

JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: December 16, 2021

SUBJECT: Lindsey Nicole Henry Scholarship

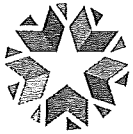
Terra Verde Discovery School (TVDS) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Oklahoma State Department of Education (OSDE).

TVDS has tutoring services, one on one teacher to student education and remediation, accommodations for student work and assignments, accommodations for physical & emotional environment and Individualized Student Learning Plans.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – TVDS Internal Revenue Service and Tax Exempt forms
- Criteria 2: Non-Discrimination – TVDS Handbook page 4
- Criteria 3: Health and Safety – TVDS Handbook pages 15-18, 21
- Criteria 4: Academic Accountability – TVDS Handbook pages 6-8
- Criteria 5: Teacher Requirements – TVDS Hiring Procedures
- Criteria 6: State laws and disciplinary procedures – TVDS Handbook pages 9-12
- Criteria 7: Accreditation – OSDE accreditation letter

JH/se



Terra Verde Discovery School

PreK - 8th + Transitions

NAME OF PRIVATE SCHOOL

GRADE LEVELS

1000 36th Avenue SE

Norman

OK

73026

ADDRESS

CITY

STATE

ZIP

405-366-6362

www.terraverdeschool.com

PHONE NUMBER

WEBSITE ADDRESS

Eric M. Snyder, Headmaster -- eric.snyder@terraverdeschool.com

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Eric M. Snyder -or- Sherri Jones (Administrative Asst) office@terraverdeschool.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. **Proof of compliance required.**
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. **Proof of compliance required.**
3. The private school must meet state and local health and safety laws and codes. **Proof of compliance required.**
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. **Proof of compliance required.**

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. *Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.*
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. *Proof of compliance required.*
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. *Submit proof of accreditation and list accreditation information in the box below.*

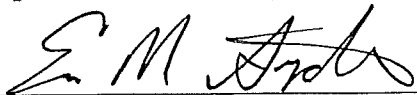
See attached. Terra Verde Discovery School is accredited through the State of Oklahoma Department of Education as of June 24, 2021.

8. The private school must be able to provide services and/or accommodations for students with disabilities. *Please describe in detail the services, programs and support you offer to students with disabilities in the box below.*

- Individualized Student Learning Plans
- Tutoring Services
- One on One Teacher to Student Education and Remediation
- Accomodations for Student Work and Assignments
- Accomodations for Physical & Emotional Environment
- Family Support to Encourage Extra Curricular Learning.

I verify that Terra Verde Discovery School complies with all the criteria listed
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.



11/10/2021

SIGNATURE

DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.

Criteria 1: Fiscal Soundness

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 30 2012**

TERRA VERDE DISCOVERY SCHOOL INC
C/O KELLEY GRACE
2402 WESTPORT DRIVE
NORMAN, OK 73069

Employer Identification Number:
27-2819766

DLN:
401117073

Contact Person:
MS. A. MORRIS

ID# 52452

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
170(b)(1)(A)(ii)

Form 990 Required:
Yes

Effective Date of Exemption:
May 27, 2010

Contribution Deductibility:
Yes

Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible.

Criteria 2: Non-Discrimination

Policy of Non-Discrimination

Terra Verde Discovery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Terra Verde Discovery School does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and other school-administered programs.

Enrollment

Re-Enrollment and New Student Enrollment deadline is February 1st of each year. To maintain our commitment to ecological sustainability we will utilize an online enrollment/re-enrollment system. Each winter, Terra Verde families will be sent an email with instructions on “how to” complete the process. To complete the process, you will be required to create a “ParentsWeb” login. Detailed instructions will be included in the email.

Visit Day

A required component of the admissions process is a TVDS Visit Day. Prospective students are invited to visit campus to experience a day in the life of a Terra Verde student. It is important to note that completion of a Visit Day does not guarantee admission. After the child has spent time in the classroom setting and amongst prospective peers, our admissions team will meet to review your child's previous school records and discuss our ability to meet the child's needs. Our goal is to make the admissions process as timely as possible but know that coordinating team schedules as well as time to receive school records may delay the process. Families will be notified of acceptance status via a mailed letter and/or email as soon as the process is complete.

