

GRIMES ELEMENTARY

Student Handbook



2018-2019

WELCOME TO GRIMES

Mascot

CHARGERS

Colors

Red, White, Royal Blue

YEARLY THEME

Success Always Leaves Footprints-*Booker T. Washington*

Motto

Believe, Focus, Grow

VISION

“We believe that our students will fulfill their aspirations and have the ability to aim high, focus their behavior towards learning, and don’t give up even if their learning gets tough.”

MISSION

We are committed to fostering a culture of believing in one’s self by using life skills to build character. We will have high expectations, and teach through differentiated, authentic and engaging instruction designed to empower our students to believe, focus and grow throughout their educational journey.

GOALS

- We believe in ourselves.
- We focus our behavior towards learning.
- We grow at our own potential.

Welcome to Grimes Elementary School. We anticipate another exciting year as we CHARGE together to foster a culture of learning designed to empower every student's worth and potential. Our school is a very fortunate school due to the exceptional group of students, families and staff members we have each year.

As we CHARGE for excellence, we value the partnership between home and school. Parents are encouraged to be active participants in the education of their children. Our caring and highly qualified teachers and staff look forward to sharing a friendly, fun, and engaging student centered learning experience.

This handbook is provided to help students and parents understand our school policies, guidelines and practices. If you would like more information, have questions or concerns please feel free to contact the school.

School office hours are from 7:15am-3:30pm.

Grimes Elementary: (918) 746-8720

Grimes Fax Number: (918) 746-8738

HELPFUL WEBSITES/SOCIAL MEDIA

TPS Family Success Guide: <https://www.tulsaschools.org/parents-students/student-and-family-support/behavior-guide>

Tulsa Public Schools Website: www.tulsaschools.org

Grimes Elementary Website: <http://grimes.tulsaschools.org>

School Way App: www.TulsaSchools.org/app

PeachJar: www.peachjar.com

Bus Route Information: <https://www.tulsaschools.org/parents-students/bus-routes>

Like us on Facebook www.facebook.com/grimes.tulsa

Follow Grimes on Twitter @GrimesChargers

Tulsa School Calendar 2018-2019

First Quarter: August 22, 2018 – October 16, 2018

Second Quarter: October 17, 2018 – December 21, 2018

Third Quarter: January 7, 2019 – March 11, 2019

Fourth Quarter: March 12, 2019 – May 21, 2019*

**See district calendar if weather days are used and please note the last day of school could extent a day for each day used.*

CLASSES WILL NOT BE IN SESSION ON THE FOLLOWING DAYS

- Labor Day-September 3, 2018
- Due to Fall Conferences on another evening-October 17, 2018
- Fall Break-October 18-19, 2018
- Professional Day-October 22, 2018
- Civic Engagement Day-November 6, 2018
- Thanksgiving-November 21-23, 2018
- Winter Break-December 24, 2018-January 7, 2019
- Professional Day-January 18, 2019
- Martin Luther King Day-January 21, 2019
- Presidents Day-February 18, 2019
- Professional Day-March 14, 2019
- Due to Spring Parent/Teacher Conference on another evening-March 15, 2019
- Spring Break- March 18-22, 2019
- Tentative Last Day of School-May 21, 2019

ATTENDANCE

If your child cannot come to school, you need to report the absence and the reason for the absence to the school attendance office before 9:00a.m. The phone number for the attendance clerk is (918)746-8720. School attendance is a very important part of the student's learning process. Parents are, by law, accountable for their child's attendance. Students attending elementary schools shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. Students'

attendance records with less than 90% attendance of the scheduled instructional time may be recommended for retention (School Board Policy 2204).

Attendance problems requiring action **Students who have ten consecutive unexplained absences will be withdrawn.** If the student returns to school, a parent must accompany the child and complete the entire enrollment process again. If you do not contact the school, the absence will be considered an unexplained absence. After 3 unexplained absences or tardies, a school official will contact you. Excessive unexcused absences are grounds for interventions by school personnel and referral to the District Attorney's office for non-compliance of State Laws regarding compulsory school attendance. Students with excessive absences may be retained.

Following are reasons for excusing absences:

- Student illness- Please provide the office with a doctor's note for documentation of office visits.
- Death in the immediate family.
- Observance of a religious holiday.

While attendance is important, sick children should not be sent to school. These guidelines may help parents to determine if your child is too sick to come to school:

- Fever above 100° F. within the past 24 hours
- Continuous or frequent cough, vomiting or diarrhea within the past 24 hours
- An unidentified rash
- Open, draining wounds. Minor abrasions should be kept covered with a clean dressing while at school.
- Head lice
- Any communicable disease
- Specific instructions or advice of your physician

A direct relationship exists between attendance and academic progress. It is our hope that by working together we can maximize your child's potential for a successful school year.

Perfect Attendance

Students who have perfect attendance in the first 45 days will receive a free perfect attendance shirt. Perfect attendance shirts will be given to students who are in attendance a full day from 7:30am-2:35pm. This means they have no tardies, and no early checkouts.

ARRIVAL

TEACHERS ARE NOT ON DUTY TO SUPERVISE CHILDREN BEFORE 7:15 A.M. The school cannot be responsible for students who arrive earlier than the time stated above. School doors open at 7:15am. School starts at 7:30am.

