



# TRUE NORTH

ACADEMY OF OKLAHOMA

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## Student, Parent, and Family Policies & Handbook

(2026–2027)

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*“Where Every Child Finds Their True North”*



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## **1. INTRODUCTION & SCHOOL OVERVIEW**

## **True North Academy of Oklahoma – School Overview**

True North Academy of Oklahoma is a blended-learning private school designed to honor family choice, support individualized learning, and empower every child to grow at their own pace. We offer a flexible, homeschool-supported environment enriched with the guidance of certified general education and special education teachers who are dedicated to helping students thrive academically, socially, and emotionally.

At True North, parents have the freedom to choose the curriculum that best fits their child's learning style, while still receiving the reassurance that all instructional materials align with Oklahoma Academic Standards. Our team provides in-depth assessments to determine each student's current academic level, identifies strengths and areas needing support, and tailors instruction to meet individual goals.

Students participate in twice-weekly in-person sessions focused on group learning, collaboration, hands-on activities, and life-skills development. Additional instruction is delivered virtually, offering families flexibility and the comfort of learning from home while still remaining connected to a structured educational program.

We support students in reaching their fullest potential by combining strong academic expectations with a caring, student-centered approach. Parent involvement is highly encouraged and valued, ensuring a strong partnership between home and school. Together, we work to ensure every child receives the support, encouragement, and personalized instruction they need to succeed.

## **2. MISSION, VISION, GUIDING PRINCIPLES & PHILOSOPHY**

True North Academy of Oklahoma exists to guide each student toward their true north through personalized learning, strong family partnership, and a faith centered community. We serve learners of all abilities, including students with special needs, and commit to helping them grow in confidence, character, and academic strength. Our purpose is to prepare students to succeed academically, socially, and personally with integrity and responsibility.

### **Vision**

True North Academy of Oklahoma envisions a learning community where every student is known, supported, and challenged to reach their full potential. We strive to build a school culture grounded in faith, strong family partnership, and high expectations, where students develop confidence, character, and a clear sense of purpose.

Our long term vision is to graduate students who are academically prepared, socially aware, and equipped with the skills and integrity needed to lead, serve, and contribute meaningfully to their communities.

## **Core values**

### **1. Faith and Character**

Faith guides our character, and character shapes how we learn and grow. We integrate faith based principles into our daily school culture by encouraging honesty, responsibility, respect, and service. These values strengthen our learning environment and influence how students interact with others.

### **2. Human Dignity**

We believe every student has inherent worth and purpose. Each child enters our school with unique strengths and challenges, and we treat every student with fairness, compassion, and respect. Our commitment to nondiscrimination and equal opportunity ensures a safe and supportive place for all students to learn.

### **3. Family Partnership**

Parents and guardians are the primary educators of their children. We work alongside families through clear communication and shared expectations. We reinforce values taught at home while providing structured academics that support responsibility and independence.

### **4. Excellence and Accountability**

We pursue excellence in instruction, leadership, and daily operations. We use resources responsibly and remain accountable to the families we serve. Students are expected to do their best, and we hold ourselves to that same standard.

### **5. Service and Citizenship**

We encourage students to use what they learn to benefit others. Through classroom discussions, community awareness, and daily acts of responsibility, students learn that leadership includes integrity, empathy, and service.

## **Philosophy Statement**

At True North Academy, education is more than academics—it's a journey toward discovering one's purpose. We believe all students deserve an individualized education that nurtures both their academic and emotional growth.

The school's blended model combines digital learning, hands-on activities, and mentorship to create a balanced experience that promotes mastery of content and real-world application. Certified special education teachers guide instruction, ensuring that all learners—including those with Individualized Education Programs (IEPs) or 504 Plans—receive equitable access to support.

Our philosophy is grounded in the conviction that students thrive when instruction reflects both high expectations and personalized support. Through strong partnerships with families, community organizations, and faith-based allies like Springdale Baptist Church, we foster growth, resilience, and lifelong learning.

### **3. Enrollment and Admissions Policy**

True North Academy of Oklahoma follows a written Admissions Policy that outlines the requirements and procedures for student enrollment. This policy governs all admissions decisions and ensures that the enrollment process remains structured, consistent, and transparent.

The Academy serves students in Pre-K through 12th grade. Admission is available to families who support the mission of the school and agree to comply with the school's academic expectations, behavioral standards, attendance requirements, and financial obligations.

Families begin the enrollment process by submitting the official Enrollment Packet. The Enrollment Packet includes a completed application, prior academic records or a records request form, immunization documentation or approved exemption when applicable, emergency contact information, and signed acknowledgments of the Parent and Student Handbook, Attendance Policy, and Withdrawal and Refund Policy. The school may request additional documentation when necessary to determine appropriate placement. Submission of an application does not guarantee enrollment.

Enrollment is confirmed once space is available, all required documentation has been received and reviewed, and the Tuition Agreement has been signed. Enrollment becomes active only after the signed Tuition Agreement and all required forms are on file with the school.

All enrolled students are subject to the school's written Attendance Policy, which outlines expectations for daily attendance, tardiness, and absences. Continued enrollment requires compliance with this policy.

If a family chooses to withdraw a student, the process follows the school's written Withdrawal and Refund Policy. Financial obligations remain subject to the terms outlined in the signed Tuition Agreement.

True North Academy maintains all enrollment records in an organized and secure manner in accordance with school policy and applicable recordkeeping practices.

#### 4. EDUCATIONAL MODEL & INSTRUCTIONAL DELIVERY

True North Academy of Oklahoma operates as a blended-learning school that combines in-person instruction with structured virtual learning. Students attend campus two days each week for direct instruction, collaborative learning, hands-on activities, and life skills development. On virtual days, students complete guided assignments at home while remaining connected to their teachers and academic expectations.

Teachers provide small-group instruction, individualized learning plans, and project-based learning opportunities designed to support mastery of academic standards. Instruction includes both digital and print curriculum resources. Students work at a pace determined by teacher evaluation of readiness and performance, ensuring appropriate challenge and support.

This model allows families to remain actively involved in the learning process while maintaining clear structure and accountability. Teachers monitor progress through assessments, observation, and ongoing communication. Our goal is to provide flexibility without sacrificing academic rigor, helping each student grow in independence, responsibility, and confidence.