Incoming Pre-K Playdate

We receive a high volume of applications each year. To make a fair assessment of whether we can meet each child's needs, we host an annual Incoming Pre-K Playdate. Each playdate takes place in January for students seeking admission the following August. Morning and afternoon sessions are hosted by the TVDS Admission Team, which includes an administrative representative, Pre-K teacher, Kindergarten teacher, resource teacher, and other faculty members. Students take part in developmentally appropriate whole group and small group lessons, activities, and play. After the playdate is complete, the Terra Verde Admissions Team comes together to evaluate the applicants and configure classes.

Summer and Rolling Admission

At times, new students seek admission over a summer break, which does not allow for a Visit Day. In this case, the TVDS Admissions Team will review school transcripts and meet with the parents and/or student. A tentative decision will be reached, and the student will be admitted on a trial basis. Official enrollment will take place after the first six weeks of school, once TVDS faculty are confident in meeting the student's needs.

Criteria 3: Health & Safety

Crisis Response Plan

The following policies/plans have been developed in the event of a natural disaster, fire, intruder, or lock-down situation on campus. Faculty must have their red crisis backpacks and personal cell phones with them during each of these situations.

Severe Weather Policy (2 drills per year)

The following is our severe weather plan.

Non-School Hours:

IMPORTANT: Terra Verde Discovery School has put in place additional precautions for days that severe weather is classified as “high risk.” This was the case in Moore on May 20th, 2013. By 5:00 a.m. the National Weather Service (NWS) will post risk warnings for the day. Note: Risk warnings from the NWS differ from KOCO, KFOR, and NEWS9. If a “high risk” warning is reported for “Norman, OK” not “Cleveland County, OK, we will determine whether school will be in session. This text, email, listing on television, and social media update will be sent to our families as soon as possible. A text, email, listing on TV, and social media will also occur if we are to cancel school due to snow and/or ice.

School Hours:

When the National Weather Service (NWS) communicates that a high risk of severe weather exists for our area, Terra Verde will notify parents via television, mobile text message, social media, and an email. Currently, parents have the option of picking up/checking out their child and receiving an excused absence. Parents/guardians who wish to retrieve their students amid a severe weather outbreak will be allowed to do so until sirens are activated in Norman. Once sirens are activated, faculty and staff will cease student retrieval and require all individuals on campus to relocate to the storm shelters. Again, once sirens are activated, all school personnel and students will be sheltering in place and not in a position to meet or serve parents. The storm doors are to be locked with strict instructions to not open them.

If there is a need for someone other than the parent/guardian to check out a child, please make sure that this individual’s name is in our emergency contact information database (Renweb). Only individuals previously identified as approved to pick-up students will be allowed to sign the student out. The school administration will streamline release protocol to the extent possible without sacrificing safety.

If the National Weather Service has a Tornado warning in effect and has advised to delay dismissal, parents will be notified of any transportation delays via television, mobile text message, social media, and email. Terra Verde Discovery School’s office will communicate with our families before, during, and after any weather event which diverts Terra Verde from normal daily operations.

In addition, the following information is relative to safety precautions: Students at Terra Verde will follow tornado safety guidelines which include sheltering in our safe rooms. We will practice tornado safety a minimum of two times throughout the year to prepare for tornado season.

Criteria 3: Health & Safety

We have placed a weather radio in each building that will be used to monitor conditions and alert us to any tornado watches or warnings. School administration or a designee in each school building will monitor the weather radio. Administration will be in direct contact with the National Weather Service (NWS) in Norman anytime that severe weather is anticipated.