BEHAVIOR

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

Children with reoccurring discipline problems may be placed on an individualized behavior plan agreed upon by the teacher, parent, child, and principal. Severe disruption or extreme behavior may result in immediate removal or suspension of student.

Items brought from home that are not allowed at school will be confiscated and held until a parent picks up the item. If there are further occurrences, the item will not be returned. Weapons are defined by Tulsa Public Schools as anything that creates a threat to the safety and well-being of students or school staff. **Guns, knives, weapons, facsimiles of weapons, or lasers are never allowed.**

Student behavioral expectations shall apply to all students at all times on Grimes property, including:

- in school buildings
- on school grounds
- in all school vehicles
- at all school, school-related, or school activities, including but not limited to school study trips

Levels of Interventions and Consequences for Violations of the TPS Behavior Response Plan

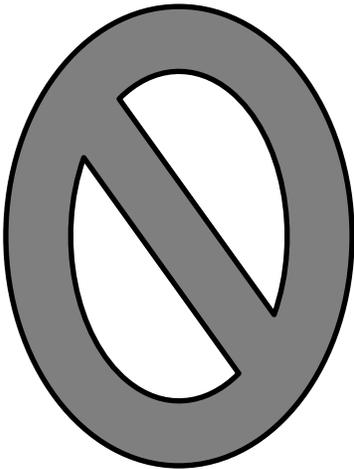
As with any incident of student behavior, the school administrator must exercise informed judgment as to whether a student’s actions constitute a violation of the Board policy and/ or the TPS Behavior Response Plan. The tiers (1, 2, and 3) guide administrators to use *progressive interventions* to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Levels of consequences and options for progressive interventions follow. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences.** For serious violations, interventions/ consequences may begin at a higher level.

*The above policies and procedures are in compliance with the Policies and Procedures that have been developed by Tulsa Public Schools. The TPS Behavior Response Plan and Student Rights and Responsibilities booklet provides more detailed information. It is distributed to each student at the beginning of the school year or upon enrollment during the school year.

Tier	Disciplinary Options		
1	<p>Classroom Level interventions/consequences Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.</p>		
	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Warning • Letter of apology • Loss of privileges </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • In-class time-out • Time out in another classroom setting </td> </tr> </table>	<ul style="list-style-type: none"> • Warning • Letter of apology • Loss of privileges 	<ul style="list-style-type: none"> • In-class time-out • Time out in another classroom setting
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2	<ul style="list-style-type: none"> • Seat change • Parent contact • Teacher conference with student • Conflict resolution • Peer mediation 	<ul style="list-style-type: none"> • Reinforcement of appropriate behaviors • Written reflection about incident • Behavior contract • School-issued uniform
	<p>Appropriate when Classroom Level (Tier 1) intervention/consequence has been ineffective</p>	
3	<ul style="list-style-type: none"> • Office referral required • Parent/guardian notification required • Suspension (1-5 days) • Lunch/Recess Detention (1-5 days) 	<ul style="list-style-type: none"> • Administrator and/or teacher conference with student and/or parent • Behavior contract
	<p>Appropriate when Tier 2 intervention/consequence has been ineffective</p>	
	<ul style="list-style-type: none"> • Office referral required • Parent/guardian notification required • Suspension (6-10 days or 10+ days depending upon the severity of the behavior) 	<ul style="list-style-type: none"> • Referral to Alternative Learning Program • Modified school day • Alternative school-based program • Reportable to police (if illegal)

BULLYING



If you are being bullied:

- Tell someone- a parent, a teacher, a counselor
- Try not to show anger or fear
- Calmly tell the student to stop...or say nothing at all
- Try to avoid situations where bullying is likely to happen

If you know someone who is being bullied:

- If you feel safe, tell the bully to stop.
- If you don't feel safe...
 - Say kind words to the student being bullied- be a friend!
 - Don't encourage the bully by laughing or joining in
 - Tell other bystanders how to help stop bullying
 - Tell an adult
 - Encourage the bullied student to talk to someone about what happened

BUS BEHAVIOR

Bus transportation may be provided to students who live within the Grimes attendance area and greater than 1½ miles from Grimes. The TPS Transportation Department determines eligibility. Qualified students who desire bus transportation are required to have an approved

transportation form on file in the office. Children who are not regular bus riders and do not have an approved transportation form on file are not allowed to ride the bus.

Riding the bus to and from school is a privilege. Children are expected to exhibit appropriate behavior while riding the bus and at the designated bus stops. If a child exhibits inappropriate or disruptive behavior on the school bus or at the bus stop, the driver will inform the principal by completing a bus conduct report stating the problem. The principal will inform the parent via the bus conduct form. Bus riding privileges can and will be revoked for inappropriate behavior. The safety of all children is of primary importance.

Bus riders are **NOT** allowed to walk home or ride another bus without a written note from the parent/guardian, which has been approved by the principal.

Bus Behavior Expectations for All Students

Students are expected to observe the following rules for safety and courtesy on the bus. Parents are responsible for the supervision and safety of students from home until they board the bus, and also from the bus stop to home.