### Daily and Weekly Schedule

#### Weekly Overview

Program	Days	Enrollment	Ratio
In-Person Program	Tuesday & Thursday	50 Students	30:1
Virtual Program	Monday–Friday	50 Students	30:1

#### In-Person Daily Schedule (Tuesday & Thursday)

Time	Instructional Block
9:00 – 9:25 AM	Arrival & Transition
9:30 – 10:45 AM	Reading & Language Arts - direct instruction - reteach as needed
10:45 – 11:00 AM	Structured Break
11:00 AM – 12:00 PM	Mathematics - direct instruction - reteach as needed
12:00 – 12:30 PM	Lunch
12:30 – 1:15 PM	Social Studies - - direct instruction - reteach as needed
1:15 – 2:00 PM	Science - direct instruction - reteach as needed

2:00 – 2:20 PM	Small Group / Intervention/ Independent Practice - teachers will monitor independent practice and reteach with direct instruction in small group and intervention.
2:30 PM	Dismissal

### **Instructional Staffing Structure**

Role	Assignment
Founder / Special Education Certified	Governing Authority and Instructional Oversight
Special Education Certified Teacher	Grade Band Instruction and Intervention
Standard Certified Teacher	Grade Band or Overflow Sections
Volunteers	Operational Support Only (Not Counted in Ratio)

## **Instructional Design**

Instruction includes:

- Teacher-led small group instruction
- Independent learning plans
- Life skills instruction
- Project-based learning
- Digital and print curriculum

## **Blended Learning Schedule - Suggested**

### **For Students Attending In-Person Two Days Per Week**

Students attend campus two days each week for direct instruction, small group lessons, and mentoring. On non-campus days, students complete structured learning activities at home using teacher-assigned curriculum and digital platforms. Families are expected to follow the schedule below to maintain consistent learning routines.

### **Weekly Structure for Blended Learning: Example**

Day	Learning Format	Focus

Monday	At-Home Learning	Core subjects and independent work
Tuesday	In-Person Instruction	Direct teaching and guided practice
Wednesday	At-Home Learning	Practice, projects, and assignments
Thursday	In-Person Instruction	Instruction, assessments, tutoring
Friday	At-Home Learning	Enrichment, catch-up, and review

## **Expectations for At-Home Learning**

Students are expected to:

- Follow the daily schedule and complete assigned work.
- Submit assignments through the designated platform or turn them in during the next in-person session.
- Communicate with their teacher if they need assistance.
- Work at the pacing level established by the teacher based on the student's learning needs.

Parents are expected to:

- Provide a structured learning environment at home.
- Monitor progress and ensure assignments are completed.
- Maintain communication with the teacher when concerns arise.

## **Virtual-Only Student Schedule**

Virtual students complete their coursework remotely throughout the week and participate in a scheduled weekly teacher meeting lasting 1–2 hours. The meeting focuses on direct instruction, progress monitoring, and individualized support.

## Weekly Structure for Virtual Students

Day	Learning Focus
Monday	Core instruction and new assignments
Tuesday	Practice and independent work
Wednesday	Teacher meeting (1–2 hours)
Thursday	Continued assignments and projects
Friday	Review, assessments, and enrichment

## Weekly Teacher Meeting (Virtual Students)

Each virtual student participates in a scheduled meeting with their teacher once per week.

### Meeting Focus

The weekly meeting includes:

- Direct instruction in core academic subjects
- Review of completed assignments
- Progress monitoring and feedback
- Assistance with challenging concepts
- Goal setting for the upcoming week

Teachers may conduct meetings individually or in small grade-level groups depending on instructional needs.

## **Virtual Learning Expectations**

Students are responsible for:

- Completing assignments each day.
- Attending the scheduled weekly teacher meeting.
- Communicating with their teacher when assistance is needed.
- Maintaining consistent progress through the assigned curriculum.

Parents support the learning process by providing structure, monitoring completion of work, and ensuring students attend their weekly teacher meeting.

## **Parent Choice Model**

True North Academy of Oklahoma values family involvement in the educational process. The Academy provides a base curriculum that aligns with Oklahoma Academic Standards and ensures consistent academic structure across grade levels.

Parents may request an alternative curriculum pathway in place of the school's base curriculum. All alternative selections must align with Oklahoma Academic Standards and be reviewed and approved by the Academy prior to implementation. This review ensures academic rigor, grade-level appropriateness, and compatibility with the Academy's assessment and progress monitoring systems.

## **Progress Monitoring**

True North Academy of Oklahoma monitors student growth consistently and communicates progress directly with families throughout the school year. Academic development is reviewed through multiple measures to ensure accurate, ongoing insight into student performance.

Student progress is monitored through:

- Benchmark assessments administered at scheduled intervals
- Portfolio reviews that demonstrate growth over time
- Teacher observations during instruction and small-group work
- Curriculum pacing and mastery progression
- Unit quizzes and end-of-unit test scores

Teachers evaluate both mastery of standards and individual growth. Instructional pacing is adjusted when needed to ensure students demonstrate understanding before moving forward.

Progress is shared with families through direct communication, including parent conferences, progress reports, and regular updates. This partnership ensures families remain informed, engaged, and actively involved in their child's academic development.

## **Communication**

True North Academy of Oklahoma maintains consistent and transparent communication with families to support student success and ensure that parents remain informed about school activities, academic expectations, and student progress.

The school provides weekly school newsletters that include important announcements, upcoming events, reminders about important dates, and updates regarding school activities. These newsletters help families stay informed about the school calendar, instructional schedules, and community events.

Teachers communicate regularly with families to provide updates regarding student performance and participation. Communication may occur through email, text messaging, or phone calls depending on the needs of the family. Teachers provide weekly updates when appropriate and contact families if academic concerns or attendance issues arise.

## **5. VISITORS, VOLUNTEERS & CAMPUS ACCESS**

True North Academy of Oklahoma is committed to maintaining a safe, secure, and supportive environment for all students. To ensure compliance with Oklahoma laws, Beacon safety expectations, and federal school safety guidelines, all visitors, volunteers, and non-staff adults must follow the procedures outlined below. These policies protect the well-being of our students and support a safe and structured school environment.

### **Authorized Visitors Only**

Only individuals who meet the criteria below may enter the school building during school hours:

- Parents/guardians picking up or dropping off their child
- Pre-approved volunteers
- Individuals with scheduled appointments
- Service providers contracted by the school
- State officials performing approved visits

**No one may enter the building without administrative approval.**

Unauthorized persons on school grounds may be asked to leave immediately and may be reported to law enforcement if necessary.

