



**T U L S A**

**PUBLIC SCHOOLS**

**TULSA LEARNING ACADEMY JUNIOR HIGH/MIDDLE SCHOOL (6-9)  
ENROLLMENT APPLICATION SPRING 2017**

Student Name \_\_\_\_\_ Current/Most Recent School \_\_\_\_\_  
Last name First name

Student ID Number \_\_\_\_\_ Male/Female (Circle one) Last Grade Completed \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**The parent and student are both REQUIRED to have an e-mail address**

Parent e-mail address \_\_\_\_\_ Student e-mail address \_\_\_\_\_

Other e-mail address \_\_\_\_\_ TPS G-Mail address \_\_\_\_\_

I currently live with (Please Circle One): Both parents Mother Father Legal Guardian Relative

**QUESTIONS ABOUT THE STUDENT**

1. Are you currently enrolled at another school site? Yes or No
2. When and where you were last enrolled? \_\_\_\_\_
3. Do you have reliable access to a computer? Yes or No
4. Do you have internet in your home? Yes or No Provider \_\_\_\_\_
5. Do you own a webcam and headset with microphone for video conferencing Yes or No
6. Do you want breakfast at TLA (Requires 9-11am time frame) Yes or No
7. Do you have a library card for the Tulsa City-County Library Yes or No
8. Have you ever been identified to receive Special Services? (Check all that apply)
  - \_\_\_ English Language Learner
  - \_\_\_ Special Education (IEP)
  - \_\_\_ Gifted and Talented
  - \_\_\_ 504 (Medical)
9. Do you agree to the following expectations for Virtual School students?
  - a. Devote a minimum of 30 active hours each week on the computer to complete computer based school work.
  - b. Complete all coursework, assignments, essays, including cumulative exams as original work developed by you.
  - c. Abide by all TPS and Promenade Mall rules in regard to behavior and conduct.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Academic Dishonesty Policy Agreement**

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.

I, \_\_\_\_\_, agree that during my time with Virtual School WILL NOT partake or engage in any of the following:

1. Using any materials that are not authorized by the instructor for use during an examination.
2. Copying from another student's examination.
3. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
4. Stealing, buying, or otherwise obtaining information about an administered examination.
5. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
6. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
7. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
8. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
9. Plagiarizing, that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs either when the words of another are reproduced without acknowledgement or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all virtual students to understand the methods of proper attribution and to apply those principles in all materials submitted.
10. Sabotaging of another student's work.
11. Committing any willful act of dishonesty that interferes with the operation of the academic process.
12. Facilitating or aiding in any act of academic dishonesty.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date



**T U L S A**

**PUBLIC SCHOOLS**

**\*\*A copy of this is to be made and placed in the students file\*\***

**Parent / Student Information Sheet (Applicant Keeps this Sheet)**

Tulsa Learning Academy is a Tulsa Public Schools school of choice. As such there is an application process. The first step of this process is that you **and your child** will fill out this application. After the application is turned in; with the appropriate enrollment documents-birth certificate, proof of residence, transcripts, the student and parent will have an interview with the principal or a member of the admissions committee. At the end of the interview the student will receive writing prompts to write an outline and rough draft of an essay (this will also be the first graded essay in the English class to which the student is assigned) which will be electronically submitted to verify the student/parent e-mail address and the ability of the student to work on their own in a virtual environment. If everything was acceptable from the application, interview, and communication test an orientation for the student and parent will be scheduled where the Individual Learning Plan will be initiated, the OKIS account set up & career interest inventory completed and all course work started with a face-to-face meeting with the subject area teachers. Students are not officially accepted until the completion of their orientation day.

Tulsa Learning Academy is a virtual school where 70% or more of the student's educational experience is delivered through electronic media and 30% or less of the instruction and interaction is performed in a physical face-to-face environment at the school. There will be an advisory coach assigned to your child to check up on his/her progress, monitor their hours, communicate special messages pertaining to the overall progress, and guide your child through the educational process. This requires the student to travel to TLA or meet through a video conference with the advisor / teacher at specific times throughout the school year. If desired students may receive bus passes for these required meetings, tests, etc. which are good for five trips to and from TLA, (may then get a new bus pass if they have been to TLA 5 times on that pass).

All Tulsa Public School students will be in uniform for the 2015-16 school year. Tulsa Learning Academy will also have a uniform. Any of the district approved uniforms no logo, and one solid color collared style shirt; jeans, khaki, dark blue or black pants with no holes are acceptable. If a student is working and desires to come in before or after work; an employer provided/specified uniform/shirt with a logo is acceptable (Best Buy, Quick Trip, Reasors, etc.). **No shorts, skirts, or T-shirts.** Sweat shirts, or hoodies are outer garments and a collared shirt must be worn underneath. When you are at TLA from orientation on for any reason this is the expected attire.

Students are welcome to come to TLA to receive academic assistance during school hours but while the student is here there are several guidelines.

1. There is a **two hour time limit per day** to use the computers at TLA because of the number of students who are enrolled. Students who make appointments for Exams, teacher's advisories working on scheduled activities, special education and English Language Learning students have priority over those without appointments.
2. Students must sign in and out at the front desk as soon as they arrive at TLA and when they leave TLA. **Students 8<sup>th</sup> grade (below age 14) and below are to be escorted by parent/guardian into TLA and students 8<sup>th</sup> grade and below are to be picked up by a parent/guardian who was authorized and designated to pick up the child at enrollment.** Students may bring capped bottled



# T U L S A

## PUBLIC SCHOOLS

water to drink and should eat before or after the student's time at TLA.

3. Students should expect to accomplish 11% to 17% per week in their progress for each subject to accomplish completion of their coursework by the end of the nine weeks.
4. Students are under the guidelines of the **TPS District Behavior Response Plan** and also under the guidelines of **the Promenade Mall**. Actions within the mall will have consequences at the school as well because of the shared facilities.
5. Students are expected to keep their graduation plan (either electronically or physically) to chart their own progress toward the goal of receiving their diploma. This plan is also useful for continuing on to a two-year, four-year college or university or trade school. The counselor will also keep a copy of this as it pertains to ACE graduation requirements.
6. Students should supply their own ear-buds/headphones for use while at the Tulsa Learning Academy.
7. Cell phone- cell phones are not to be used while in TLA. Students are at TLA for short periods of time and therefore cell phones should not be out. The first time it is out there will be a warning- the second time the student will be asked to leave and the parent will be notified that they had to leave early.
8. The testing (EOI, cumulative and unit) and tutoring will physically take place at the Promenade Mall location or via live internet session. Please make prior contact so that you know the teacher is there when you plan to arrive.

1<sup>st</sup> lunch 11:20-12:00 this is teacher contract no student time. (Math, LA, SPED).

2<sup>nd</sup> lunch 12:00-12:40 this is teacher contract no student time (Science, History).

Several of our teachers have responsibilities at other locations as well as Tulsa Learning Academy and may not be on site if you just show up. Normal hours are 9:00-3:30 for students.

9. Students and Online Teachers are responsible for their behaviors and are expected to comply with the Technology Acceptable Use Code of Conduct in the Tulsa Public School District. Digital communication is monitored by TLA personnel and the District ISS.