1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none"> • Arrive at the assigned bus stop 10 minutes before the bus pickup • Be respectful and watchful of traffic • Wait in a quiet and orderly manner • Wait for the bus in a safe place, clear of traffic, and away from where the bus stops • Stay off of private property 	<ul style="list-style-type: none"> • Allow the bus to come to a complete stop with the warning lights flashing and all traffic has come to a complete stop • If crossing the street is necessary, cross in front of the bus after the driver motions for you to cross • Board the bus in a single file line, quietly and orderly • Upon entering the bus proceed directly to an available or assigned seat.
3. On the Bus	4. Exiting the Bus
<ul style="list-style-type: none"> • Follow the instructions of the bus personnel • Be respectful of the rights and safety of others • Use language appropriate for the school setting • Keep the bus neat and clean • Do not eat or drink on the bus • Stay seated while the bus is moving; keep aisles and exits clear • Do not extend head, arms, or objects out of bus windows • Keep hands, feet, and other objects to yourself • Talk quietly and politely 	<ul style="list-style-type: none"> • Remain seated until the bus comes to a complete stop • Exit the bus in an orderly manner • Cross in front of the bus only

Consequences for Infractions Related to Transportation for all students include, but are not limited to:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<ul style="list-style-type: none"> • Parent Notification • Student Conference 	Bus Suspension (1-5 days)	Bus Suspension (6-10 days)	Bus Suspension (semester or remainder of the

<ul style="list-style-type: none"> • Seat change on bus • Bus or School Suspension commensurate with offense • TPS Behavior Response Plan implemented 			year)
<p>Appropriate Action Required</p> <p>Additional bus or school suspension commensurate with offense</p> <p>TPS Behavior Response Plan implemented as appropriate</p>			

BIRTHDAYS

Birthdays are recognized in the classroom. Parents wishing to recognize their child’s birthday at school must first get approval first from the **teacher** and follow the guidelines for “**Parties and Refreshments.**” Flowers and balloons delivered to school will be held in the office until dismissal. If you wish to have a birthday displayed on the Grimes marquee the cost is \$5.00 to Grimes PTA. Contact Mrs. Lee in the office to fill out a form.

BREAKFAST IN THE CLASSROOM

Breakfast is served beginning at 7:15 a.m. in homeroom classrooms. Students arriving after 7:45am will not be served breakfast. Please make every effort to have your child at school on time.

CELEBRATIONS

Students’ successes are celebrated frequently in the classrooms, assemblies and anytime it seems appropriate to cheer for someone’s accomplishments. Students and teachers gather together in the auditorium monthly to celebrate excellence, provide inspiration and motivation for students and teachers. Students are allowed opportunities to recite and perform before the group.

COMMUNICATION

The most effective way to know what is going on school wide at Grimes is through our new School Way app that can be download on your phone. Please go to www.tulaschools.org/app to download the app. We will also be sending newsletters via email. Please register for Peachjar to receive the online communication straight to your email. www.peachjar.com. We also encourage you to like us on Facebook and follow us on Twitter @GrimesChargers. School and classroom newsletters will also inform parents of school events, classroom activities, announcements and other information. School bulletins will be sent home via Peachjar. A home and back folder is to be used by each student to take papers home and back to school. Parents are asked to view the contents regularly and return any needed information as soon as possible. The folder is to be returned to school the following day.

CONFERENCES

Parent-Teacher Conference Days are scheduled twice yearly for all parents. Conferences at other times are encouraged and may be scheduled by parents or teachers whenever the need arises. All conferences must be scheduled with the teacher prior to the conference time. Other duties and responsibilities immediately before school, during school and after school often prevent the teacher from conferencing at unscheduled times. Since teachers are greeting children and preparing for the day’s activities, they are not able to conference before school unless prior arrangements have been made.

DISMISSAL FROM SCHOOL

Children are expected to remain at school until dismissal time, unless the parent or legal guardian obtains an official release of the student. Parents/guardians are requested to schedule appointments after the school day to avoid the need for a late arrival or early dismissal. If it becomes necessary for students to be excused from school for a medical appointment or other unavoidable emergency, the parents/guardians come to the office and sign out the child. Students will not be released to anyone not on student information card unless the office receives written permission from the parent/guardian. Early pick-up should not become a regular practice. Valuable class instruction is missed and students do not get full educational benefits if they leave early. Students leaving prior to 1:35pm will be considered absent one-half day.

DRESS CODE/UNIFORM POLICY

Appropriate dress and good grooming are recognized as positive factors for maintaining a learning environment where students can feel safe and secure. Students are expected to show good judgment as well as respect for themselves and others. Dress and personal grooming should not present health or safety problems, cause actual disruptions of the educational process, or offend common standards of decency. The following uniform dress guidelines are to be followed by each student:

GRIMES UNIFORM POLICY	
Tops Hoodies Undershirts	<p>All tops and hoodie colors are white, royal/navy blue, and red. Please follow these guidelines...</p> <ul style="list-style-type: none"> • Short sleeve polo shirts. • Long sleeve button down oxford can be light blue. • Sweatshirts/Sweaters/Hoodies can be worn as outerwear. • No logos or designs (only Grimes logo) • Any color of Grimes logo hoddie or sweatshirt.
Bottoms	<p>All bottom wear colors must be khaki, navy, black or Grimes plaid and must follow these guidelines...</p> <ul style="list-style-type: none"> • Bottom wear can be slacks, capris, shorts, skirts, and jumpers. • Skirts, dresses, or jumpers must have shorts under them. • No holes. • An appropriate length for shorts worn as a main garment is considered to be no shorter than where the child's longest fingers reach when arms and hands are fully extended at his/her sides, or 6 inches above the knee, whichever is longer. • No sagging or excessive tightness or bagginess. • Jeans of any color not appropriate uniform pants. • Leggings, or tights wore alone are not appropriate uniform pants. • Leggings and tights must be a solid color. No design or prints.
Shoes/Socks	<ul style="list-style-type: none"> • Closed toe shoes ONLY! Tennis shoes are strongly encouraged. • NO high heels, backless shoes, flip flops, slippers, shower shoes, cleats or roller shoes • Socks must be a solid color. No design or prints.
Head	<ul style="list-style-type: none"> • Coats, hats, gloves, scarves, etc., must be stored in students' lockers or