### **Visitor Check-In Procedures**

All visitors entering the building must:

1. Present a valid photo ID at the entrance.
2. State the purpose of their visit and the name of the student or staff member they are meeting.
3. Sign in and out using the school's Visitor Log System.
4. Wear a visitor badge at all times while on campus.

Visitors without valid ID will not be permitted into the building.

### **Student Check-In / Check-Out**

For safety and accountability:

- All students must be signed in if arriving late.
- All students must be signed out if leaving early.
- Only individuals listed on the student's approved pick-up list will be allowed to check out a student.
- Photo ID is required for every check-out.

### **Volunteer Requirements**

To protect student safety, all volunteers or individuals who will be inside the school on a recurring basis must:

- Complete a full OSBI background check (Oklahoma State Bureau of Investigation).

- Pay the background check cost (estimated \$30, subject to OSBI pricing).
- Be approved by school administration before beginning volunteer duties.
- Receive orientation and guidance on confidentiality, student safety, and school expectations.

Volunteers may not begin work until the background check is cleared and administration has granted approval.

### **Background Check Disqualifiers**

Volunteers or visitors may be denied approval if:

- Their OSBI report includes violent offenses, child-related offenses, or serious criminal activity
- They are listed on any state or federal offender registry
- Administration determines that allowing access would pose a risk to students or staff

This aligns with Oklahoma School Safety laws and federal guidelines for child-serving institutions.

### **Classroom and Campus Access**

Visitors and volunteers may only go to areas of the school specifically approved by administration. They may not:

- Wander or enter classrooms unescorted
- Access student records
- Photograph or record students
- Interfere with instruction

Violations may result in removal or permanent revocation of visitor privileges.

True North Academy of Oklahoma reserves the right to modify or strengthen visitor requirements at any time to ensure student and staff safety.

### **Safety First**

All visitors must comply with emergency procedures, including:

- Fire drills
- Lockdown procedures
- Evacuations
- Safety instructions from staff

Failure to follow safety policies may result in immediate removal.

## **6. STUDENT DROP-OFF & PICK-UP PROCEDURES**

### **True North Academy of Oklahoma**

(In-Person Instruction Location: Springdale Church)

True North Academy of Oklahoma maintains structured drop-off and pick-up procedures to ensure the safety, supervision, and orderly transition of all students. All families participating in in-person learning are required to follow the procedures outlined below.

### **Traffic Flow and Designated Areas**

- The Academy provides a traffic flow map to all participating families one week prior to school.
- All vehicles enter and exit using the designated route shown on the map.
- Parents/guardians remain inside their vehicles during standard drop-off and pick-up.
- Staff members supervise and escort students individually to and from vehicles.

- Drivers proceed slowly and follow staff directions at all times.
- Use of cell phones while driving in the traffic line is strongly discouraged.

## **Morning Drop-Off Procedures**

**Drop-Off Window:** 9:00 a.m. – 9:25 a.m.

**Instruction Begins:** 9:30 a.m. (promptly)

- Students arrive no earlier than 9:00 a.m.
- Staff supervision begins at 9:00 a.m.
- Students arriving after 9:25 a.m. report to the designated entrance.
- A parent/guardian presents a valid government-issued photo ID and signs the student in.
- The Academy records late arrivals in accordance with attendance procedures.

Students are not permitted to exit vehicles without staff supervision.

## **Afternoon Pick-Up Procedures**

**Pick-Up Window:** 2:30 p.m. – 2:50 p.m.

**Building Secured:** 3:00 p.m.

- Students remain inside the building until staff members escort them to the pick-up area.
- Vehicles follow the established traffic pattern.
- Springdale Church secures exterior doors at 3:00 p.m.

## **Car Tag / Identification System**

- Each family receives a school-issued car tag displaying an assigned number for student and/or family.

- The tag must be visibly displayed on the dashboard during pick-up.
- Vehicles without visible identification may be directed to park and present ID inside the building.
- Replacement tags may be issued upon request.

### **Early Pick-Up Procedures**

- Parents/guardians notify the school in advance whenever possible.
- Early pick-up ends at 2:15 p.m. to protect instructional continuity unless an emergency exists.
- Parents/guardians present a valid government-issued photo ID.
- Students are released only to authorized individuals listed on the student's approved pick-up form.
- The student must be signed out using the school's check-out form.

### **Authorized Pick-Up Persons**

- Only individuals listed on the student's Authorized Pick-Up Form may retrieve a student.
- Authorized individuals present a valid government-issued photo ID.
- The Academy does not release students to unauthorized individuals.
- Changes to authorized pick-up lists must be submitted in writing by the parent/guardian.

### **Inclement Weather Procedures**

- Students remain inside the building until staff directly release them to vehicles.
- Modified traffic flow procedures may be implemented when necessary.
- Families follow staff instructions without exiting vehicles.
- If conditions require, pick-up may shift to an indoor release system.

## **Late Pick-Up Fee Schedule and Enforcement Structure**

### **Definition of Late Pick-Up**

A student is considered late for pick-up if the student remains in the building after 2:50 p.m., unless prior administrative approval has been granted.

Exterior doors are secured at 3:00 p.m. Students not picked up by 2:50 p.m. transition to supervised late status.

### **Late Pick-Up Fee Schedule**

Late fees are assessed per occurrence (per family) as follows:

- **2:51 p.m. – 3:00 p.m.**  
\$15 flat fee
- **3:01 p.m. – 3:15 p.m.**  
\$25 total fee
- **After 3:15 p.m.**  
\$25 plus \$1 per minute thereafter

Late fees are applied to the family's account and are due within five (5) business days.

### **Emergency Grace Consideration**

- Parents/guardians must notify the school immediately if delayed due to an emergency.
- Administration may grant one emergency grace waiver per semester.
- Routine traffic delays, scheduling conflicts, or repeated tardiness do not qualify as emergencies.
- Grace determinations are made at the discretion of school administration.

