

Dolores Huerta
Elementary School
2022-2023

Excellence and high expectations with a
commitment to all.



10620 East 27th Street
Tulsa, Oklahoma 74129
(918) 925-1460 office
(918) 925-1466 fax
huerta.tulsaschools.org

Welcome to Dolores Huerta

The faculty and staff of Dolores Huerta wish to welcome you and your student to our school.

This school handbook is designed to provide information regarding policies, procedures, expectations, and Dolores Huerta Discipline Plan. We appreciate your cooperation in helping your student understand the importance of making good choice. Parental involvement is important in the development of a productive and successful learning environment. Please take time to review this handbook thoroughly. We are pleased that your student is enrolled at Dolores Huerta.

Please read announcements that are sent home. Join the Dolores Huerta Elementary Facebook page, Dolores Huerta Elementary and the school website, huerta.tulsaschools.org. These are ways to stay in touch with are school. Teachers also use the Talking Points app and the Powerschool parent portal. We want you to be informed regarding events of our school and the district. The district website is www.tulaschools.org.

We take pride in our school. You are important to us. We want you and your student(s) to have the most amazing school year. Together we can achieve that goal. I am looking forward to my 35th year with TPS. Thank you for choosing to be a part of our amazing community!

Janice Thoumire, Principal

Mission Statement:

A place of learning where all students—regardless of any external factors including race, gender and socioeconomic background—are encouraged to achieve their greatest potential.

Student Enrollment/Withdrawal Requirements

All enrollments can be done on line at enroll.tulsaschools.org or follow the link on tulsaschools.org or Huerta.tulsaschools.org Tulsa Public Schools Enrollment Center

2819 S. New Haven Ave Tulsa, OK, 74114

918-746-7500

Community/ Business Participation

Dolores Huerta's Partners In Education are Arvest Bank, Tulsa Latin American Chamber of Commerce, Reading Partners, Graves McClain, The Pencil Box, Project ELF and Operation School Bell.

They spend numerous hours in assisting our students in a variety of ways. **We appreciate our community partners!**

Columbus to Dolores Huerta School History

The doors to Columbus Elementary School opened in the fall of 1971. At that time, kindergarten through sixth grade attended the school. When it opened, Columbus was a Tulsa Design School, which meant that it used a cross-training curriculum approach to teaching.

In February of 1980, Columbus experienced a major fire. It was set by vandals at 1:00 a.m. during a blizzard. While being rebuilt, the students and faculty moved to Fulton Elementary. For the next year and a half, there were two schools within one building.

Columbus has been fortunate to have some of the best teachers in Tulsa. Columbus has had seven principals since it opened: Mahana Bryant (who opened Columbus), Betty Miller, Elywn Pruitt, Nancy Jennings, Judy Armstrong, Jene' Carpenter and Janice Thoumire.

In July 2018 Columbus Elementary was renamed to Dolores Huerta Elementary.

Today, Dolores Huerta is comprised of early childhood through fifth grade. The early childhood through fifth grade, are self-contained classes, meaning that the students spend the entire day under the supervision of one teacher.

Child Find Statement

Every child with special needs has a right, by law (Individuals with Disabilities Education Act), to a free and appropriate education. This includes children and adults (0-21) with a physical, mental, emotional or learning handicaps. This is an attempt to locate these children in order to assist in providing the service to which they are entitled. If you know of a child with a disability living in our district in need of service, please contact: Tulsa Public Schools Department of Social Services, Education Service Center, 3027 S. New Haven, Tulsa, OK 74147-0208, Phone: (918) 746-6376.

School Hours

EC– Grade 5.....7:30 a.m. – 2:35 p.m.

Office Hours.....7:15 a.m. – 3:00 p.m.

Attendance Policy

Arrival

When students arrive, Pk & K will go to the gym & eat breakfast in their classrooms. 1st—5th grade will go to the cafeteria, eat breakfast & then go to their classrooms. Parents are not allowed in the classroom unless, prior permission from the Principal has been given.

Students arriving before 7:15 a.m. are to remain outside the building. No supervision is provided until 7:15.

Dismissal

Classes are dismissed at 2:35 p.m. Halls should be cleared by 3:00 p.m. When dismissed from school, students are to go directly home or report to persons in charge of them after school hours. No supervision is provided after 3:15 p.m. ***Please respect loading and unloading zones.***

Absences and Tardies

Students arriving at school after **7:30 a.m.** are tardy. They are to report to the office. All tardies and early dismissals will be counted and entered onto the student's school record.