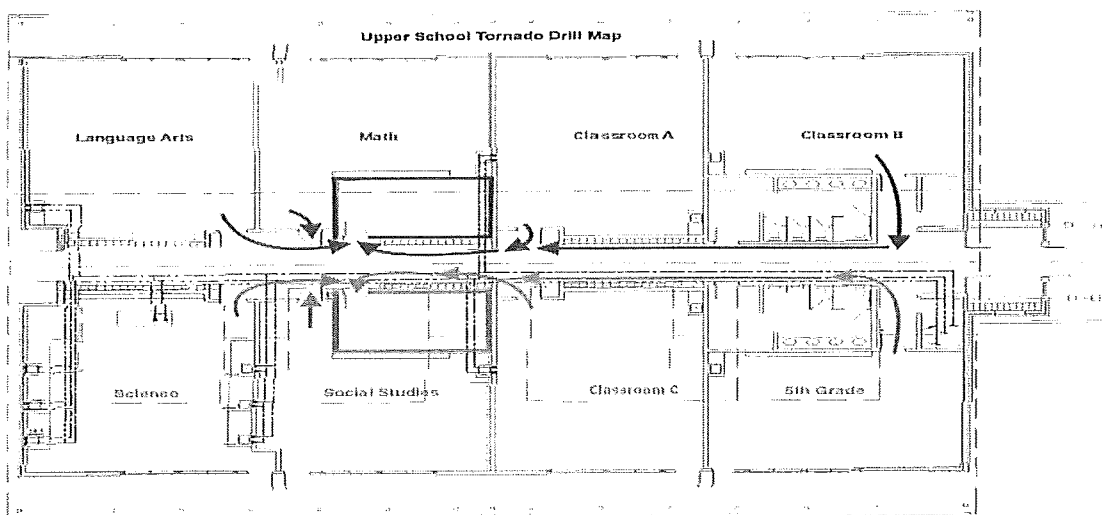
Tornado Procedure:

An administrator will be in located each building shelter.

All other personnel in Admin building will utilize the upper school storm shelters. All faculty should take red backpacks into shelters with them along with walkie talkies.

Upper School

Faculty in the upper school building will take shelter in the building. See map below.



- East Side classes will move to East shelter,
- West Side classes students will utilize the West shelter.

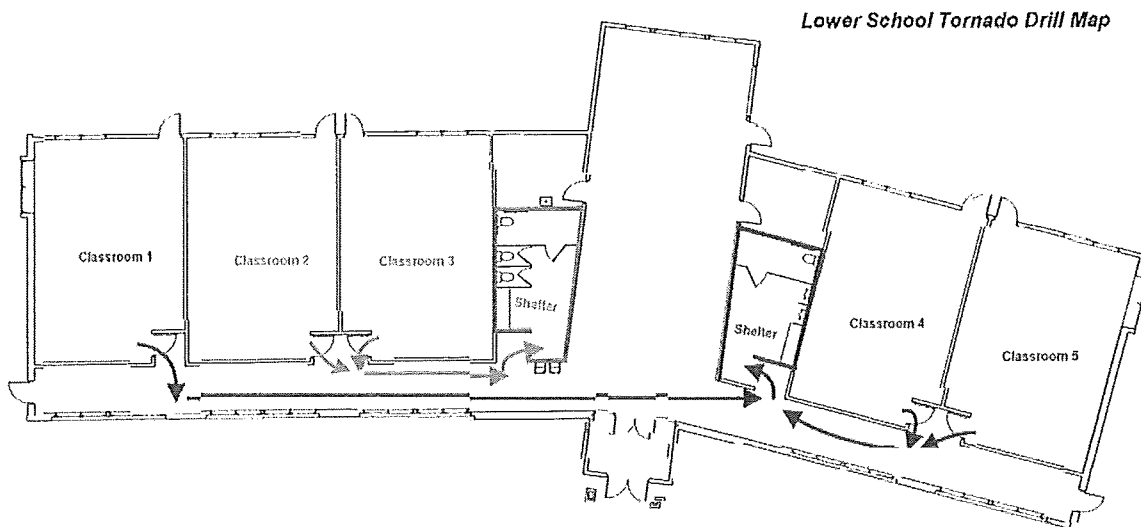
Criteria 3: Health & Safety

Lower School

Boys and Girls restrooms are safe rooms.

- Classrooms 1, 4 & 5 utilize boy's restroom
- Classrooms 2 & 3 utilize girl's restroom.