	<p>cubbies.</p> <ul style="list-style-type: none"> • Hats, caps, curlers, sweatbands, bandanas, or scarves may not be worn within the school building unless prescribed by a physician and approved by the school administration. • Make-up is not to be worn. • Hairstyles are to reflect uniform dress. Therefore, extreme hair colors, or distracting hairstyles are not permitted. • Sunglasses, unless prescribed by a doctor, shall not be worn to class or within the school buildings. • Visible pierced jewelry shall be limited to the ear. • Expensive jewelry is discouraged. If worn, earrings must be small. Large hoop and dangling earrings are not allowed for safety reasons.
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School Spirit Days: Friday of each week is designated school spirit days. Students may wear PTA Grimes shirt with uniform bottom.

ENROLLMENT

Students must be properly enrolled at the district enrollment center located at 2819 S. New Haven. Students enrolling in Pre-K must be four (4) by September 1st. Pre-k enrollment is first come, first serve basis. Students enrolling in Kindergarten must be five (5) by September 1st. Information that is required for enrollment includes:

- ✓ Birth certificate
- ✓ Social security number
- ✓ Vision screening records
- ✓ Up-to-date immunization records
- ✓ Proof of Residency in the Grimes Boundary, or a transfer approved by the District Transfer Office.
- ✓ A valid government issued photo ID

FREE BREAKFAST AND LUNCH

The TPS Child Nutrition program will be providing ALL elementary students breakfast and lunch meals at no cost for the 2018-2019 school year. This is made possible through the Community Eligibility Provision of Healthy, Hunger-Free Kids Act of 2010. Families at TPS elementary schools will no longer have to submit a household application in order to determine eligibility for free meals.

HOMEWORK

Homework is an integral part of the total instructional program at Grimes. Teachers assign homework to support and extend the class work. The intent of the homework assignments is to support the development of self-directed, enthusiastic and responsible students. Homework assignments provide an opportunity for parents to be more informed about the work students are doing in class. Students should be able to complete their homework within a reasonable amount of time at home. Parents are encouraged to communicate with teachers if the homework seems unusually difficult or time-consuming for the child.

IMMUNIZATIONS

All children must present, upon initial entry to school, a certified immunization record indicating the date and type of immunization received. A licensed physician or an authorized public health representative must sign this record. Students who are currently receiving immunizations are required to maintain the schedule as directed by the physician or Health Department until requirements are met. Immunizations must be kept up to date.

ILLNESS AND/OR INJURY

If a child is injured or becomes ill, every effort is made to contact the parent. Parents are expected to provide accurate and up-to-date telephone numbers and addresses of where they may be reached during the school day. The names and phone numbers of others who may be contacted for an emergency are also required. If the parent or other designated person cannot be reached in the event of a severe medical emergency, an ambulance may be called to transport the child to a hospital or emergency center. The cost for this service will be the responsibility of the parent or legal guardian.

ILLNESS AND PHYSICAL EDUCATION

Students who are injured and unable to participate in physical education will need to have a doctor's statement explaining the reason and when the student may resume physical activity. The note should be taken to the nurse and then to the physical education teacher. Students not participating in gym will observe class from the sidelines so they will not miss instructions.

LOCKERS

Lockers or "cubbies" are assigned for students' convenience. Each student is expected to use only the locker assigned to him/her. Locks are not permitted. Coats and backpacks are to be placed in lockers, hung on coat hooks or placed in cubbies in the classrooms where they are to remain until the end of the day, or when needed for outside wear. Rolling backpacks are not allowed. Students have no expectation of privacy as to school lockers, desks or other school property temporarily assigned for their personal use.

LOST AND FOUND

Lost and found items should be turned in to the office. Clothing items will be placed in the Lost and Found Cabinet. Students and parents are encouraged to check the Lost and Found Cabinet to check for lost clothing. Other items that are found will be in the office Lost and Found. Items should be labeled with the student's name to help avoid loss.

LUNCH

Students are expected to remain at school for lunch unless the parent/guardian comes to the school office for the child's release from school. When, the child returns from lunch, the parent is to come to the office to sign the child back into school. A sack lunch may be brought from home. We encourage students to make healthy choices about what they bring to eat and drink. Students are not allowed to share food with other students.

MAKE-UP WORK

Students are encouraged to make up work for all absences. When the absence from school is excused, the student will receive credit for work that is completed in a timely manner. Students are responsible for securing and completing make-up assignments. Students will be allowed

one-day make-up time for each day's absence. Credit will not be given for work missed due to an unexcused absence. Parents may request make-up work for absences by calling the school office. A 24 hour notice must be provided to the teachers when make-up work is requested.