Four (4) or more absences a parent will be contacted.

Six (6) or more absences parents will receive a first notice letter.

Eight (8) or more absences school reports to TPS Truancy Office.

If it continues a second notice letter is mailed to the parent. If no improvement after the second notice the truancy office will send to the District Attorneys office for legal action to be taken.

Eighteen (18) or more days of absence is grounds for retention of students.

When a student must be absent from school, the parent or guardian is to call the office at 918-925-1460 prior to 8:45 a.m. the day of the absence. Absent makeup work for explained absences may be requested through your child's teacher after three days absent.

Early Departure

Parents are encouraged to try to schedule a child's doctor and dental appointments outside of school hours.

If this is not possible, you must first come to the front door to check your child out, and it must be **no later than 2:10** and must show a valid photo I.D. and be on the child's pickup list. For the child's safety, the teacher will not release a child, without notice from the office. **Changes over the phone will require verification of identity.**

Leaving the Building/Grounds

Only parents or persons authorized by parents will be allowed to take students from the school. Parents who find it necessary to take a child from class during the school day, must show a valid I.D. to sign the student out.

Bicycle Parking

Parking space for bicycles is provided in front of the school. Students need to bring a lock from home to secure their bike. The school is not responsible for missing bikes.

Breakfast and Lunch

Breakfast is served in the Cafeteria at no cost. Breakfast will not be served after 8:30 am. All Dolores Huerta students eat free on the Universal Program, **(this is year to year designation)** or they may bring a home prepared lunch.

Student Dress Code

Dolores Huerta Elementary will follow the district-wide student dress code for Tulsa Public Schools set forth by the Board of Education. The complete policy can be found on the *Tulsa Public Schools Web Site*, ***[tul-saschools.org/parents-students/back-to-school/uniforms](https://tulsaschools.org/parents-students/back-to-school/uniforms)***.

Mondays and Fridays at Dolores Huerta will be free dress.

Attire for all students should be reasonable, modest and in such style as will not cause distraction and will be appropriate at all times. Dress appropriately for the weather. Tennis shoes are required for P.E. participation and recess. **Flip-flops (shower shoes) are unacceptable. Due to safety issues, tennis shoes with built in skate wheels are not allowed. TPS dress code will be enforced.** ***[Tulsaschools.org/parents-students/back-to-school/uniforms](https://tulsaschools.org/parents-students/back-to-school/uniforms)***

Medication

Any medication to be taken by a student is to be brought to the Health Clinic before school with a completed *Parental Authorization for Administration of Medication Form*. All medications must be brought to the Clinic in the prescribed container with the affixed label. Non-prescription medicine must be in a properly labeled container with directions for administration. ***Medication is not to be kept by students. This includes cough drops.*** All medications must be administered by designated school personnel who have been through medication administration training.



Ill Children

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you provided. Please remember, we cannot keep ill children at school. Must show a valid photo I.D. to pick up children and be on the child's pickup list.

Accidents

If a serious injury at school requires emergency medical attention, we will make the child comfortable and then call you immediately. If we cannot reach you, we will use the emergency contact information you provided.

Visitation Policy

We will follow district policy regarding visitors in the building. Please call the office, 918-925-1460, for the most updated information before planning a visit.

Field Trips

A signed permission slip must be returned to the school prior to the day of the trip. ***All adults must pass a background check two weeks prior to attending a field trip. Field trips will be limited during the 22-23 school year.***



Lost and Found

Check in the office for Lost and Found items.

Phone Policy

Your student's teacher will have a phone policy for their classroom. Students will be expected to follow it.

Report Cards -Teacher Initiated Conferences

Report cards are issued at the end of each nine weeks of instruction for all grades. They are available on the Powerschool parent portal.

Progress reports will be sent home at the mid-way point of each grading period.

Conferences are scheduled for all parents at the end of the first and third nine week period. Conferences during the 22-23 school year will be virtual through Zoom or in person. Your Child's teacher will let you know.

Daily Homework

Please check with your child's teacher on their homework policy.

Care of School Property

Students are responsible for textbooks and library books, computer hardware, software and science and gym equipment used by them during the school year. All lost or damaged items must be paid for by the end of the semester. All monies collected are recorded by the office and paid to the proper fund for replacement purposes.