Classroom 1, 4, and 5 will Shelter in Boys Restroom
Classroom 2 and 3 will Shelter in Girls Restroom



Fire Emergency Procedures (2 per semester)

Fire Drills will be held a minimum of two times a semester to confirm our faculty and students' understanding of where to locate in this type of emergency. For a fire emergency, the alarm will sound, and the alarms lights will flash. Our fire system is directly connected to Comtec's emergency management system. When the fire alarm sounds the following should occur:

1. Faculty, staff, and students will move to designated areas outside of the building, as quickly and quietly as possible, using the nearest, safest exit.
2. Staff will close all doors and windows in all buildings.
3. One designated faculty member will check restroom area in the building.
4. All faculty, staff, and students will move to the north end of the athletic field per fire departments request.
5. When assembled in designated area, staff will take roll to account for all students and signal the Headmaster or Assistant Head of School or designee with red card (if not all students are present) or green card (if all students are present).
6. A member of the faculty will notify the school's founders.
7. The Headmaster or Assistant Head of School will assess the situation and inform emergency personnel upon arrival.
8. Staff and students will wait for the "all clear" signal which will be given by the Headmaster, or designee.
9. Should the emergency continue after the school day ends or situation requires an emergency dismissal, school evacuation procedures will begin.
10. The fire emergency plan will be reviewed annually.

Criteria 3: Health & Safety

Lockdown Procedure (HARD and SOFT): (1 each per year)

In the event of an emergency requiring a SOFT LOCKDOWN, the following procedures will be followed:

1. Lock All Doors
2. Close All Blinds
3. Move students to stay put location in classroom.
4. Evaluate security.
5. Take roll of students. If student is missing contact administration stating what class and who is missing.
6. Remain in stay put location until released by an administrator or identified police enforcement officer with identification.

In the event of an emergency requiring a HARD LOCKDOWN, the following procedures will be followed:

1. Lock All Doors
2. Close All Blinds
3. Turn off lights
4. Move students to stay put location.
5. Evaluate security of the room.
6. Take roll of students. If student is missing contact administration stating what class and who is missing.
7. Remain in stay put location until released by an administrator or identified police enforcement officer with identification.
8. Teachers take roll to ascertain that all students are accounted for. Administrators will send email and mobile text message with "URGENT" in header to notify all parents to pick-up students at a specific time.
9. If internet access is not available individual homeroom faculty will use emergency contact forms to begin notifying parents to pick up students. In the event a parent cannot be reached, emergency contacts will be called.
10. All classroom aids assist faculty.
11. As parents arrive for pick-up, designated individuals will utilize the walkie-talkies to dismiss students by calling student name and grade.
12. Faculty and staff may leave campus once all their students have departed.

GENERAL ACADEMIC REQUIREMENTS

Upper School Graduation Requirements

In order to receive a certificate of completion from Terra Verde, a student must complete the prescribed course of study that generally includes language arts, mathematics, a foreign language, history, science, art, music, physical education and wellness, and committee offering. Students must pass all their courses to receive a certificate of completion. A student may be required to make up a failed course to be promoted into the next grade. In these cases, the student must repeat the course in an approved summer program or receive at least 40 hours of tutoring over the summer to earn a satisfactory grade on their final transcript. In such cases, the student may be required to pass a competency exam to advance. Competency exams are only an option for those students who fail a course.

Homework

Lower school students are not given homework in grades Pre-K-2nd, except for a daily reading expectation and occasional family projects. As the student progresses from 3rd to 5th, we begin to assign appropriate amounts of homework to prepare the student for an Upper School education. Lower school parents will be made aware of all out-of-class assignments. Our philosophy emphasizes preserving the joys of childhood and learning and our attitude towards homework aligns with this goal.

Upper School students are given out-of-class assignments for every academic course. Each assignment should be completed and submitted prior to the required due date. Parents are not made aware of all homework assignments. When a student is having difficulty with effort or organization, the school requires faculty, parents and/or guardians to initial the homework organizer/planner as a method of communication between parents and faculty.

Advisory Time

Upper School students are provided advisory time as the final period during the academic year. To emphasize homework completion, our upper school faculty communicate to advisory faculty members when students have not submitted work. At this point, the advisory time faculty member will encourage the students to work on incomplete assignments. Students who exhibit a strong work ethic and put forth extraordinary effort are given the gift of time to further explore interests of their choosing on campus.

