the phone, **Parents** must pick up the phone after school, and the student serves OSS.
Refusal to give phone and/or other extreme behavior	Student will be picked up by parent that day and will receive disciplinary consequences based on the details behavior incident

Celebrations

College Bound Academy does not allow individual scholar celebrations in classrooms, this includes birthdays. College Bound Academy does not celebrate holidays but scholars and families may partake in school-based celebrations throughout the year including, but are not limited to, friendship day, career day, and winter celebration.

Scholar Code of Conduct

College Bound Academy is committed to providing a safe and orderly learning environment for all scholars and will not tolerate behavior which is dangerous or disruptive to the learning process. Any scholar exhibiting violent behavior on school property or at a school function may be subject to immediate suspension pending an investigation of the incident. Additionally, the scholars may be subject to prosecution by law enforcement authorities.

PHYSICAL INTERVENTIONS PROCEDURES & GUIDELINES

College Bound Academy is committed to the goal that all scholars should learn to be responsible, cooperative and productive individuals. To this end, College Bound Academy supports the use of instructional and disciplinary techniques that are designed to teach skills and attitudes that scholars require in order to function effectively within society. In particular, preventative intervention, the positive reinforcement of desired behaviors, and the development of social skills and conflict resolution strategies are considered the most useful tools for promoting growth and development.

Section A: Standard Physical Intervention Procedures

College Bound Academy recognizes that effective instruction and discipline occasionally require physical contact between staff and scholars. This includes contact that occurs as an integral part of the learning process. It also includes contact that is used by staff to facilitate a scholar's performance of a desired behavior. Such contact is considered appropriate provided that it reflects the constructive nature of effective teaching and discipline techniques. Examples include, but are not limited to, contact that occurs when:

1. A scholar is being praised or rewarded.
2. A staff member is attempting to establish or improve rapport.
3. Role playing is being employed for the teaching of social skills or problem resolution.
4. A scholar requires assistance for the learning of a specific skill.
5. A scholar requires assistance for improving attention to a task.
6. A scholar requires assistance for the control of excessive body movements.
7. A scholar completes maintenance exercises for physiotherapy and occupational therapy.
8. Nonverbal cues (such as taps to the hand, shoulder, etc) are employed as a means of assisting a scholar to recognize misbehavior, improve self-control and avoid disciplinary procedures.
9. A scholar requires assistance in following directions from staff to move from one location to another (in the absence of significant scholar resistance).
10. A scholar requires assistance in following directions for staff to release an object in his or her possession (in the absence of significant scholar resistance).

Note: These categories and examples of appropriate physical contact are not intended to be exhaustive. The use of physical contact in other situations would also be considered appropriate, provided that the contact clearly reflects the positive philosophy and constructive nature of effective teaching and discipline techniques.

Section B: Intensive Physical Intervention Procedures

College Bound Academy recognizes that some scholars display a level of inappropriate behavior that is not always controllable or alterable by the use of standard school disciplinary procedures. Therefore, the use of intensive intervention techniques may be required in order to achieve a productive resolution of the behavioral difficulties. These techniques include the use of physical contact to a greater extent than would normally be employed and physical restraint where concerns for the safety of scholars and staff justify the use of this procedure. As with standard school disciplinary procedures, the use of such techniques should reflect the philosophy that the primary aim of discipline is for all scholars to acquire the positive skills and attitudes associated with responsible conduct.

Intensive Physical Contact

This includes contact that may occur when:

1. Staff is required to intercede in a dispute between scholars.
2. A scholar requires assistance in following directions from staff to move from one location to another (with significant scholar resistance).
3. A scholar requires assistance in following directions from staff to release an object in his or her possession (with significant scholar resistance).
4. The staff member uses a self-protective release block as a means of avoiding personal injury caused by aggressive scholar behavior.

