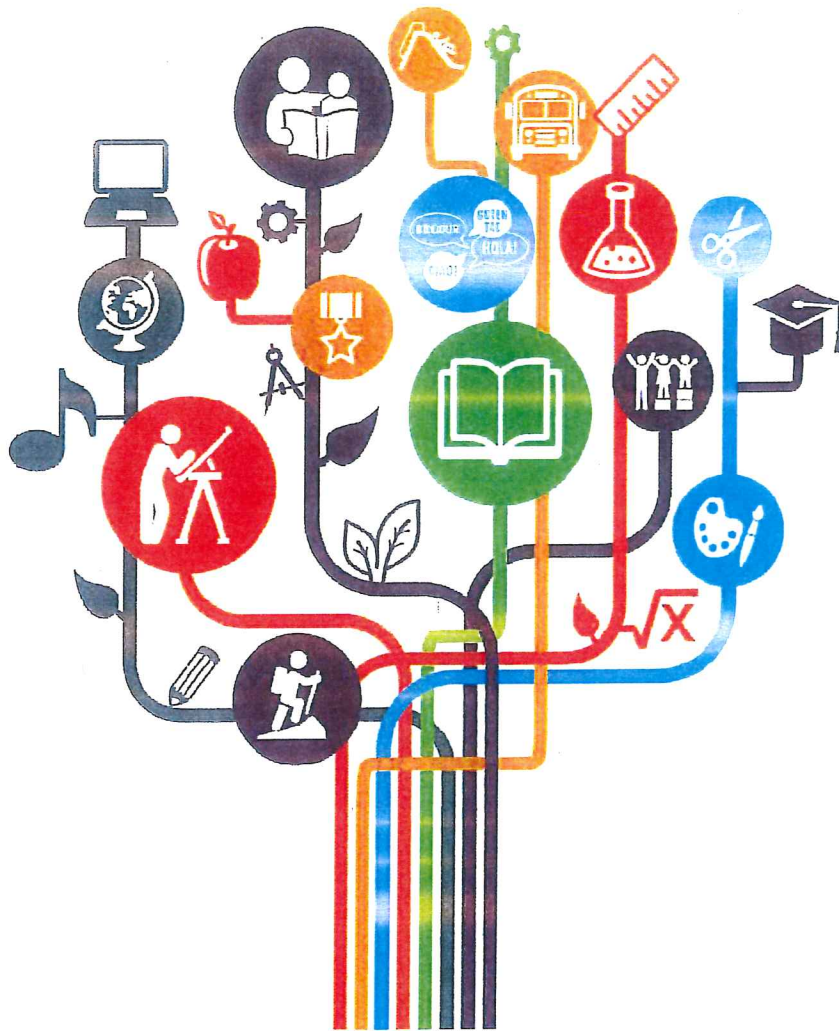


# Emerson Elementary

A Public Montessori

## Student Handbook: Expectations & Procedures

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**DESTINATION EXCELLENCE**





# Emerson Elementary

## Student Handbook: Expectations & Procedures

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Tulsa, OK 74106  
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Tulsa Public Schools  
Independent School District Number One  
Tulsa, Oklahoma





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## WELCOME to Emerson

Welcome to Emerson Elementary School. We provide a positive, caring and supportive environment where each child will experience success every day. Our school is made up of a community of learners, contributors and designers who grapple joyfully and productively with complex ideas, texts and tasks that prepare us for the greatest success in college, career and life. Every day, our students read, write and engage in academic discourse, grounded in meaningful questions and relevant problems. Our staff looks forward to sharing exciting and interesting educational experiences with our students and their families.

If you are new to Montessori, you are not alone! As a growing Montessori community, many of our families are new to this method of learning. It is our job to create opportunities for learning and working alongside your student. This will help you understand what your child is doing each day. Students are most successful when the learning at school is mirrored at home. I encourage you to ask questions, observe classrooms and follow your child's lead as they develop their independence. You will be amazed!

As we strive for excellence, we value the partnership between home and school. Parents are encouraged to be active participants in the education of their children.