School Safety Patrol

School patrols are selected from responsible fifth & sixth grade students. The patrols are concerned with the safety of your child and deserve cooperation, as they enforce Dolores Huerta's procedures.

Parties

During the 22-23 school year, parties will be determined by district policy. You may send store bought baked goods to celebrate your child's birthday. Individual celebrations will take place in the cafeteria during the child's lunch time. This includes cupcakes, cookies, etc. Students may bring a lunch, but cannot share food.

Honor Rolls

3rd-5th grade students' academic achievements and excellence in classroom conduct is recognized with honor roll certificates. An honor roll assembly is held at the end of each quarter.



Special Services

Psychological

Psychological services are provided by a trained psychometrist for children, who have been recommended by teachers and have parental approval.

Speech Therapy

Speech therapy is provided by a licensed speech therapist for children diagnosed as having speech or language difficulties.

Counselor

Counseling services are provided by a certified counselor to help deal with the social, emotional and domestic problems of individual children, who have been recommended by teachers.

Learning Disabilities

A special education program is provided by a certified learning disabilities teacher, for those students who have been tested and diagnosed as learning disabled. Parental approval is required before placement.

Gifted & Talented

This program is designed for children who have met the criteria needed to become a possible participant in the gifted and talented program.

Safety

1. Fire, tornado, IOC and atmospheric release drills are scheduled periodically throughout the year so that children are acquainted with proper safety procedures in the event of an emergency.
2. Students are not to leave school when a tornado alert is received or when weather conditions are such that a tornado appears eminent. The children will be sheltered in the school.
3. Crossing guards are stationed at the corners of the school yard to see that children cross safely.
4. Children must not bring knives, toys, electronic devices, matches or any sharp objects to school.

Character Education

At Dolores Huerta Elementary, students learn about:

Lifeskills.

- Caring - To feel and show concern for others
- Common Sense - To use good judgment
- Cooperation - To work together toward a common goal or purpose
- Courage - To act according to one's beliefs
- Curiosity - A desire to investigate and seek understanding of one's world
- Effort - To do your best
- Flexibility - To be willing to alter plans when necessary
- Friendship - To make and keep a friend through mutual trust and caring
- Initiative - To do something of one's own free will, because it needs to be done
- Integrity - To act according to a sense of what's right and wrong
- Organization - To plan, arrange and implement in an orderly way; to keep things ready to use
- Patience - To wait calmly for something or someone
- Pride/Personal Best - Satisfaction from doing your best
- Problem Solving - To create solutions to difficult situations and everyday problems
- Resourcefulness - To respond to challenges and opportunities in innovative and creative ways
- Responsibility - To respond when appropriate; to be accountable for one's actions
- Sense of Humor - To laugh and be playful without harming others



TULSA PUBLIC
SCHOOLS

2022-2023 STUDENT CALENDAR

FIRST DAY OF CLASSES: AUGUST 18
LAST DAY OF CLASSES: MAY 25**

» First Day of Quarter Last Day of Quarter «

Parent Conference Days Oct. 19, March 10

Commencement Week May 15-20

Holiday/Break – No Classes

Orientation day Aug. 16

CLASSES NOT IN SESSION

Labor Day September 5
Teacher PD day September 6
Teacher PD day October 17-18
Fall Parent/Teacher Conferences* October 19
Fall Break October 20-21
Teacher PD day November 7
Civic Day November 8
Thanksgiving November 21-25
Winter Break December 19-January 2
Teacher PD day January 3
Martin L. King Jr. January 16
President's Day February 20
Teacher PD day February 21
Teacher PD day March 9
Spring Parent/Teacher Conferences* March 10
Spring Break March 13-17
Teacher PD day April 27
April Holiday April 28

* Please check with your school for exact dates and times

** Any additional calendar days beyond May 25, 2022, naturally occurring or other, will result in an extension of the calendar or Distance Learning days could be declared.

AUGUST 2022

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023

SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 2023

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

EVERY DAY COUNTS - 1 or 2 days a week doesn't seem like much BUT...