Guidelines for Intensive Physical Contact

1. Intensive physical contact must be employed with caution. The deliberate overuse of force such that a scholar is shaken violently, pulled in a strong jerking manner, stuck punitively, etc. is forbidden.
2. To ensure that these techniques are used in a visibly constructive manner, the staff member should maintain self-control and composure throughout the application.
3. When a scholar is being moved or is required to release an object, it may be necessary to enlist the aid of another staff member so that the desired goal may be achieved without hurting the scholar.
4. Intensive physical contact must not be employed punitively or threatened in such a way that it would likely be perceived as a punishment.
5. Other scholars should not be enlisted by staff for assistance in the use of intensive physical contact. It is recognized that scholars may voluntarily become involved in certain situations, such as intervening in a dispute between other scholars.

Physical Restraint

Physical restraint refers to a preventative procedure used when there is a realistic concern that a scholar may suffer personal injury, injure others or cause significant property damage. Due to the intrusive nature of physical restraint, College Bound Academy expects staff to limit the use of this procedure to those situations that are not resolvable by other disciplinary procedures.

College Bound Academy expects staff to use early intervention strategies whenever possible to prevent a situation from escalating to the point where physical restraint would be required. Early intervention includes the recognition of a scholar's early symptoms of anxiety. During this phase, a supportive and empathic approach by staff may defuse or de-escalate the potential crisis. Scholars who escalate beyond the anxiety level may display defensive behavior and loss of rational control. During this phase, staff should maintain a controlled and professional manner while setting behavioral limits that are clear, concise and enforceable. Approaches such as these may reduce likelihood that a scholar will escalate to the level of aggressive and assaultive behavior that may require physical restraint.

Guidelines for Physical Restraint

1. Physical restraint is a safety procedure employed to protect people and property. It must not be applied as punishment.
2. To ensure that these techniques are used in a visibly constructive manner, the staff member should attempt to maintain personal self-control and composure throughout the application.
3. Physical restraint must be employed with caution. The deliberate overuse of force such that a scholar is shaken violently, pulled in a strong jerking manner, struck punitively etc. is forbidden.
4. Restraint may be employed to confine a scholar within the classroom or school under circumstances where the scholar has demonstrated a desire or willingness to leave a supervised area without permission such that his or her personal safety could be jeopardized. This procedure would also apply during school trips and excursions.
5. When applying restraint, staff must use only the minimum amount of force required for the protection of people and property. It may be necessary to enlist the aid of another staff member so that control may be achieved without hurting the scholar.
6. Staff may counsel scholars to help them understand how their actions could escalate to a restraint situation. However, restraint must not be used as a threat.
7. Other scholars must not be involved in the application of physical restraint.
8. Throughout any restraint, staff should reassure the scholar that restraint is being used for reasons of safety until the scholar regains self-control. Under circumstances where such communication could intensify the scholar's emotional outburst, the staff may choose to reassure the scholar after self-control has been recovered.
9. Appropriate follow-up should occur subsequent to the use of physical restraint in an effort to resolve conflict and avoid the need to utilize physical restraint in the future. This may include recognition of feelings, counseling, the discussion of alternative courses of action, role-playing where appropriate and an attempt at resolution through mutual goal setting.

Physical Restraint Procedures
College Bound Academy recognizes that one-person restraints are the accepted norm in school-based programs due to staffing limitations and the traditional classroom design of schools. Therefore, although two person restraints may be preferable and are easier to perform, College Bound Academy authorizes staff to use one-person restraints when required to protect the safety and security of scholars and staff.

Restraint Reporting Procedures
When physical restraint has been employed, the following procedures are to be followed:
A Seclusion and Physical Restraint Documentation form must be completed and submitted to the administration or designee within one school day of the incident. This form shall be made available to the parents or guardians upon request.
The parents or guardians of the scholar must be notified that restraint has been employed. Notification may be in person, by phone or by regular mail. Please note, College Bound Academy encourages personal contact with parents whenever possible.
Reference: With All Due Respect (2003).

Out-of School Suspension

At College Bound Academy, we believe that it is important to keep scholars in school as much as possible. However, some severe behaviors and disruptions to the learning of others will result in a scholar being suspended from school. While College Bound Academy intends to follow Oklahoma state suspension law as stated in 70 O.S. § 24-101.3., it should be noted that the list of infractions which may warrant out-of-school suspension at College Bound Academy is not exactly the same as Tulsa Public Schools.