Extra Help/Tutoring

Extra Help/Tutoring sessions may be scheduled to reinforce classroom instruction or offer an extra challenge. This can be at the faculty member or the student's request. These after-school sessions are to be coordinated between the faculty member, the student, and the parents. The costs associated with these sessions are determined by the faculty member or tutor and the parent/guardian.

The Grading System

Lower School

- Students in the Lower school are provided progress reports on a trimester basis.
- For Lower School students, parent/faculty conferences are held in the fall to discuss academic and social progress. During the spring semester, students may lead conferences where they can discuss their social development and display their academic work.
- Lower School Grading Scale:
 - Exceeds Expectation = (E)
 - Meets Expectations = (M)
 - Progressing = (P)
 - Intervention = (I)

Upper School

- Students in the Upper school are provided progress reports on a trimester basis.
- At the end of each year, students receive a cumulative grade, which is the average of the three trimesters.
- Upper School Grading Scale:
 - 90-----100 A
 - 80-----89.9 B
 - 70-----79.9 C
 - 60-----69.99 D
 - 59.9 or below Failing

Headmaster's Honor

This academic award is given to students in the Upper School who score above a 90% in each course and whose virtue grades are at "meet expectations" or above during each trimester of the academic year.

Student Communication with Faculty

It is the responsibility of an Upper School student to communicate with his or her teacher regarding absences and assignments via email. However, parents should still contact the office to inform the school of student absences.

Student Obligations Before a Planned Absence or Long Weekend

An Upper School student should speak to each of his/her faculty members prior to a planned absence to learn what work he/she will miss. It is customary for faculty to require students to complete the work they will miss before they leave school. This prevents a child from being behind in his/her work when he/she returns to school. Parents should still inform the office of student absences.

Student Obligations After an Unplanned Absence

An Upper School student who has missed classes must meet with each of his or her teachers to obtain extra help in understanding the materials studied during the absence. Each teacher will determine what material the student is accountable for depending on the course and the situation.

Parent Conferences

Parent conferences are held during the fall and spring. Parent conferences may also be arranged at any time by contacting administration or a faculty member. Please schedule conferences in advance by calling the school office at (405) 366-6362 or emailing. It is encouraged that you Cc the Headmaster and Assistant Head of School for conferences that are not a part of the normal academic calendar.

TRADITIONS

Birthday Book Program

We're out to prove that a good book is even sweeter than a big slice of birthday cake! This allows you to celebrate your child's birthday in a special, meaningful way as well as help our library collection grow. Before your child's birthday, you, and your child shop for a special book. This book should be chosen solely by the Birthday King or Queen! Wrap the book, and your child will open it at our morning meeting. (Yes, he or she will already know what is inside, but will SO enjoy revealing the mystery book for the other kids!) Children have a special appreciation for the books they select. The student enjoys sharing them with their classmates and faculty member. We do celebrate half- birthdays at TVDS so please let the homeroom faculty member know when this date is for those with summer birthdays. This tradition has resulted in the student donating the book to our campus library. However, the child is not required to donate a book.

Morning Meetings

Morning meetings are at the heart of the Terra Verde experience. Morning meeting builds community and sets the tone for our day together. Parents, family members, and friends are invited to join us for Morning Meetings throughout the academic year.

Parent Nights

Terra Verde Discovery School hosts special parent nights periodically. Speakers will address topics relevant to the Terra Verde community.

Party Days

Terra Verde Discovery School will celebrate Halloween, Thanksgiving, and Valentine's Day with class parties. In addition, all students participate in Winter Wonderland in December. Information will be sent home by individual faculty members as each party is organized by classroom.

Special Events

Each year we organize a golf tournament, Jogathon, Family Picnic Day, Scholastic Book Fair, Fine Arts Family Fun Festival, PTO Appreciation Nights, and our Annual Fundraiser Celebration.