### **Enforcement Structure**

#### **First Occurrence (Per Semester)**

- Written reminder of policy
- Late fee assessed

### **Second Occurrence (Per Semester)**

- Written notice
- Late fee assessed
- Parent conference may be required

### **Third Occurrence (Per Semester)**

- Late fee assessed
- Mandatory administrative conference
- Development of a corrective supervision plan if necessary

### **Fourth or Subsequent Occurrences (Per Semester)**

The Academy may implement additional corrective actions, including:

- Increased supervision fees
- Required structured after-care enrollment (if available)
- Enrollment review or conditional continued attendance

The Academy reserves the right to take further action if repeated violations impact staff supervision capacity or student safety.

### **Failure to Pay Late Fees**

- Unpaid late fees beyond ten (10) business days may result in account hold status.
- Continued non-payment may affect participation in optional activities or re-enrollment eligibility.

### **Legal and Safety Considerations**

If a student remains unpicked up and the Academy cannot reach a parent/guardian or authorized individual within a reasonable time, the school may contact individuals listed on the emergency contact form.

In extreme circumstances where supervision cannot be maintained and no authorized contact is reachable, local authorities may be contacted to ensure student safety.

### **Administrative Authority**

School administration maintains sole authority to interpret and enforce this policy in alignment with student safety, staffing capacity, and operational integrity.

## **7. STUDENT RIGHTS, RESPONSIBILITIES & PARENT RESPONSIBILITIES**

Every student at True North Academy of Oklahoma is guaranteed equal access to education, safety, and due process under state and federal law. The Academy strictly complies with:

- Title VI of the Civil Rights Act of 1964 (prohibiting race or national origin discrimination)
- Title IX of the Education Amendments of 1972 (prohibiting sex-based discrimination)
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) (ensuring equal access for students with disabilities)
- Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. §1232g) (protecting student record confidentiality)

### **Student Rights**

Students are protected under federal and state law:

- Equal access
- Privacy protections
- Safe environment
- Due process

## **Student Responsibilities**

With rights come responsibilities. Students are expected to:

- Attend school regularly and punctually (per 70 O.S. § 10-105).
- Respect the rights, property, and safety of others.
- Follow classroom and school behavior expectations.
- Use school technology ethically and in compliance with the Children’s Internet Protection Act (CIPA).
- Complete assignments on time and maintain academic integrity.

Failure to meet these responsibilities may result in corrective actions, restorative conferences, or disciplinary measures outlined later in this handbook.

## **Parent Responsibilities**

Parents must:

- Communicate regularly
- Support attendance
- Reinforce expectations
- Participate in conferences

# **8. STUDENT CONDUCT, DISCIPLINE & ANTI-BULLYING**

True North Academy of Oklahoma is committed to maintaining a safe, structured, and respectful learning environment. Our school culture is guided by respect, responsibility, and accountability. All students are expected to uphold these standards as a condition of enrollment.

## **Behavioral Expectations**

Students are expected to:

- Treat peers, staff, and visitors with respect
- Follow classroom and campus procedures
- Arrive prepared and on time
- Complete assignments honestly
- Use school technology responsibly and in compliance with federal guidelines
- Avoid behavior that disrupts instruction or threatens safety

## **Prohibited Conduct**

The following behaviors may result in immediate disciplinary action:

- Bullying, harassment, or intimidation
- Threats of violence
- Possession or use of weapons
- Possession, use, or distribution of drugs, alcohol, tobacco, or vaping products
- Academic dishonesty
- Conduct that substantially disrupts the learning environment

If required, the Academy may contact law enforcement.

## **Discipline Process**

True North Academy follows a progressive discipline model.

### **Teacher Intervention:**

Redirection, restorative conversation, documentation, and parent communication when needed.

**Administrative Action:**

Parent notification, detention, behavior contracts, corrective measures, or loss of privileges.

**Suspension or Expulsion:**

For serious or repeated violations, the Head of School may assign in-school suspension, out-of-school suspension, or expulsion. The Academy may remove a student immediately if safety is a concern.

Written notice will be provided to parents for suspension, expulsion, or significant disciplinary action.

**Emergency Removal**

A student may be removed immediately if their behavior poses a safety risk or serious disruption. Parents will be notified promptly, and written documentation will be provided. Conditions for return may be required.

**Zero Tolerance**

The following may result in immediate suspension or expulsion:

- Firearms or dangerous weapons
- Physical assault causing injury
- Credible threats of violence
- Distribution of controlled substances
- Sexual misconduct involving force
- Arson or intentional property destruction

**Student Rights and Appeals**

Before a final decision is made in serious disciplinary matters:

- The student will be informed of the concern
- The student will have an opportunity to respond

Parents may submit a written appeal within five school days of receiving notice. A written decision will be issued within ten school days. The decision of the Head of School is final unless otherwise required by law.

## **Records and Confidentiality**

Disciplinary records are maintained securely and protected in accordance with FERPA. Access is limited to authorized individuals.

At True North Academy, discipline is structured, fair, and consistent. Our goal is to protect the learning environment while helping students grow in character, responsibility, and sound decision-making.

## **9. DRESS CODE & APPEARANCE**

Dress must promote safety and learning focus.

Prohibited clothing listed earlier.

Accommodations honored as required by law.

## **10. ATTENDANCE & GRADING**

### **True North Academy of Oklahoma**

Regular attendance is essential to student success. True North Academy operates under these same expectations for both in-person and virtual learning environments.

Students are expected to participate in all scheduled instructional activities, including on-campus sessions, virtual meetings, and assigned coursework.

### **Attendance Expectations**

Students are expected to attend all scheduled classes and participate consistently in the instructional program.

Parents or guardians must notify the school within 24 hours when a student is absent.

Excessive absences may interfere with academic progress. Students who accumulate ten (10) or more unexcused absences may be subject to an attendance review. The school may work with families to develop an attendance intervention plan to support improved participation.

## **Excused Absences**

Absences may be considered excused for the following reasons:

- Illness or medical appointments with appropriate documentation
- Family emergencies or bereavement
- Religious observances
- Court appearances or legal obligations

Additional circumstances may be considered at the discretion of school administration.

## **Unexcused Absences**

An absence will be considered unexcused when a student fails to attend scheduled instructional activities without a valid reason or without parent notification.

For virtual students, failure to participate in scheduled online instruction, submit assignments, or communicate with the teacher may also be recorded as an unexcused absence.

## **Make-Up Work**

Students are responsible for completing assignments missed during an absence.