Scholar Searches

All school property (lockers, desks, etc.) assigned to scholars is the property of College Bound Academy. The scholar is given a temporary right to use the property which may be revoked at any time.

School property may not be used to store contraband or other prohibited materials, objects, etc. that are in violation of school rules. Administration or designee may at his/her discretion authorize the search of any school property without the permission of the scholar or the presence of the scholar. Scholars have no expectation of privacy as to lockers, desks or other school property temporarily assigned for their personal use. No expectation of privacy also includes the use of technology owned by the district including Wi-Fi and internet usage. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

No person attending a school-sponsored event may conceal on his/her person, in a purse, handbag, etc. any weapon, narcotic, dangerous drug, alcohol or any other substance or object that is in violation of local or state ordinances or school rules.

Lost/Stolen Property

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that scholars bring to school that may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to the appropriate parent; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property. Please make sure to label all uniforms, jackets, lunch boxes, books, backpacks and other personal items that are brought or worn to school. Lost clothing will be located in the lost and found in the Main Office. College Bound Academy is not responsible for any lost items that are confiscated due to being a distraction. After a period of time, items left in the lost and found bin will be discarded or donated at the school's discretion.

Distracting or inappropriate items should not be brought to school. This includes iPads, handheld video games, and other electronics. These will be confiscated if found and a parent or guardian will need to pick them up.

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

- Any illegal substance
- Vapes
- Lighters
- Weapons or toy weapons
- PS55, Nintendo Switch, or any other electronic gaming device

Bringing these items could result in disciplinary action up to and including suspension.

School Property

College Bound Academy expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, including all technology, books, and other material possessions of College Bound Academy. Intentional actions to damage or harm school property may lead to disciplinary action.

Textbooks on Loan

Students may be provided with school textbooks. Students must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student and must be paid for based upon the amount assessed by the school. Report cards may be held if book fees are unpaid.

Computers

Use of a school computer or similar technology (iPads, cameras, etc.) is a privilege and can be revoked by the school. The use of computers and all school technology resources is governed by our Acceptable Use Policy. The school reserves the sole right to enforce the acceptable use policy and to limit or take away a student's privilege to use a school computer at any time. Parents or guardians may not use a student's email account to obtain other student email accounts or to send emails to any student or group of students. Student email accounts are subject to student search policies.

Google Workspace

At College Bound Academy, we use Google Workspace for Education, which includes education productivity tools from Google including Gmail, Calendar, Docs, Classroom and more. At College Bound Academy, scholars will use their Google Workspace for Education accounts to complete assignments, communicate with teachers, and learn 21st century digital citizenship skills.

When creating a student account, College Bound Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

Assignments
Calendar
Classroom
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Chrome Sync
Google Meet
Google Vault
Groups for Business
Keep
Migrate
Sites
Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts (for example, Google Maps or other Google search engines).

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services,

- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may uses the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting College Bound Academy administration. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?
If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact College Bound Academy administration. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice(at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/), and the Google Cloud Privacy Notice at (https://cloud.google.com/terms/cloud-privacy-notice).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as https://cloud.google.com/terms/data-processing-addendum).

ACCEPTABLE USE POLICY
College Bound Academy uses the internet to support learning, research, curriculum, and career development and expects scholars to use this access in a manner consistent with this purpose.

UNACCEPTABLE USE POLICY
Inappropriate use includes but is not limited to:

- Disclosing, using or disseminating personal identifiable information about self or others;
- Accessing, sending, or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, harassing, or illegal;
- Plagiarizing material obtained from the internet or copying/downloading copyrighted material
- Using the internet for commercial purposes or installing any commercial software, shareware, or freeware
- Using the internet to send or receive information relating to dangerous instruments such as bombs, explosive devices, automatic weapons, firearms, or other weaponry.

VIOLATIONS
Access to College Bound Academy's internet service is a privilege and not a right. College Bound Academy reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, up to and including suspension for violating this policy. The school will advise law enforcement agencies of illegal activities conducted through College Bound Academy internet service. The school will cooperate fully with local, state and federal officials in any investigation related to any illegal activities conducted through the service.