If your child misses...	That equals....	Which is....	Over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

**EVERY MINUTE COUNTS - 10 mins late a day?
Surely that won't affect my child?**

He/She is only missing <u>JUST</u>....	That equals....	Which is....	Over 13 years of schooling that's...
10 mins per day	50 mins per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 mins per day	1hr. 40 mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

**If you want your child to be successful at school then,
YES, ATTENDANCE DOES MATTER!**

Dolores Huerta School Discipline Plan

The goal at Dolores Huerta is to provide a safe, secure, happy environment in which students can learn and grow. This Plan in no way negates Tulsa Public Schools Behavior Response Plan which can be viewed at tul-saschools.org website. Please go over this plan with your child, sign, and then return the agreement form to your child's record room teacher.

Students are expected to demonstrate the following behaviors at school:

Procedures:

Be safe

- Walk in the halls at all times.
- Have a pass when in the hall without a teacher or other school personnel.
- Use playground and classroom equipment as intended.
- Leave hats and backpacks in lockers.
- Please wear proper clothing. (See Code of Student Conduct for general guidelines). Flip-flops (any shoe that has a divider between the toes) and shoes that have skate wheels are not allowed due to safety issues.
- No food or toys on the playground.
- Medication of any kind must be kept in the nurse's office.
- No weapons, real or toy, may be brought to school (guns, knives, etc.).
- No fighting, pretend fighting, throwing of objects, or rough play.
- Leave electronic devices at home.

Respect Others

- Use good manners and proper tone of voice to adults and other students.
- Use quiet voice in the classroom and cafeteria.
- Immediately follow directions given by adults and safety patrol.
- Use appropriate language and behavior: no putdowns, threats, name-calling, obscene language or gestures.
- When outside, line up immediately when signaled by an adult.
- Leave other people's property alone.

Consequences

When students choose not to follow school and classroom procedures, the consequences/school based interventions are:

- **Verbal warning.** Given by the adult in charge.
- **Time out.** Given in the class; the child is sent away from the group to redirect their behavior.
- **Time away or no recess.** Time away is spent in another classroom. Students may be required to complete a plan of action focusing on positive choices and the lifeskills.
- **Notify the parent.** The teacher will contact the parent regarding the negative behavior chosen by the child.
- **Office Referral.** When a referral is given, the principal/principal designee will become involved. The principal will review the referral and counsel with the student. Next, the principal/principal designee will decide if further action is warranted. Further action may include; but not limited to:
 - Parent notification/Conference
 - Reflection Time / In School Intervention
 - ***Immediate referral offenses include, but are not limited to:

- Bullying (harassment)
 - Stealing
 - Fighting
 - Hitting
 - Weapons
 - Dangerous actions to self or others
- **Suspension.** Some behaviors may result in an immediate suspension. Suspensions will be in accordance with Tulsa Public Schools Behavior Response Plan which can be viewed at www.tulaschools.org/3_parents/behavior_guide_main.asp or in the Student and Family Guide to Success

Rewards

Student of the Month

Students who have done their “Personal Best” and produced outstanding work may be selected by their teacher and receive special recognition. They will be recognized in the Student of the Month Assembly and have their pictures displayed on the Student of the Month bulletin board located outside Mrs. Thoumire’s office.

COVID Related

We will follow district procedures on mask wearing for students staff and visitors in the building. We will communicate through fliers home, social media and Talking Points.

Ways to Stay Connected

www.tulaschools.org

www.huerta.tulaschools.org

Dolores Huerta Elementary—Facebook

Talking Points

Powerschool Parent Portal

Keep up to date on your students attendance & grades

(check with the office if you need passwords to set this up)

**Dolores Huerta Elementary School
Dress Code Policy**

Tops—Any solid color short or long sleeved polo type shirt with collar.



Bottoms—Black, Navy, Khaki shorts, skirts, skorts (must follow TPS Dress Code for Length), or pants. No leggings, yoga pants, or sweat pants can be worn as Bottoms. Any solid color only leggings maybe worn under skirts, jumpers, or shorts. **NO PRINTS!**

Girls—Khaki or Navy Jumpers

NO HOODIES. Jackets or sweaters of any solid color can be worn inside the building during school. Any coat can be worn to school or during outside recess or gym. Jackets and sweaters worn to the classroom must have buttons or zippers and have **NO LOGOS, PRINTS, OR DESIGNS.**

Free dress is will be allowed on Mondays and Fridays. Jeans cannot have rips in them. If in doubt always send a school uniform in your child's backpack so they can change.

Parents will be called and asked to bring up a uniform, if policy is not followed.

Thank you for your help in ensuring that our students adhere to dress code policy.