Assignments missed due to excused absences should be completed within three school days, unless additional time is approved by the teacher. Teachers may provide extensions when appropriate to ensure students have a reasonable opportunity to complete the work.

## **Virtual Attendance**

For students participating in the virtual learning program, attendance is verified through participation in instructional activities. Evidence of attendance may include:

- Log-in activity within the learning platform
- Submission of assignments or coursework
- Participation in scheduled teacher meetings
- Communication with the teacher regarding academic work

Consistent engagement in coursework is required for students to be considered present in the virtual learning program.

## Grading Policy

Student grades reflect mastery of academic standards and understanding of course material. Teachers evaluate student performance using assignments, assessments, projects, and participation in instructional activities.

Grades represent the student's level of mastery of the **Oklahoma Academic Standards (OAS)**.

## Grading Scale

Grade	Mastery Level	Percentage Range
A	Advanced Mastery	90–100%
B	Proficient	80–89%
C	Basic Understanding	70–79%
D	Partial Understanding	60–69%
F	Unsatisfactory	Below 60%

## Student Promotion and Retention Policy

Student promotion at True North Academy is based on academic progress, demonstrated understanding of grade-level concepts, and overall readiness for the next level of instruction. The academy evaluates student performance through assignments, assessments, teacher observations, and overall participation in the academic program.

## Promotion Criteria

Students are typically promoted to the next grade level when they demonstrate satisfactory progress in core academic subjects including:

- Reading and language arts
- Mathematics
- Science
- Social studies

Teachers review student performance throughout the academic year to determine whether the student is progressing appropriately within the curriculum.

## **Academic Support**

If a student is experiencing academic difficulty, teachers work with families to identify strategies that may support improvement. Support may include:

- Additional instruction or review
- Adjusted pacing of assignments
- Targeted academic guidance
- Increased communication with families

The goal of these supports is to help students strengthen foundational skills and maintain progress in the academic program.

## **Retention Considerations**

In rare situations where a student demonstrates significant academic difficulty and has not met the expectations for the grade level, retention may be considered.

Retention decisions are made carefully and involve collaboration between teachers, school administration, and the student's parent or guardian.

Factors that may be considered include:

- Academic performance
- Student progress throughout the year
- Teacher recommendations
- Parent input
- Overall readiness for the next grade level

The academy seeks to make decisions that best support the long-term academic success of the student.

## **Student Records and Transcripts**

True North Academy of Oklahoma maintains accurate and secure student records in order to document enrollment, academic progress, and student achievement. Student records are maintained in accordance with school policy and are protected to ensure the confidentiality of student information.

Student records may include:

- Enrollment documentation
- Academic transcripts and report cards
- Attendance records
- Assessment and progress monitoring data

- Communication records related to student progress
- Health and emergency contact information when applicable

Access to student records is limited to authorized school personnel who require the information for educational purposes.

## **Parent Access to Records**

Parents or legal guardians have the right to review their child's educational records upon request. Requests for records should be submitted to school administration. The school will provide reasonable access to records within a reasonable time frame.

Copies of records may be provided to parents or guardians when requested.

## **Record Transfers**

When a student transfers to another school, True North Academy may release academic records and transcripts to the receiving educational institution upon request from the parent or receiving school.

Transferred records may include transcripts, report cards, and attendance records necessary for enrollment at the new school.

## **Transcript Maintenance**

Official academic transcripts are maintained by the academy for students enrolled in middle school and high school programs. Transcripts document coursework completed, academic performance, and credit accumulation when applicable.

Families may request official transcripts for purposes such as school transfer, college applications, or scholarship documentation.

## **Graduation Requirements**

Students enrolled in the high school program at True North Academy of Oklahoma must complete the required coursework and demonstrate satisfactory academic progress in order to graduate.

The academy's high school program is designed to prepare students for college, career, and life readiness through a combination of core academic coursework and life skills development.

## **High School Coursework**

Students are expected to complete coursework in the following subject areas:

- English / Language Arts
- Mathematics
- Science
- Social Studies
- Electives or career readiness learning experiences

Course requirements are designed to ensure that students develop the academic knowledge and practical skills necessary for success after graduation.

## **Credit Completion**

High school students earn academic credit through successful completion of coursework, assignments, and assessments. Credits are documented on the student's official transcript.

Students must complete the required number of credits established by the academy in order to qualify for graduation.

## **Diploma Award**

Students who successfully complete all graduation requirements established by True North Academy will be awarded a high school diploma from True North Academy of Oklahoma.

The diploma represents the student's completion of the academy's high school academic program.

# **11. CURRICULUM & ASSESSMENT**

## **True North Academy of Oklahoma**

True North Academy of Oklahoma's curriculum and assessment program reflects a balance of state alignment, individualized learning, and academic accountability. By combining instructional resources aligned with the Oklahoma Academic Standards (OAS) with multiple measures of assessment, the academy ensures that:

- Students receive instruction that supports grade-level academic expectations
- Teachers can monitor student progress and adjust instruction when needed
- Families receive clear information about student growth and performance
- Instruction reflects both academic rigor and individualized learning pathways

The academy's instructional model allows teachers to provide targeted instruction while also supporting students who may be working at different levels within the curriculum.

## **Curriculum Framework**

The curriculum at True North Academy focuses on core academic subjects including:

- English Language Arts
- Mathematics
- Science
- Social Studies

Instruction may also include writing, reading comprehension, research skills, critical thinking, and life skills appropriate to the student's grade level.

Instructional materials and digital curriculum platforms are selected based on their alignment with academic standards, instructional quality, and ability to support individualized pacing for students.

Teachers provide direct instruction during scheduled learning sessions and guide students through assignments, projects, and practice activities designed to reinforce learning.

## **Individualized Learning**

True North Academy recognizes that students learn at different rates and may require varying levels of support or challenge. The instructional model allows teachers to adjust pacing and provide targeted support based on student performance and learning needs.

Teachers monitor student progress regularly and may provide additional guidance, reteaching, or advanced work when appropriate to support continued academic growth.

## **Assessment and Progress Monitoring**

Assessment is an important part of the learning process and is used to monitor student progress and guide instruction. The academy uses multiple forms of assessment to evaluate student understanding and academic growth.

Assessment methods may include:

- Classroom assignments
- Quizzes and tests
- Projects and written work
- Curriculum-based assessments
- Benchmark assessments

These assessments help teachers identify areas where students are excelling and areas where additional support may be needed.