Mandated Reported Policy

College Bound Academy complies with all Oklahoma law requiring school personnel to report suspected cases of child abuse or neglect. Oklahoma law requires teachers, nurses and all other school personnel having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services. Reports may be made in writing, personally or any other method prescribed by the department. School nurses, health assistants or any other healthcare professional examining, attending or treating the victim of what appears to be criminally injurious conduct, including, but not limited to, child physical or sexual abuse as defined by the Oklahoma Crime Victims Compensation Act, must report orally or by telephone the matter promptly to the nearest law enforcement agency in the county wherein the criminally injurious conduct occurred, or if the location where the conduct is unknown, the report shall be made to the law enforcement agency nearest to the location where the injury is treated. Failure to report such information promptly, making false reports or reporting with lack of factual foundation shall be a misdemeanor.

The law also grants immunity from any civil or criminal liability to a person who in good faith makes such a report. It is not the responsibility of school personnel to prove the child has been abused or neglected. Evidence of child abuse may consist of physical marks on the body, sexual abuse, exploitation or neglect.
Oklahoma Child Abuse Hotline 1-800-533-3511

Media Release Opt Out

College Bound Academy will periodically create publications (print or digital) to highlight scholar achievement, school life and school events. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. The school may also get media requests to highlight the school and its scholars from outside representatives. The school will continue to identify and use students in connection with any of these programs or related activities unless it receives a completed Opt Out form signed by the student's parent or legal guardian. Opt Out forms are due within the first two weeks of school and can be obtained from the College Bound Academy office. If a scholar does not have a signed media release form, they will not be included in the school yearbook, any Talking Points announcements, or any class performances on Zoom.

Lunch Guidelines

Lunch is a very important part of your child's day. While College Bound Academy offers lunch every day, you may choose to pack your child's lunch instead. Please note, scholar's must bring their packed lunch with them at arrival. The front office does not have the capacity to accept scholar lunches during the school day, including outside fast food deliveries for scholars.

College Bound Academy is a **NUT AND SEED FREE SCHOOL**. These items may NOT be included in your scholar's lunch, including any drinks that contain tree nuts, such as coconut water. In addition, carbonated beverages, energy drinks, or caffeinated beverages are not allowed. We also do not heat up scholar home lunches, so please plan accordingly.

Health & Emergency Information

MEDICATIONS

Prescription and non-prescription medicines, drugs and relevant medical equipment and/or supplies must be delivered to school officials in person by the legal custodian (or the legal custodian's designated adult) of the scholar. All medication must be in a properly labeled pharmacy bottle that includes a current prescription date, the scholar's name and administering directions. Over-the- counter medication must be in its original bottle. Medication will only be administered as ordered by a physician or labeled on the over-the counter bottle according to age/weight. The legal custodian must complete the form Administration of Medication authorizing the medication to be administered. All medication must be counted by a school official in the presence of the legal custodian or designated adult and both parties must sign off on an official count of the medication.

FIRST AID

The College Bound Academy staff trained in the basics of first aid will provide first aid to scholars when appropriate. This consent will remain in place unless College Bound Academy receives a completed Opt Out form signed by the student's parent or legal guardian. Opt Out forms are due within the first two weeks of school and can be obtained from the College Bound Academy office.

MEDICAL EMERGENCY OR CRISIS

If a medical emergency occurs with a scholar at school, first aid will be administered and parents/guardians will be contacted immediately. If parents/guardians cannot be reached, emergency contacts will be contacted. If the situation warrants, the school will contact Emergency Medical Services (911).

If a scholar or a visitor has a crisis, staff members will attempt to defuse the situation and help all members involved feel safe and calm. If staff members on site cannot defuse the situation, the school will contact appropriate agencies such as COPES, the Tulsa Police or the Emergency Medical Services (911).