Terra Verde Discovery School Hiring Procedures

Terra Verde Discovery School is committed to recruiting candidates that possess the qualities and experience that will support the mission of the school. The Headmaster of Terra Verde School in conjunction with the Assistant Head of School and/or Director(s) will make the final determination on all employment matters. New hires will then be approved by the Board of Directors.

Each year a "Employment Agreement" will be offered to faculty members who are asked to return for the upcoming school year. Each faculty member will be asked to sign and return the contract by the designated deadline.

Staff and administrators will also receive offer letters approved by the Board and Headmaster at the time of hiring. All job postings shall be posted under the job openings tab on the Terra Verde Discovery School website. All employment offers are contingent upon successfully passing a criminal background check. Terra Verde hires teachers who hold certification in their specific field of study (or applicable) for classroom and program positions.

Equal Employment Opportunity Policy

Terra Verde Discovery School abides by all applicable state, federal and local laws pertaining to equal employment opportunities. Therefore, it is the school's policy that it will not discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, gender identity or expression, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning or physical disability, genetic information or other protected class status under applicable law with respect to hiring, compensation, promotion, discipline, discharge from employment or other terms and conditions of employment. Terra Verde Discover School selects applicants for employment on the basis of such factors as experience, character, and ability to perform the required duties of the position sought.

The Equal Employment Opportunity policy applies to all employees and applicants for employment regardless of employment position or classification held or applied for. Furthermore, the school prohibits any form of retaliation or adverse employment action against any employee who exercises rights pursuant to any federal, state, or local statute pertaining to equal employment opportunities.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring them to the attention of the Headmaster or the appropriate Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



Immigration Law Compliance

Terra Verde Discovery School is committed to employing only United States citizens and aliens who are authorized to work in the United States. The school does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 Federal law requires that every employee hired by the school after November 6, 1986, complete the Employment Eligibility Verification Form (commonly called the I-9) within three workdays of the start of work. Employees who fail to provide copies of necessary documents within the first three days will be placed on leave without pay until such documents are provided. Failure to provide such documents within two weeks will result in termination of employment.

Former employees who are re-hired must also complete the form if they have not completed an I-9 with the school within the past three years or, if their previous I-9 is no longer retained or valid.

Americans with Disability Act

Terra Verde Discovery School is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). Consistent with the schools policy of nondiscrimination, Terra Verde Discovery School will collaborate with Norman Public Schools to provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the school aware of his or her disability, as required by law.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Headmaster.



Procedure for Requesting an Accommodation

On receipt of an accommodation request, the Headmaster will meet with the employee to identify the precise limitations resulting from the disability.

Terra Verde Discovery School will determine the feasibility of the requested accommodation considering various factors, including, “but not limited to” the nature and cost of the accommodation; outside funding; the school’s overall financial resources and organization; and the accommodation’s impact on the operation of the school, including its impact on the ability of other employees and students to perform their duties.

Criteria 6: State Laws & Disciplinary Procedures

SCHOOL POLICIES, STANDARDS, AND DISCIPLINE

Throughout Terra Verde's history, students, faculty, and administrators have all contributed to formulating certain standards and policies, which have become a part of the school's basic philosophy. The Founders and Board support these standards and policies. To become a member of the community each student must learn to accept these standards.

Many of the school rules are based on our core virtues program. Honesty, Respect, and Service are common values by which student behavior is measured. Students are responsible for their behavior whether they are off or on campus and under school jurisdiction. Terra Verde, however, reserves the right to dismiss a student who is involved in any activity or behavior which does not align with the School's values or best interests, while school is in session or after hours.

The school recognizes the value of an immediate and positive response to disrespectful, inappropriate, and irresponsible conduct. Each response is designed to emphasize an awareness of the student's action(s) and the impact that their conduct has regarding others, school, and society. Parents/guardians are recognized as their child's/ren's first teacher. Interaction with parents/guardians is therefore designed to encourage their involvement, enlist their support in correcting inappropriate conduct and recognizing that the school is not solely responsible for the development and enforcement of standards of appropriate conduct.

When a major school rule is broken in the Upper and Lower School, the Assistant Head of School or Headmaster confers with members of the faculty, the student's parents, and student to discuss disciplinary actions.