## **Benchmark and Diagnostic Assessments**

The academy may utilize nationally recognized benchmark assessments to measure student growth and provide insight into academic progress. These assessments help teachers monitor learning trends and guide instructional decisions.

Benchmark assessments are typically administered periodically during the school year to evaluate student progress and ensure students are developing the academic skills necessary for continued success.

## **Progress Reporting**

Student progress is communicated to families through report cards, progress updates, and teacher communication throughout the school year.

Teachers may provide feedback on assignments, assessments, and overall academic performance to ensure families remain informed about their child's progress.

## **Academic Integrity**

Students are expected to complete their own work and demonstrate honesty in all academic assignments and assessments. Academic integrity is essential to maintaining a fair and supportive learning environment.

Any form of cheating, plagiarism, or misuse of resources may result in disciplinary action in accordance with the school's conduct policies.

## Curriculum & Assessment Chart

Curriculum / Assessment Tool	Grade Level(s)	Subject Area(s)	Alignment to OAS	Instructional / Assessment Role
Pre-K Curriculum (Early BrightThinker, Abeka, ABCmouse,)	Pre-K	Early Literacy, Numeracy, Social-Emotional, Motor Skills	Aligned with Oklahoma Early Learning Guidelines (literacy, numeracy, SEL, physical development)	Provides developmentally appropriate pre-academic skills and readiness activities
BrightThinker (Digital or Print Options)	Elementary (K-5)	ELA, Math, Science, Social Studies	Fully aligned with Oklahoma Academic Standards	Core digital/print curriculum delivering direct instruction in state-required subjects
BrightThinker (Digital or Print Options)	Middle (6–8)	ELA, Math, Science, Social Studies	Fully aligned with Oklahoma Academic Standards	Core digital/print curriculum delivering direct instruction in state-required subjects
BrightThinker (Digital or Print Options)	High School (9–12)	ELA, Math, Science, Social Studies	Fully aligned with Oklahoma Academic Standards	Core digital/print curriculum delivering direct instruction in state-required subjects
Lexia Core5	Elementary (K–5)	Reading / Literacy	OAS-English Language Arts (K–5) – Reading Foundations, Vocabulary, Comprehension	Adaptive literacy intervention supporting early reading mastery
PowerUp Literacy	Secondary (6-12)	Reading / Literacy	OAS-English Language Arts (6–12) – Reading Comprehension, Vocabulary Development	Addresses reading gaps and accelerates literacy skills
Teaching Textbooks	Elementary (3–5), Middle (6–8), High School (9–12)	Mathematics (3–12)	OAS-Mathematics – Numbers & Operations, Algebra, Geometry, Statistics	Interactive math instruction with step-by-step explanations
IXL	K-12	Math, ELA, Science, Social Studies	Supports mastery of OAS standards across	Practice and skill reinforcement through

			grade levels	adaptive technology
Khan Academy Kids	Pre-K - 2	Early Literacy, Early Math, Social-Emotional Learning, Creative Development	Aligns with Oklahoma Early Learning Guidelines and OAS–ELA & Math (K–2)	Supplemental platform for readiness skills, individualized support for early learners
Khan Academy	3–12	Math, ELA, Science, Social Studies	Strong alignment to OAS Math & ELA (3–12); broad alignment to Science & Social Studies (supplementation may be needed for OK-specific content)	Supplemental or core platform providing tutorials, practice, mastery checks, and differentiation
STAR Assessments	Pre-K - 12	Reading & Math	Benchmarks aligned with OAS standards	Universal screener for progress monitoring and growth tracking
Portfolios	3-12	All Subjects	Evidence of OAS mastery across subjects	Collection of student work demonstrating long-term progress

### Assessment Methods

1. **Formative Assessments** – daily assignments, quizzes, discussion boards.
2. **Summative Assessments** – end-of-unit tests, STAR benchmarks, and final projects.
3. **Portfolio Reviews** – collection of student work showing growth and OAS mastery.
4. **Student-Led Conferences** – students explain progress to parents/teachers.

### Special Education Curriculum Implementation

- IEPs are developed and monitored per IDEA Part B.
- Services delivered by certified Special Education teachers and related service providers.
- Students receive instruction in the Least Restrictive Environment (LRE).

## **12. TECHNOLOGY & VIRTUAL LEARNING**

True North Academy of Oklahoma integrates technology into the instructional program to support academic learning, communication, and progress monitoring. Technology platforms allow students to access curriculum, submit assignments, and communicate with teachers in both the in-person and virtual learning environments.

The purpose of this policy is to establish clear expectations for the responsible use of technology and participation in virtual or technology-supported learning.

### **Instructional Technology**

Students use approved digital platforms to access coursework, complete assignments, and participate in instructional activities. Technology supports individualized pacing and allows teachers to monitor student progress and provide feedback throughout the academic year.

Instructional technology may include learning management systems, curriculum software, digital assessments, and communication platforms used for teacher meetings and instructional support.

Technology is used as a tool to enhance learning and support the instructional model of the academy.

### **Student Technology Devices**

True North Academy does not provide individual student computers or tablets.

Families are responsible for ensuring that students participating in the academic program have access to a device capable of supporting the required learning platforms and curriculum programs used by the school.

Families may choose to purchase a device using the student learning fund when applicable. Devices purchased through the learning fund remain the property of the family.

Students are expected to bring their device to school on scheduled in-person instructional days when required for coursework or assignments.

### **School Technology Equipment**

The academy maintains a limited number of school-owned laptops for instructional use during in-person learning sessions.

True North Academy provides ten (10) laptops that are available for student use while on campus. These devices are intended to support students who may temporarily need access to a computer during scheduled learning activities.

School laptops remain on campus and are not issued to students for home use.

Students are responsible for using school equipment appropriately and following teacher directions when using shared technology resources.

## **Student Responsibilities**

Students are responsible for using technology appropriately and in a manner that supports the learning environment. Students are expected to:

- Use technology only for school-related learning activities
- Follow teacher instructions when accessing digital curriculum and assignments
- Protect login credentials and maintain account security
- Communicate respectfully through digital platforms
- Complete assignments through the designated learning systems

Students may not use school platforms or technology resources to access inappropriate content, disrupt instructional activities, or engage in harassment or misconduct.