EMERGENCY TRANSPORT

In the event of a medical emergency, a scholar may require ambulance transport by an ambulance service licensed by the State of Oklahoma. X-ray examination, anesthetic, dental, medical or surgical diagnosis or treatment by any physician or dentist licensed by the State of Oklahoma and hospital service that may be rendered to the minor under the general, specific or special consent of a College Bound Academy designated staff member or school nurse, the temporary custodian of said minor; whether such diagnosis or treatment is rendered at the office of the physician or dentist, or at a hospital licensed by the State of Oklahoma.The physician or dentist will exercise his/her discretion in authorizing the disposal of any severed tissues or member. This consent is given in advance of any specific diagnosis or treatment being required, but is given to encourage those persons who have temporary custody of the minor, and said physician or dentist to exercise his/her best judgment as to the requirements of such diagnosis or medical or dental or surgical treatment. This consent shall remain effective, unless sooner revoked in writing, delivered to said physician or dentist or said person entrusted with the custody, care and control of said minor child.

LICE & NIT POLICY

Upon a screening, a scholar with lice will be sent home and the guardian is responsible for treatment of the lice. Scholars returning to school after treatment for head lice will be examined by a school official to verify absence of live lice and nits prior to entering the classroom. Please walk your scholar to the office and stay with your scholar until they are cleared to return to class. If a scholar is found to have nits, the guardian of that scholar is contacted immediately but will not be excluded from school.

Family Involvement

Family involvement in a child's educational life is critical to a child's success. We encourage parents to develop strong positive partnerships with the College Bound Academy, including all faculty and staff.

College Bound Academy has a parent teacher organization. Information will be sent out periodically on how to join.

COMMUNICATION

In order to be effective partners, we must communicate. There are several ways that we can and will communicate with you throughout the year.

Phone Calls: Throughout the year, you may receive a phone call or a note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours. You are always welcome to call the teacher if you have any questions or concerns.

Meetings: If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with teachers or administrators, please contact them directly and allow 24 to 48 hours for scheduling.

Parent & Family Concerns: If you have a concern about a school policy, academic grade, discipline decision or anything else, please follow the communication flow below.

Points of Contact
1st: All questions and concerns will be directed to your scholar's teacher via email, phone call, notes or Class Dojo messages.
2nd: If an issue is not resolved, please set up a meeting with your scholar's teacher.
3rd: If an issue is not resolved, please set up a meeting with your scholar's teacher and a member of leadership.

We promise to treat you and your concern with respect and ask that you treat our staff with the same respect. If a parent/guardian is disrespectful to College Bound Academy staff members, we will cut short the conversation and you will be asked to leave until a more respectful conversation can be carried. Ultimately, we want to be sure that we get a solution to any challenge that may arise and we recognize that doing so in moments of frustration may not be possible.

Parent Contact Information: ***Please keep your contact information updated with the Main Office at all times***. For the safety of your child, it is critical that we are able to get a hold of you as needed.

PRE-ENROLLMENT REQUIREMENTS
Pre-K and Kindergarten scholars require pre-screening in the summer. Orientation may also be required for all grades.

TEACHER CONTACT
College Bound Academy staff will contact every scholar's family regularly via Talking Points, email, phone call or personal notes. This will be a quick check in about academic and character standing and growth. It is also a good time to catch up on any new things happening at home and a time for parents and guardians to ask any questions they might have.

Family Conferences

Family-teacher conferences are a crucial component of our educational program and are mandatory for all CBA families. Families are expected to attend a conference 2 times a year. Parents should plan on attending a 15-minute conference during that school day or at a pre-arranged time before or after school during that week. Families may not receive their child's report card until they attend the conference.

Annual Field Trips

College Bound Scholars may go on field trips with their grade level or with special groups such as clubs. Information will be provided as it becomes available.

Volunteer Opportunities

We will publicize volunteer opportunities based on need and availability. All families are welcome to attend field trips and celebrations and participate in volunteer opportunities.

Visitors

All visitors to College Bound Academy must abide by the Visitor Code of Conduct at all times.

All visitors must register immediately upon arrival at the school by reporting first to the school office to state the purpose of the visit. Administration or designee has the prerogative to approve or disapprove the visit. Authorized visitors will be required to wear identification while in a school.

All persons on school property must identify themselves upon request by school personnel. This includes individuals who are present at school sponsored events and on or around school buses. If persons refuse to identify themselves and state an acceptable purpose for their presence, they may be guilty of trespassing and appropriate action will be taken.