MEDICATIONS

All medications are to be kept in the school clinic. Medication will be given to the student only with the written authorization on the Administration of Medications Form provided by TPS Health Services. Prescription medications must be in a currently dated vial or properly labeled container, which states the name of the patient, physician and directions for administering. Non-prescription medications must also be properly labeled with the child's name and specific instructions for administering. No aspirin products will be given unless prescribed by a physician.

The parent is required to bring all medications to the clinic. Students are not to bring the medications to school. Please do not send more than a week's supply of all medication unless the Tulsa Public School's Registered Nurse has authorized a longer time.

PARENT INVOLVEMENT

Parents are encouraged to be actively involved in their child's education. In addition to staying informed about the child's progress and helping him/her at home, we invite parents to participate in school and classroom activities.

PARENT TEACHER ASSOCIATION (PTA)

The PTA offers a valuable network for parents and teachers to work together for children. The affiliation with the local, state and national PTA provides expanded opportunities to network with parents in the community. Since parent participation has been shown to contribute to the child's success in school, the PTA encourages all parents and family members to be active participants. The PTA provides classroom parties, celebrations and activities for all students. Fund-raising events have provided additional resources for students, such as special programs and assemblies, classroom materials, field trips, and playground equipment. All parents, family members and friends of Grimes students are encouraged and invited to join PTA and participate in the many activities that are provided. We need everyone's help and support by joining the PTA.

PARTIES AND REFRESHMENTS

Homeroom parents through PTA provide two parties for the students throughout the year- a winter party and a spring party. Homemade foods are not permitted. All refreshments are to be purchased ready-made and arrive at school unopened in their original packaging. Students are not to bring refreshments or food to classrooms without the prior approval of the teacher. Students' personal birthday or party invitations are not permitted to be given out at school. We feel it is best for all parties and individuals to handle this off school grounds.

PERSONAL BELONGINGS

Students are expected to bring to school only items that contribute to the learning process or their well-being. Toys and games are not to be brought to school except by the teacher's permission for special projects in the classroom. Items considered inappropriate for school include, but are not limited to, toys, electronic games or devices, iPods, purses and cosmetics. Children should not bring items of exceptional value to school. The school is not responsible for valuable items brought to school. Animals are not to be brought to school by students. Any

animals brought to school by an adult for an educational purpose must have the prior approval of the teacher and principal.

PLANNERS

Student planners are used for 3rd through 6th grade students as an organizational and communication tool. Parents and students should review planners each evening and return to school daily.

PROBLEMS

STUDENT SCHOOL PROBLEMS

If students have a problem related to discipline, security, personal welfare, or vandalism, the student should:

1. Tell the nearest teacher or adult staff member. Tell him/her exactly what happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
2. Talk to the principal or school counselor right away.
3. Then get the feelings out. It is natural to feel worried and upset. Talk to someone who will listen and understand- perhaps a peer helper, teacher, counselor, or an adult mentor. It is important to talk to a neutral party who can be trusted.
4. A school counselor can help one learn ways to deal with problems to ensure safety and comfort when faced with similar problems in the future.
5. When the student has alerted school personnel, he/she should tell the parents about the problem if necessary.

STUDENT PERSONAL PROBLEMS

For help with personal problems which may affect student school life or activities:

1. If possible, discuss the problem with one's parent/guardians.
2. If a student and his/her parents/guardians cannot solve the problem, there are a number of persons in the school who may be able to offer additional help. If one knows of a teacher which whom one feels he/she may speak freely, contact the teacher.
3. The school counselor is trained to offer help with personal problems. He/she can lead the student to other resources he/she may not know about,
4. The principal will be able to discuss the problem with the student and attempt to work a solution. If they are unable to do so, they have others to assist.

PROCEDURES

Written procedures teach students the personal and social skills they need to be successful. The procedures contribute to feelings of safety and allow students to have an environment conducive to learning. Procedures for school-wide implementation have been established. Teachers and students also develop classroom procedures so students will know how to accomplish learning tasks.

Arrival Procedures

Staff Expectations:

- Teachers will sign in by 7:10am.
- Support staff will be at school on time and ready to start their day.
- Teachers will be at their classroom door at 7:15am.
- Teachers will greet each student with a kind word, kind touch and/or a smile.

Student Expectations:

- Students will turn cellphones off prior to entering the building.
- Students have the option to turn their cell phones into the office and retrieve at the end of the day.
- Students will enter the building following hallway procedures at 7:15am and go directly to their locker then classroom.
- Students will greet their teacher with kind word, kind touch, and a smile at their classroom door.
- Students will begin their morning work and wait for breakfast in the classroom to begin.

Parents Expectations:

- Follow parking lot and arrival procedures.
- Say 'good-byes' to students in the front lobby if you wish to walk them in. After the first week of school parents will not walk students down to their classroom. You must sign in as a visitor and permission from the teacher to visit the classroom.
- Always feel free to check with the office any volunteer services available for that day.

Cafeteria/Lunch Procedures

Staff Expectations:

- Teachers/Staff will wait for all students to wash their hands.
- Teachers/Staff will walk students to and from the cafeteria on time and to class using hallway procedures.
- Adults on duty will walk throughout the cafeteria, talking with students and assisting in cafeteria duties.