## **Parent Responsibilities**

Parents play an important role in supporting technology use in the home learning environment. Parents are expected to:

- Ensure students have access to a working device and internet connection
- Monitor student participation in online coursework
- Support completion of assignments and academic expectations
- Provide a structured environment for learning during scheduled work time

Parents are responsible for supervising internet use within the home environment.

## **Virtual Learning Program**

True North Academy offers a virtual learning option for students who complete their coursework remotely.

Virtual students access curriculum and assignments through approved digital platforms and follow the pacing and instructional expectations established by their teacher.

Students enrolled in the virtual program participate in scheduled teacher meetings that typically occur weekly. These meetings provide direct instruction, academic support, progress monitoring, and guidance for upcoming assignments.

## **Attendance and Participation**

Participation in virtual coursework and teacher meetings is considered part of the student's attendance.

Students are expected to complete assignments consistently and attend scheduled virtual check-ins with their teacher. Lack of participation in coursework or teacher meetings may be considered a lack of attendance and may require intervention from school staff.

## **Academic Integrity**

Students must complete and submit their own work unless otherwise directed by the teacher. All assignments submitted through digital platforms must reflect the student's individual effort and understanding.

Academic dishonesty, plagiarism, or misuse of online resources is not permitted.

## **Digital Citizenship and Online Conduct**

Students are expected to demonstrate responsible digital citizenship when using technology for school purposes.

Online communication must remain respectful and appropriate at all times. The use of technology to engage in bullying, harassment, threats, or inappropriate communication is prohibited and may result in disciplinary action under the school's conduct policy.

## **Monitoring and Policy Enforcement**

True North Academy reserves the right to monitor activity conducted through school-approved platforms to ensure compliance with school policies and maintain a safe learning environment.

Failure to follow the Technology and Virtual Learning Policy may result in restricted access to technology platforms, disciplinary action, or other corrective measures as determined by school administration.

All policy, refer to appendages/links below.

# **13. HEALTH, SAFETY & EMERGENCY PREPAREDNESS**

True North Academy maintains structured procedures to protect student health and safety during school hours. While the Academy is not a medical facility, trained staff provide basic first aid and respond to emergencies according to established protocols.

- **Equipment:** First aid supplies and an automated external defibrillator (AED) are available on-site.
- **Emergency Services:** Emergency services (911) are contacted immediately for any situation requiring medical intervention beyond basic first aid.

- **Parental Duty:** Parents are responsible for providing accurate and updated medical information at enrollment and throughout the school year.

## Illness Policy

To maintain a healthy environment, students must remain at home if they experience:

- Fever of 100.4°F or higher within the past 24 hours.
- Vomiting or diarrhea within the past 24 hours.
- Contagious illness without medical clearance.
- Symptoms that interfere with participation in school activities.

**Return to School:** Students may return once they are symptom-free for 24 hours without the use of fever-reducing medication. If a student becomes ill during the school day, parents will be contacted for prompt pickup.

## Immunization Requirements

Current immunization records or a legally recognized Oklahoma State exemption form must be on file prior to attending in-person classes. Records are maintained securely. In the event of a communicable disease concern, additional precautions may be implemented to protect the school community.

## Medication Administration Policy

Medication is administered only when necessary and only with proper documentation.

- **Requirements:** Completed Medication Authorization Form.
- **Packaging:** Prescriptions must be in the original pharmacy-labeled container. Over-the-counter medication must be in its original packaging.
- **Storage:** Medication is stored securely and administered by designated staff.
- **Self-Carry:** Students may self-carry emergency medication (e.g., inhalers, EpiPens) only with physician authorization and parent consent.

## Communicable Disease Control

The Academy follows structured sanitation procedures and monitors for symptoms of contagious illness.

- **Notification:** Parents must notify the school of confirmed communicable diseases.
- **Privacy:** General exposure notices may be issued to the community while maintaining student privacy.
- **Hygiene:** High-touch surfaces are disinfected regularly, and students are encouraged to practice frequent hand hygiene.

## Emergency Preparedness

The Academy maintains a written Emergency Operations Plan addressing:

- Fire, Severe Weather, and Lockdown procedures.
- Medical emergencies and Evacuation/Reunification.

**Drill Schedule:** Fire drills occur monthly. Severe weather and lockdown drills occur at least twice each school year.

**Reunification:** During an emergency evacuation, students are released only to authorized individuals with valid photo identification.

## **Medical Action Plans**

Individualized Medical Action Plans are required for students with chronic conditions. These must be updated annually. Standardized plans include:

- **Allergy & Anaphylaxis:** Epinephrine administered immediately for severe symptoms; 911 contacted without delay.
- **Asthma Management:** Rescue inhalers administered as prescribed. Self-carry requires written authorization.
- **Diabetes Care:** Monitoring and insulin administration follow the documented care plan. Low/high blood sugar is addressed immediately.
- **Seizure Response:** Staff will protect the student, time the episode, and monitor breathing. 911 is contacted if a seizure exceeds five minutes or repeats.

## **Documentation & Responsibilities**

- **Incident Reports:** All medical incidents are documented using a standardized Student Medical Incident Report, including descriptions and parent notification.
- **Parent Responsibilities:** Parents must provide all required medication, maintain emergency contact information, and update health records as needed. Failure to provide documentation may result in medication not being administered.

## **Policy Review**

Health and safety policies are reviewed annually. Updates are documented and implemented to ensure a safe learning environment for all students and staff.

# **14. Special Education and Support Services**

## **Student Support Philosophy**

True North Academy of Oklahoma is committed to supporting students with diverse learning needs through individualized instruction, academic support, and reasonable accommodations when appropriate. The academy works collaboratively with families to help students succeed within the school's educational program.

The school's instructional model allows teachers to adjust pacing, provide targeted instruction, and support students who may benefit from additional academic guidance.

## **IDEA Services**

True North Academy of Oklahoma is a private educational institution and does not provide special education services under the Individuals with Disabilities Education Act (IDEA).

Students who qualify for IDEA services may receive those services through their resident public school district or other approved service providers. Families who wish to pursue special education services under IDEA should contact their local public school district to initiate evaluation or service requests.

The academy may work cooperatively with families and outside providers when appropriate; however, the school does not develop or administer Individualized Education Programs (IEPs).

## **Individualized Learning Support**

While the academy does not provide IDEA special education services, teachers may implement classroom strategies and instructional supports to assist students with learning differences.