College Bound Academy reserves the right to deny parent requests to visit and observe classrooms should there be a conflict or issue that may lead to an unsafe situation or potentially harm the well-being of our scholars.

College Bound Academy reserves the right to ask any visitor on the campus to leave. If the visitor does not comply, they will be considered trespassing and appropriate action will be taken.

Family & Visitor Code of Conduct

College Bound Academy encourages families to visit the school and classrooms to observe scholars, teachers and staff members. The school and its sanctioned events are a place of work and learning where policies must be set to provide for the safety of all scholars. An administrator or his/her designee is responsible for securing all persons in the building and on the grounds. Therefore, the following Family & Visitor Code of Conduct apply to families and visitors at the school. Anyone who is not a regular staff member or scholar at the school is considered to be a visitor including parents, family members and community members.

Family Infractions

Family infractions are behaviors and actions that are not aligned with the College Bound Academy Family & Visitor Code of Conduct. If an infraction is to occur, the offending visitor will be given a notice. Continued violations of the Family & Visitor Code of Conduct may result in a ban from the property- depending on the severity of the infractions.

1. Families and visitors must report to the office upon arrival at the school to sign in, obtain a visitor tag, state their reason for being at the school and present a valid identification upon request.
2. Families and visitors will not be allowed to interrupt instruction. Teachers will not pause teaching to discuss individual scholar matters with parents/guardians as this takes away instructional time from all scholars.
3. Any family member or visitor unauthorized to be on campus will be asked to leave immediately. A trespass may be issued and local law enforcement will be called if the situation warrants.
4. Families and visitors will be asked to maintain a positive attitude toward education, the school, teachers and staff members at all times.
5. Families and visitors will be asked to show an active interest in their child's schoolwork and progress through regular professional communication with the school.
6. Families and visitors will display polite and appropriate behavior when speaking to or working with school officials whether on the phone, through email via text message, or in person.
7. Families will return all phone calls and/or be available to speak with school staff within 24 hours concerning their child, especially about class work and discipline.
8. Families and or emergency contacts will pick up scholars within 30 minutes of notice of illness or issues.
9. Families will maintain current contact information and communicate any changes to the office staff.
10. Families and visitors will be asked to refrain from using derogatory speech, curse words, or aggressive behavior/conversations with teachers and/or staff.

11. Families and visitors will abide by all traffic laws and maintain safe driving practices while on the school premises.
12. If attending CBA events, two adults per family will be allowed. This limit is for everyone's safety and to ensure that we are up to code with fire and evacuation regulations.

Violation of the above Code of Conduct may result in a Family Infraction, written ban warning or a ban from the school property.

Tobacco-Free Policy

The school is committed to providing a tobacco-free campus for its students. The school's policy on smoking is as follows:

Use of tobacco is prohibited in all facilities and areas of the entire workplace with no exceptions. Smoking is not permitted anywhere at the school, including all common areas, elevators, hallways, vehicles, restrooms, conference and meeting rooms and all other enclosed or outdoor areas in the workplace. The policy applies to all employees, families and visitors and to all tobacco products, i.e., cigarettes, cigars, pipes and chewing tobacco.

Staff, families and visitors are prohibited from using tobacco anywhere off campus that is visible from on campus or in the visible proximity of College Bound Academy students during off-campus events and field trips. This policy applies to all tobacco products, i.e., cigarettes, cigars, pipes and chewing tobacco.

Scholar Supplies

The easiest way to manage supplies in primary classrooms without disrupting classroom time or having unprepared scholars is to have shared supplies within the classroom. We are asking families to donate the following supplies and bring them to Meet the Teacher.

- 4 boxes of tissues
- 3 containers of disinfecting wipes
- 1 pack of black dry erase markers
- 4 packs of white copy paper
- 1 box of crayons
- 1 pack of construction paper

PLEASE NOTE: Additional grade level specific supplies may be requested.
Please do not write your child's name on the supplies - the supplies will belong to the homeroom instead of an individual child.

Families are welcome to choose whatever brand they would like for the above items and are also welcome to bring more than the suggested number of each item above. We can always use more supplies!