All Upper and Lower School disciplinary incidents are handled on an individual basis, considering the previous record of the student involved, and the combined interests of the student and the School. We want to encourage families to support the disciplinary process that has been developed with the sole purpose to hold the child accountable for inappropriate behavior.

The Headmaster or Assistant Head of School has the authority to determine clear, consistent consequences for specific offenses for Upper and Lower School students accordingly. Under certain conditions, the medical or emotional well-being of a student may require a level of care not available at Terra Verde Discovery School. In these situations, a student may be required to withdraw from School, permanently or temporarily, at the request of the School and under such terms as the School may prescribe.

Upper School Demerit & Merit Policy

Students who fail to meet classroom and school-wide expectations may be given a demerit by an Upper School faculty member. Demerits are recorded in RenWeb and are shared across all classes. A student may receive up to four demerits, with each consecutive demerit bearing its own consequences. The consequences are as follows:

- **1 Demerit** – One week of mandatory Advisory, participation in school sponsored events can be revoked
- **2 Demerits** – Includes previous consequences and one week of working lunches
- **3 Demerits** – Includes previous consequences and a meeting between the student and ALL Upper School faculty and Assistant Head of School or Headmaster.

Criteria 6: State Laws & Disciplinary Procedures

- **4 Demerits** – Includes previous consequences and a meeting between the student, their guardian(s), and the Terra Verde administration.

In addition to demerits, students may also earn merits. A student earns merits by going above and beyond in embodying the Four Ps and the Core Virtues of Terra Verde without the expectation of an award or recognition. At the end of the trimester, merits result in an activity or privilege such as an off-campus lunch. Any student who has positive merits will enjoy the privilege with TVDS administration.

* Merits and Demerits can only be awarded by faculty. If a Major School Rule is broken, Terra Verde administration reserves the right to provide consequences that are in the best interest of the school.

Major Rules

The Major Rules are reviewed by the Board and amended by the faculty and administration. The policy is to be administered consistently and impartially for all. Modification of a consequence may occur in special circumstances or if it is determined that the modification will have a positive effect on the student's future conduct. In such instances, the administration, the faculty member, and the parent/guardian may confer and agree upon the appropriate action prior to the meeting with the student.

The following guidelines provide a framework for all disciplinary recommendations:

- **Drugs and Alcohol** - The use, possession, or distribution of any form of drug or alcoholic beverages will subject the student to final warning, suspension, or dismissal. The deliberate misuse of legal drugs (prescribed medication) or substances is also grounds for final warning, suspension, or dismissal.
- **Smoking** – The use or possession of any form of tobacco (cigarettes, cigars, chewing tobacco, snuff, etc.), electronic smoking devices or smoking materials (matches, lighters, pipes, incense, etc.) is prohibited and considered grounds for final warning, suspension, or dismissal.
- **Possession of Dangerous Items** (firearm, knives) – the consequence for any student who breaks this rule will most likely be suspension or dismissal.
- **Stealing, Graffiti, Vandalism, or willful destruction of the property of others** – cannot be tolerated in an environment, which is based largely on trust. Therefore, such offenses are treated seriously and may result in final warning, suspension, or dismissal.
- **Computers and Technology** - Terra Verde reserves the right to access students' information including email, photographs, videos, files, etc. saved on computers and hand-held devices, including cameras. Inappropriate use of computers, hand-held devices, cameras, the school-wide internet system will be considered grounds for disciplinary action.
- **Cheating or Plagiarism** – Complete integrity is expected from all Terra Verde students. Cheating and plagiarism are serious breaches of school standards and are handled accordingly. There is a strong obligation to educate students who are involved in the above-mentioned behavior. Therefore, first offenders are handled by offering additional education, with repeat offenders being subject to final warning, suspension, or dismissal.
- **Harassment** – Terra Verde believes each member of the community has a right to participate fully without harassment. Terra Verde seeks to educate both students and faculty about harassment and to work together towards a greater understanding of the individual differences which makes Terra Verde a stronger community.