Student Expectations:

- Enter and exit using hallway procedures.
- Polite talk: "Please" "Thank you"
- Whisper or Small Group talk at tables
- Clean up your area after eating
- Raise hand for permission to leave the table
- Wait until teacher directs you to throw your trash/tray away
- Close milk carton, stand up, pick up tray/trash and remain in a straight line when disposing of trash.
- Line up the Grimes way: Respect personal space and remain in a straight line.

Dismissal Procedures

Staff Expectations:

- Teachers will dismiss students to lockers to line up at 2:30pm.
- All teachers will walk with their classes to their dismissal location and remain until duty teacher shows up.
- Teachers on duty will wait with students and assist and supervise students. Outside car duty teachers will assist students into vehicles as parents pick students up from the north side of the school.
- At 2:50pm teachers on duty will walk remaining students to bus duty teacher in the gym.

Student Expectations:

- Students collect belongings with quiet voices from locker and line up with their teacher.
- Students will use hallway and line procedures and walk with their teachers as go to their designated dismissal location.
- Students will sit down, wait silently, patiently and read a book.
- Students will wait for duty teacher to call their number, release walkers, call their bus or day car bus name.

Parent Expectations:

- Follow parking lot, and dismissal procedures pertaining to your child's way home.
- Pick up student(s) on time.

Students are dismissed from school at 2:35pm. Students are either bus riders, car riders, day care riders, bike riders, after care, or true walkers. It is best for your child(ren) to have a consistent way home each day. You will be asked at Meet the Teacher to indicate on the My Way Home Form how your child(ren) will be picked up or go home. Walkers are ONLY for TRUE WALKERS. This means a parent is NOT in their car parking and walking to pick up their child. If you come to pick up your child in a vehicle then your child is a car rider no exceptions. Car riders will receive their assigned number once this form is turned in. At the end of the day students' will go to a designated area indicated below and they are expected to sit silently and read a book until their way home transportation is here.

After Care

- Students who attend the onsite after care program meet in the cafeteria.

Bus & Daycare Riders

- Bus riders and daycare riders will be dropped off and picked up in the front circle drive. Daycare vans need to make sure they stay behind the buses and allow the buses to load first. Our buses pull into the front circle drive about 2:20pm. Bus riders line up on the left side of the east hallway and read a book until bus arrives. Day care riders line up in the gym on the south wall and read a book.

Car Rider Pick Up

- Each family has been assigned a car number. Please hang the tag on your rear view mirror. The car rider line begins at the north end of the school. If you are the first car in line please pull up the first cone you see on the side walk. Please have your right side passenger door unlocked for your child(ren) to be loaded as quickly and safely as possible. Car riders will go to the gym and sit in in car rider number lines and read a book. Once they hear their number called over the microphone they will line up and be escorted out to the car rider pick up area. Our goal is to load 8 cars at one time so please watch for a teacher to direct you of when and how far to pull up. Students that need help buckling will have the help of the safety patrol or duty teacher. Please have your child(ren) buckle as quickly as possible. If having trouble buckling you may pull over to the right side past the very first loading cone. Please make sure you do not block a crosswalk area with your car or the circle drive exit in front of the school. It is strongly encouraged to make only right lane turns back out on to Harvard.

True Walkers & Bike Riders

- Children walking home (not walking to a car), or riding bikes will be go to the gym, sit in front of the stage and read a book. They are released through the front entrance and should always use a crosswalk to cross the street. Parents of students who walk home are encouraged to discuss with their children the importance of going directly home or to their designated caregiver after school.

Children are expected to leave school within fifteen (15) minutes of dismissal time. We realize unexpected delays in picking up children occasionally occur. In such a situation, we have the following expectations:

- If the ride has not arrived within 15 minutes after dismissal, the child will remain with the teacher on duty.
- Parents are encouraged to notify the office by 1:45pm if they are going to be late or if there is a change in transportation plans. This helps reassure the child.
- After 2:50pm, the parent or authorized person is to come to the office upon arrival, so the office staff will know the child has been picked up.
- If a child remains at school beyond 3:15pm, assistance from the principal will be needed to discuss how we can assist the child being picked up on time.

Drinking Fountain Procedures

- Wait Patiently
- Keep Mouth and Tongue off of the Fountain
- Count to 7
- Swallow Water

Staff Expectations:

- Teachers will model, monitor, and adjust as necessary.

Student Expectations:

- Students will wait for their turn while following hallway procedures.
- Students will take a drink without putting their mouth or tongue on the fountain.
- Students will count to 7 or less to determine the length of time of their drink.
- Students will swallow the water before getting in line or returning to class.

Hallway/Line Procedures

1. Face Forward; Single File Line; Right Side
2. Hands to Self
3. Voices Off (Zero Voice Level)
4. Allow Others to Go

Staff Expectations:

- Teacher will model, monitor, and assess line procedure.

Student Expectations:

- Students will face forward while in line.
- Students will have their hands at their sides or behind their backs.
- Students will have their voices off (0 Voice Level)
- Students will be kind and allow others to go ahead of them instead of getting upset.

Parking Lot Procedures

All adults and children are expected to observe the following arrival/dismissal procedures to ensure the safety of all children.