Support strategies may include:

- Adjusted pacing of assignments
- Additional instructional guidance
- Opportunities for review and reteaching
- Structured learning environments
- Teacher feedback and progress monitoring

These supports are designed to help students engage successfully with the academic program.

## **Parent Collaboration**

Parents play an important role in supporting students who may require additional academic assistance. Families are encouraged to communicate with teachers regarding their child's learning needs and to share relevant information that may assist the school in supporting the student's success.

When students receive services through outside providers, the academy may coordinate communication when appropriate to support the student's educational progress.

## **Section 504 Accommodations**

Students with documented disabilities may qualify for accommodations under Section 504 of the Rehabilitation Act.

When appropriate documentation is provided, the academy may implement reasonable accommodations that support a student's access to the educational program. Examples of accommodations may include:

- Extended time for assignments or assessments
- Modified testing environments
- Adjustments to instructional delivery
- Additional organizational supports

Accommodations are designed to provide students with equitable access to the learning environment while maintaining academic expectations.

## **Progress Monitoring**

Teachers monitor student progress throughout the academic year through assignments, assessments, and regular communication with families. When additional support is needed, teachers work with parents to identify strategies that may assist the student in achieving academic success.

# **15. TUITION, FINANCIAL RESPONSIBILITY & SCHOLARSHIPS**

## **Tuition Policy Overview**

True North Academy of Oklahoma operates as a tuition-based private institution. Tuition ensures that the Academy can maintain high-quality teachers, specialized services, technology, and facility access.

Understanding your financial commitment is essential for a successful academic year. Below is the breakdown of our tuition structure and the policies regarding timely payments.

## Tuition Overview

The total tuition for the academic year is \$8,000. To accommodate different financial needs, we offer three flexible payment schedules:

Payment Plan	Number of Payments	Amount per Payment
Monthly	10	\$800
Quarterly	4	\$2,000
Semester	2	\$4,000

## Deadlines and Grace Periods

- **Due Date:** All payments are due on the *1st of the month* according to your selected plan.
- **Grace Period:** We provide a *5-day grace period*. Payments received by the end of the 5th day of the month will not incur any penalties.

## Late Fees and Penalties

Maintaining a current account is vital for continued enrollment. Please be aware of the following consequences for late payments:

1. **Late Fee:** If payment is not received by the end of the 5-day grace period (the 6th of the month), a \$50 late fee will be automatically applied to your account.
2. **Administrative Withdrawal:** If a payment remains unpaid 30 days after the initial due date, the student will be withdrawn from all classes.

## Reinstatement Policy

To be reinstated after a withdrawal due to non-payment, the following must be submitted in full:

- The previous month's overdue balance.
- The current month's payment.
- The accrued \$50 late fee.

**Note:** Access to school facilities, transcripts, and classes will be paused during the withdrawal period until the account is brought current.

## Tuition Rate (2026–2027):

- Annual Tuition: \$8,000 per student
- Payments: Annual, semester, or monthly plan
- *All tuition payments are non-refundable.*

**No Refund Policy:**

Due to the individualized nature of instruction and allocation of staff, materials, and services, all tuition and registration fees are non-refundable, even in the event of withdrawal, expulsion, or changes in student participation.

**Refund Schedule**

<b>Withdrawal Date</b>	<b>Refund Eligibility</b>
Before First Day of School	Registration fee non refundable. Tuition refundable only if specified in agreement.
Within First 10 School Days	No refund of tuition.
After 10 School Days	No refund. Full tuition obligation remains.
Administrative Withdrawal	No refund. Balance remains due.

**Financial Aid Compliance**

True North Academy is committed to helping families access quality education through various tuition-assistance initiatives. We strictly adhere to state guidelines to ensure our continued participation in these programs.

## Oklahoma Parental Choice Tax Credit (PCTC)

True North Academy is a participating provider for the Oklahoma Parental Choice Tax Credit. This program provides a refundable tax credit to parents of students attending accredited private schools.

### Payment Disbursement & Signing Day

- **Installment Schedule:** The tax credit is disbursed by the Oklahoma Tax Commission (OTC) in two installments (one per semester).
- **Check Processing:** State law requires that these checks be mailed directly to the school but made payable to the parent/taxpayer.
- **Mandatory Signing Day:** To finalize the payment, the school will host a Mandatory Signing Day each semester. You are required to attend in person to endorse the check over to the school.
- **Notification:** Dates and times for Signing Day will be announced via email once all checks for the student body have been received by the Academy.

### Withdrawal and State Liability

Choosing to participate in the PCTC program involves a legal and financial agreement with the State of Oklahoma.

- **Tuition Forfeiture:** If a student is withdrawn from True North Academy at any time during the semester, any tuition and fees previously paid via the tax credit or personal funds are forfeited according to the school's withdrawal policy.
- **Tax Credit Liability:** Because the credit is intended for active enrollment at an accredited school, families who withdraw may be held personally responsible for the tax credit amount with the State of Oklahoma. True North Academy is required by law to notify the Tax Commission of any change in enrollment status within 30 days.

Appendages:

Appendages: Virtual Policies
<a href="#">Nondiscrimination Statement</a>
<a href="#">Family Educational Rights and Privacy Act (FERPA) Policy</a>
<a href="#">Student Pickup and Drop-Off Policy</a>
<a href="#">Student Pickup and Drop off Policy Acknowledgment</a>
<a href="#">Student Discipline and Due Process Policy</a>
<a href="#">Health &amp; Safety Appendix</a>
<a href="#">Parent Engagement Committee Policy</a>
<a href="#">Health &amp; Safety Appendix</a>

# HANDBOOK ACKNOWLEDGMENT

*Please sign and return this page to the Academy office.*

**Student Acknowledgment:** I have received a copy of the True North Academy Student Handbook. I understand that I am responsible for following the rules and expectations described within.

Student Name (Printed): \_\_\_\_\_ Student Signature:  
\_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Acknowledgment:** I have read the True North Academy Handbook, including the Attendance, Discipline, and Pick-Up/Drop-Off policies. I agree to support the school's mission and partner with the staff to ensure my child's success. I understand the financial obligations and safety protocols required for enrollment.

Parent Name (Printed): \_\_\_\_\_ Parent Signature:  
\_\_\_\_\_ Date: \_\_\_\_\_

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