If your child has special art supplies (for instance, a pack of stamping markers or a jumbo souvenir pencil), please leave them at home unless the teacher specifically requests that scholars bring in additional supplies.

Procedural Safeguards for Scholars with Disabilities

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

College Bound Academy may suspend scholars with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Clubs do not count toward the 10 day limit. Administration or designee has discretion to be flexible in the amount of suspension days given to each special education scholar with disabilities. Scholars with disabilities can be suspended in excess of 10 school days in certain circumstances. When campus officials anticipate a referral for expulsion, the following apply:

1. Provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the scholar.
2. The IEP team must:
   Determine whether the misconduct is related to the scholar's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the scholar, and the scholar's IEP and placement. The behavior is not a manifestation of the scholar's disability if:
   a. the scholar was given appropriate special education supplementary aids and intervention strategies; and
   b. the disability does not impair the ability to control behavior.
   c. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
   d. Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the scholar to continue to participate in the general curriculum and address the behavior so it will not recur.

Disciplinary Removal of Scholars with Disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act: The term "disciplinary removal" refers to every out-of-school suspension and any other disciplinary consequence that changes the educational placement of a scholar with a disability.

The district may implement a disciplinary removal of a scholar with a disability from the scholar's current educational placement for up to 10 consecutive or cumulative school days in a school year for any violation of school policies, rules or regulations, to the same extent that it would implement the removal of any other scholar for the same violation.

The district may implement a disciplinary removal of a scholar with a disability from the scholar's current educational placement beyond 10 days cumulative or consecutive in any school year in the same manner it disciplines another scholar for behavior that is not a manifestation of the scholar's disability. Administration or designee will determine the number of days of disciplinary removal to be imposed and implemented for a violation of school policies, rules or regulations. Special education services must be provided to the scholar for the duration of the suspension beginning the eleventh day as determined by the IEP team.

Bullying Policy

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

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

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

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

Some acts of harassment, intimidation, dating violence, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, dating violence, bullying or cyberbullying that they require a response either in the classroom, school building, or by law enforcement officials. Consequences and appropriate remedial actions for scholars who commit an act of harassment, intimidation, dating violence, bullying or cyberbullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed.
All school personnel, volunteers and scholars are required to report prohibited incidents of which they are aware to administration or designee. All other persons may report prohibited incidents of which they are aware to the administration or designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. Administration or designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, administration or designee shall conduct a prompt and thorough investigation of the reported incident and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, if the reported incident has been substantiated, the parent of any scholar involved in the prohibited incident shall be notified. To the extent permitted by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), parents have access to any written reports pertaining to the prohibited incident. All school personnel, volunteers and scholars shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

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

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

A Bullying/Harassment Incident Report can be found on our website or at the front office.

Non-Discrimination Policy

All members of the school community deserve to be in an environment of respect and dignity. College Bound Academy will not tolerate any harassment or discrimination in the school or on school grounds conducted by employees, students, families and community members. All members of the school community have the right to be in an environment that is free of harassment or discrimination based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, parental status, marital status, homeless status or disability.

Social Media Policy

Scholars are prohibited from using social media websites on the school premises or on school computers. Using such a site will be cause for immediate suspension. Administration or designee reserves the right to make determinations about acceptable sites and/or appropriate consequences.

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

Student Personal Electronic Device Policy

Legal Reference: 70 O.S. § 1-126 (SB 139, 2025)

Purpose and Rationale

College Bound Academy is committed to providing an environment that fosters academic focus, student engagement, and social interaction. Research and practical experience show that personal electronic devices such as cell phones, smartwatches, and wireless earbuds can be a significant distraction in the classroom. Excessive or inappropriate device use contributes to lower academic performance, decreased face-to-face interaction, and increased incidents of cyberbullying and social anxiety.

This policy supports a cell-phone-free learning environment, encouraging students to be present, focused, and engaged throughout the school day.

This policy is adopted in compliance with **Oklahoma Statutes, Title 70, Section 1-126**, as enacted by Senate Bill 139 (2025).