Criteria 6: State Laws & Disciplinary Procedures

- **Hazing** – "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.
- **Bullying** – Bullying means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational program or activities by placing the student (or students) in reasonable fear of physical or mental harm.

Other Rules

- **Meals** - Students are required to participate in lunch meals.
- **Dismissal from Class** – Students are expected to be positive contributors in each class. If a need arises for a student to be dismissed from class, the student will report immediately to the office.
- **Poor Language** – Students are expected to use language that is acceptable to members of the school community. Poor language is unacceptable and will not be tolerated.
- **Dress** – Improper Dress will result in parent contact and final warning for repeat offenders. Dress must be appropriate for the weather.
- **Disrespect**- Blatant disrespect of another member of the school community will not be tolerated. It will be treated seriously and may result in final warning, suspension, or dismissal.
- **Inappropriate Public Displays of Affection** – The School realizes that students may have feelings of affection for other students but prohibits inappropriate public displays of affection, which may be offensive to other members of the school community. Any inappropriate social behavior will not be tolerated and will be dealt with by the faculty member and Assistant Head of School or Headmaster.
- **Performance Enhancing Substances** – The use of over-the-counter substances or diet supplements to enhance athletic performance or promote physical growth is prohibited. Because Terra Verde students are in the formative stages of their emotional and physical development, substances that alter the natural growth process are not permitted. The use or possession will result in disciplinary action.
- **Hats** – Hats are not permitted in the classroom setting. Hats can be worn on the playground, at lunch, or when class is being held outside.

Any of the above rule infractions can result in a meeting with a faculty member, Assistant Head of School, Headmaster, and parents.

Protocol for Police Removal of a Student from the School Grounds:

When a student's behavior has escalated to the point that the student is endangering self or others, all attempts to de-escalate have failed and the parents are either unable or unwilling to pick-up the child, the Headmaster or Assistant Head of School is authorized to notify the local police department and ask for assistance. For the child to be readmitted to school following police removal of the student, parent must attend a conference with the administration.

Dress Code

Students are expected to be dressed and groomed. Respect for Terra Verde, as well as one's self, always demands appropriate dress. Inappropriately dressed students will be asked by school personnel to change or cover themselves to conform to these expectations. We do not permit bras to show and ask that shorts/skirts are no shorter than thumb length (with hands straight down to side).

Criteria 6: State Laws & Disciplinary Procedures

All Violations

Dependent upon the severity of the offense, consequences may include warnings, in-school suspension, out-of-school suspension, loss of opportunity to participate in extra-curricular and/or social activities, indefinite dismissal from school.

General Notations

Parents will be notified of all infractions. All suspensions require parental contact. Length of suspension invoked by administrators is limited to a 10-day maximum (per incident).

At school-sponsored events, all behavior code provisions are applicable, and students are subject to the authority of school personnel.

In rare cases, even after multiple attempts to constructively change poor behavior, students can continue to negatively impact the learning environment. In these instances, at the discretion of the administration and when positive results are likely to occur, parents/guardians may be required to attend school with their children. Students may also be asked to leave the Terra Verde community.

Corporal Punishment Policy

1. **Purpose**

The purpose of this policy is to describe limitations of corporal punishment of students.

2. **General Statement of the Policy**

No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm.

3. **Expectations**

A faculty member or school administrator may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to another. Other school employees or agents of the school may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm to another.

4. **Violation**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority and school policies. Violation of this policy may also result in civil or criminal liability for the employee.



Criteria 7: Accreditation

JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

July 13, 2021

Dr. Eric M. Snyder, Headmaster
Terra Verde Discovery School
1000 36th Ave SE
Norman, OK 73026

Dear Dr. Snyder,

Your accreditation changes for school year 2021-2022 have been approved as follows:

COUNTY/DISTRICT/SITE CODE

Terra Verde Discovery School, site # 14 P023 000, will open and serve grades PK-8th.

NEW SITE CODE

Terra Verde Discovery School, site # 14 P023 106, will open and serve grades PK-8th.

Please use the codes effective with the new school year when reporting to the Oklahoma State Department of Education.

Sincerely,

Ryan Pieper
Executive Director
Accreditation Standards

RP/ab