- Motorists are expected to use extreme caution and drive slowly while in the parking lot, car rider line and adjacent streets.
- Motorists may not park or pick up their child in the front circle drive during the hours of 2:20-2:50pm unless an emergency. Please use the east parking lot or church parking lot during the above hours. This will help ensure our bus riders safety and our buses can get to their next stop at the appropriate time. Please follow the car rider line to pick up your child(ren).
- Please assist your child closely when crossing the parking lot and streets adjacent to the school.
- Cars are never to be left unattended in the line of traffic or adjacent to the building. This includes parking during school hours. Areas adjacent to the building are designated as the “fire lanes”. Parking in “fire lane” spacing is a violation of the fire codes.
- The flow of traffic is expected to proceed smoothly if everyone follows the pick- up procedures. If the student is not at the pick-up area, the driver is expected to pull up past the car rider line.
- Motorists are to never back up their vehicles while in the lanes of traffic.
- Motorists are to travel in a single lane of traffic. Please do not pull around and pass other cars that are in the lane of traffic.

Recess Procedures

Students have adult supervision while playing on the playground during school day recesses. Students may not play on the equipment immediately before or after school without adult supervision. Staff members are not available to supervise children during these times. Several play areas are available for students during recess times. Students are expected to play only in the areas assigned to them.

Staff Expectations:

- Be on time, “all the time” for duty and student pick up.
- Teachers will walk classes to the outside doors and release them to the playground.
- Staff on duty will interact with students during playground activities.
- Staff will move throughout their assigned area, watching students at separate locations.
- Show mutual respect for staff and students.
- Be proactive in addressing playground issues.

- Pull appropriate playground materials from the shed located by the doors to the playground. The last class on the playground will pick up materials 5 minutes prior to pick up.

Student Expectations:

- Students will use hallway/line procedures.
- Show mutual respect to staff and students.
- Have free play within their assigned playground area.
- Students will line up promptly when teacher arrives.
- Enter the building following hallway/line procedures.

Recess Equipment Procedures

Sporting Equipment:

- Allow others to play.
- Follow rules of game.
- Take turns.
- Organized games such as soccer or basketball can only be played with adult supervision of a playground teacher.
- Each class will help return equipment and place in equipment basket.
- The last recess class will be responsible for bringing in the equipment baskets.

Jump Rope:

- Use in designated areas (on the concrete and blacktop)
- Keep proper spacing
- Take turns
- Put jump rope away when lining up

Big Toy Equipment:

- Slide – one person at a time, go down and around, feet first
- No jumping off any equipment, anywhere on playground
- Pea gravel, sticks, and other nature items are not to be thrown or kicked
- Keep shoes on at all times
- Keep hands and feet to yourself at all times

If a student chooses not to follow procedures, he/she may be required to lose a recess or sit out.

Restroom Procedures

1. Go
2. Flush
3. Wash: 2 Squirts
4. Dry: 3 Pulls

Staff Expectations:

- Teachers will model, monitor, and adjust as necessary.

Student Expectations:

- Students will use the restroom quickly.
- Students will use a whisper voice while in the restroom.
- Students will always flush after using the restroom.
- Students will always wash their hands after using the restroom by using 2 squirts of soap and 3 pulls of the paper towel dispenser.
- Students will place all trash in the trash can.

Assembly Procedures

Staff Expectations:

- Be on time
- Model appropriate behavior
- Stay with class at all times
- Attend all assemblies (unless during your plan time)

Student Expectations:

- Be on time
- Use line procedures to enter assembly
- Walk to assigned seating using
- Sit on your pockets, keeping hands and feet to yourself
- Use attentive listening and good manners when walking in and out of the assembly
- Exit following hallway/line procedures

PROGRAMS/ACTIVITIES/ORGANIZATIONS

Students are provided the opportunities to participate in a wide variety of programs and activities. Some of Grimes' programs and activities include the following:

- Student Council
- Safety Patrol
- Junior Achievement
- District Gymnaestrada
- District Track and Field Meet
- District Art Festival

**After School Programs provided: TPS Before and After Care (fee based), Girl Scouts, Campfire, and Boy Scouts

PROGRESS REPORTS

Progress reports are prepared and issued by the end of the fifth week of each quarter, or whenever the need arises. Progress reports are issued whenever the student's achievement is unsatisfactory. They are also used to inform parents of commendable achievement, effort and positive attitudes.

REPORT CARDS

Report cards are issued quarterly. They contain valuable information about the child's academic and social behavior progress. Parents are expected to sign the progress reports and report card signature cards. The student is to return them the following day or as soon as possible. Parents

are encouraged to call the school whenever they have concerns or questions regarding the reports.

SCHOOL SPIRIT DAYS

Friday of each week is designated School Spirit Days. Students may wear PTA Grimes spirit shirts with uniform bottoms. Students and staff are encouraged to wear spirit shirts on these days.

SCHOOL WAY APP

We encourage all faculty/parents/guardians/students to download this app to receive school and district information via a text and or email. Please go to www.tulsaschools.org/app to download.

SCOOTERS/SKATEBOARDS/BICYCLES

Scooters and skateboards are not allowed at school. Any child who rides a bicycle to school is to park the bicycle in the front of the building. Students are not to ride the bicycle on the school grounds or in the parking lot. Students shall walk with the bicycle until they are off the school grounds or parking lot. Bicycles are to remain in the racks until dismissal. Children are not to play on or near the bicycle racks. Locks for the bicycle are strongly encouraged. The school is not responsible for bicycles.