Policy Statement

Beginning with the 2025–2026 school year, all students enrolled in College Bound Academy schools shall be prohibited from using **cell phones and personal electronic devices** while on campus during the instructional day, defined as "**bell to bell**"—from the first bell

signaling the start of instructional time to the final bell dismissing students at the end of the day.

Devices must be **powered off and stored** in a student's backpack, locker, or designated secure area for the duration of the school day unless an approved exception applies.

Definitions

- **Bell to bell**: The time from the first instructional bell of the school day to the final dismissal bell.

- **Personal electronic device**: Any personal device capable of connecting to a smartphone, the Internet, a cellular or Wi-Fi network, or other similar device. This includes but is not limited to:

    - Cell phones
    - Smartwatches
    - Smart headphones or earbuds
    - Tablets
    - Laptops
    - Smart glasses

School-issued or school-approved devices specifically limited for classroom instruction are not included in this definition.

Exceptions

Approved exceptions to this policy include:

1. **Emergency use**: Students may use personal devices in an emergency situation as directed by school personnel.

2. **Medical necessity**: Students who rely on electronic devices for health monitoring (e.g., glucose monitors, seizure alerts) may use them as needed, subject to prior approval by school administration and/or the school nurse.

3. **Instructional use with staff permission**: Teachers may allow temporary use of devices for specific learning activities.

Disciplinary Procedures

Violations of this policy will result in appropriate disciplinary action in accordance with the district's student code of conduct. Progressive discipline may include:

- Verbal warnings
- Confiscation of the device and parent pick-up
- Loss of device privileges on campus
- Additional administrative consequences as appropriate

Parental Communication and Access

Parents or guardians needing to contact their student during the school day should call the school office. In turn, students may request permission to use a school phone or be called to the office when necessary.

Review and Implementation

This policy shall be reviewed annually. Training and clear communication will be provided to students, parents, and staff before implementation.

Scholar Records

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

- The right to inspect and review the scholar's education records within 45 days of the day the school receives a request for access. Parents or eligible scholars should submit to administration or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

- The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading or otherwise in violation of the scholar's privacy rights under FERPA. Parents or eligible scholars who wish to ask the school to amend a record should write administration or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education

Additional rights under the Protection of Pupil Rights Amendment (PPRA) afford parents certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before scholars are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
- Political affiliations or beliefs of the scholar or scholar's parent;
- Mental or psychological problems of the scholar or scholar's family; o Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the scholar or parents; or
- Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a scholar out of:
- Any other protected information survey, regardless of funding;

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a scholar, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from scholars for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
- Protected information surveys of scholars;
- Instruments used to collect personal information from scholars for any of the above marketing, sales or other distribution purposes; and
- Instructional material used as part of the educational curriculum.
- Parents and eligible scholars may obtain a copy of the district's scholar records policy from administration or designee.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA or PPRA. The name and address of the office that administers FERPA and PPRA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW, Washington, DC 20202-5901

Directory Information

It is the practice of the District to provide directory information to educational institutions, such as Tulsa Public School District who desire to notify students of educational and scholarship opportunities. College Bound Academy Directory Information may include: student names, class designation, school of enrollment, address and phone number. Directory Information may be produced to other entities, pursuant to a request under the Oklahoma Records Act. Additionally, the District allows schools to publish directories which include student names, addresses and phone numbers. The District may publish this information unless parents or eligible students object to the use of the student information in this manner. After parents or eligible students have been notified, they will have two weeks to advise the District in writing if they reside to allow the District to provide directory information. At the end of the two week period, each student's record will be appropriately marked by the records' custodian. This designation will remain in effect until it is modified by the written direction of the student's parent of the eligible student. Opt Out forms can be obtained in the College Bound Academy office. Completed Opt Out forms are due within the first two weeks of school.

Parents' Bill of Rights

College Bound Academy is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Right law during regular school business hours by contacting the building principal or the superintendent. 25 O.S. Section 2001

Residency

Oklahoma law provides a definition of 'residence' for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and 21, they are entitled to attend school free of charge in the district of residence. Proof of Residence is required for enrollment and address changes including but not limited to:

- Deed to home or lease (current)
- Utility bill in the parent or legal guardian's name (current)