SPECIAL LUNCHESES

If a classroom desires incentive lunches or celebratory food, teachers/parents must notify the teacher and the office and include all students in the class. Food will be eaten in the classroom or other approved location. Students are not allowed to take food or drinks into the gym.

STUDENT INFORMATION /EMERGENCY INFORMATION

All students are required to have a completed and accurate information form on file in the office. This information is to be kept current at all times. Please notify the school office immediately of any changes in home or work phone numbers, addresses or other emergency information. This is vital in the event of an emergency while the child is at school.

STUDY TRIPS

Study Trips are planned to support the classroom activities. Parent permission is required for students to participate in trips away from school. The Tulsa Public Schools official permission form and medical release must be signed by the parent or guardian and returned to the teacher before the student goes on the study trip. We frequently request parent volunteers to assist with supervision of our students on the study trips. Volunteer chaperones must be registered as TPS Volunteers at least one week prior to the trip.

STUDY TRIP CHAPERONES

Periodically classes will take study trips to compliment curriculum objectives. Parents may be needed to help supervise children when off campus. When accompanying your child's class on these trips, other siblings may not attend. You also need to provide your own transportation unless the trip is out of town and space is available on the bus. You may also be responsible for any entry fees. Do not allow your child to bring money during a study trip, unless indicated on the permission slip. All necessary expenses will be covered by the school or taken care of ahead

of time (t-shirts, etc.). More chaperone details will be given to parents at the beginning of the year meeting.

TARDINESS

Children are expected to be punctual in arriving at their assigned areas. They are expected to be in the assigned place and ready to work when the second bell rings at **7:30am**. Any student who is not in class at the appropriate time will report to the office for a tardy slip. When a child arrives after 7:30am the student will need to be accompanied by an adult to the office to receive a tardy slip. Students who arrive after 8:45am are considered absent one-half day.

TELEPHONE/WIRELESS TELECOMMUNICATION DEVICES AND ALL ACCESSORIES (INCLUDING HEADPHONES AND MP3 PLAYERS)

The office telephone is a business phone and is to be used by students only in emergencies. Please inform your child of after school arrangements before he/she arrives at school. Children will be called to the telephone only for emergency situations.

The following rules apply to the use of wireless telecommunication devices such as cellular telephones, personal digital assistants, or other electronic devices. Students are prohibited from using wireless devices during the academic school day including passing periods and lunch periods whether inside or outside the building unless expressly approved by the principal or designee. During school hours, wireless devices must be turned off and stored in student's locker or if on student's person it must be turned off at all times. **In order to avoid any disruption of the educational process, it is preferred that students do not bring any devices to school however if needed it is strongly suggested that all wireless devices be turned into the office upon arrival to school and picked up at dismissal.** The school is not responsible for the theft or loss of any wireless devices or accessories.

A violation of any part of this policy will result in the wireless device being confiscated by the administration and other discipline as warranted. The first offense, student may pick up the device at the end of the school day. Second offense, the confiscated device must be picked up by the parent/guardian and will not be released to any student. Further offense, student may be disciplined under other categories in the Behavior Response Plan as appropriate.

TECHNOLOGY FOR STUDENT USE (SCHOOL DEVICE PROVIDED)

Responsible, Respectful and Safe: **Violation of these expectations may result in a loss of student's access to the device and/or Internet.**

- Keep all food and liquids away from the device.
- Always follow directions given by the teacher.
- Be on the task assigned by my teacher at all times. The device will be used for educational purposes only.

- Only use web tools such as video games and social networking authorized by my teacher.
- Use the Internet to search only sites that are appropriate to the school curriculum.
- Respect yourself by using the device appropriately.
- Respect the work of other students. Do not change or delete the work of other students.
- Be a team player: When working in collaboration with other students, be respectful and kind.
- Respect other students by not accessing their accounts.
- Use the device in ways that are appropriate and educational.
- Be polite and use appropriate language.
- Do not share passwords with anyone except your parents and teachers.
- Never share any personal information.
- Report to your teacher if you feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally viewing something inappropriate.

TEXTBOOKS

Textbooks are provided for students to use in the classrooms and at home. Library books may be checked out for home use. We ask parents to help us teach respect for books, so they will be returned in good condition. If a book is lost or destroyed, the student is expected to pay for the book. School records will be withheld for non-payment of lost or damaged school books.

VISITORS/GUESTS

All visitors, volunteers and parents are required to sign in at the office and state the reason for the visit whenever they are in our school. This policy applies at all times, including dismissal times. Visitors will be given a visitor sticker to wear while in the school. The sticker is to be returned to the office when leaving. This policy is in place to provide for the safety of all persons in our school.

There are a few times that someone may need to visit a class to observe a specific student or activity; such a visit must be arranged in advance with the teacher. Parent-teacher conferences must be scheduled with the teacher prior to conferencing. Unscheduled conferences before school and during class times are not allowed because they interfere with the teaching-learning process for students.

Students may not bring school-age visitors with them to classes. It is not our intent to appear un-wanting of people in school, but it is our purpose to protect the instructional time of all students.

VOLUNTEERS

We value the school volunteers who perform valued services for students and staff. Volunteers make learning materials and prepare bulletin boards. They assist children in the classrooms, during field trips, and parties, and other school and classroom activities. Parents who are unable to be at school during the school day often do volunteer projects at home. All volunteers are

required to register as a school volunteer by completing a School Volunteer Profile Form, which is available in the school office.

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