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 7:15 A.M. – 3:30 P.M.*

**Emerson Elementary – (918) 925-1320**

**Emerson Fax Number – (918) 925-1333**

**Tulsa Public Schools Website:** [www.tulaschools.org](http://www.tulaschools.org)

**Emerson Elementary Website:** <http://Emerson.tulaschools.org>

### **TPS VISION**

Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

### **TPS MISSION**

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

### **Emerson VISION**

*Emerson Elementary provides a holistic, Montessori education experience for all students. Students are empowered to take ownership of their learning and lead the way in peacemaking. As constructive members of their community, students are confident in who they are and who they will become. Each student is uniquely prepared to pursue big dreams and endless possibilities.*

TPS Vision for Learning

TPS is a student-centered community of learners, contributors

## What is Montessori?

Montessori education is a different approach of educating children to become independent lifelong learners who live at their fullest potential.

The Montessori Method is named after the first female doctor, Maria Montessori, who began her career in the early 1920s. Her scientific approach to how children learn has been proven year after year all over the globe. Currently there are over 500 public Montessori schools across the United States and we are proud to be Oklahoma's only public Montessori school serving the needs of all children.

Our Montessori school begins at age 4 and extends to 3<sup>rd</sup> grade. Every year, we will add a grade of Montessori until the entire school is fully Montessori within 5 years. Students are assigned to a teacher for 2 to 3 years, allowing for deep relationships with students and their families. This is also a great way to understand a student's academic needs and to meet those needs fully.

Montessori classrooms are full of materials on shelves. Students cannot choose any of the activities until the teacher shows them how. This is called, "a lesson". When students receive a lesson, they can work on this lesson until they "master" the work. This is an example of the many structures in the classroom to help students grow into independent learners.

Students rise to high expectations both in their behavior and their academics. The classroom is very structured which supports these high expectations. We find that students bloom when they are in Montessori classrooms and we are excited to share this journey with you!



## ADMITTANCE POLICY

Emerson is a neighborhood school that serves the students located in the Emerson attendance zone. Only after all seats have been filled by neighborhood students, will we then select students to fill our remaining seats with students from our transfer list. Students will be admitted on a first come, first serve basis.

## ENROLLMENT

New students must be properly enrolled at the Enrollment Center, 2819 S. New Haven Ave. before attending classes.

- ✓ Information that is required for enrollment includes:
- ✓ Birth Certificate (official state issued)
- ✓ Proof of Residency in the Emerson Boundary, or a transfer approved by the District Transfer Office.
- ✓ Up-to-date Immunization Records
- ✓ Social Security Number
- ✓ Picture ID of legal guardian enrolling a student

## ATTENDANCE

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). 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.

### ARRIVAL

Teachers ARE NOT ON DUTY TO SUPERVISE CHILDREN BEFORE 7:20A.M. The school cannot be responsible for students who arrive earlier than the time stated above. Doors will open at 7:20. School starts at 7:30am. (See arrival procedures)

### Arrival and Departing PROCEDURES

Arrival: The Montessori environment is designed to assist children in becoming independent learners. This independence begins with the arrival at school. We encourage our students to enter the school building with limited parent assistance. Students should have all that they need for the day including coats, backpacks, and lunches. School doors open at 7:20.

Parents may escort their students to the class on these days only August 21, 22 and 23. After that students will walk into the learning environment independently.

## DISMISSAL FROM SCHOOL

Depart: The school bell rings at 2:35. For safety our classes will dismiss at different times. Please wait outside at the assigned door for your student(s). For families with many students we will dismiss at the door of the youngest child. Example: a family has 3 students ( PK, 2nd, and 5th). This family would pick at The early childhood wing. Please park in the designated parking spots when you arrive. Do not park in the pick up lines.

Please see door and times below:

Early Childhood: dismiss at 2:25 (Oak Pod)

Lower Elementary: dismiss at 2:35 (Auditorium)

Upper Elementary: dismiss at 2:35(Gym)

Bus riders: dismiss at 2:30(Front Foyer)

Car riders upper: dismiss at 2:35 (Gym)

Daycare riders: dismiss at 2:35 (Auditorium)

Walkers: dismiss 2:30 (door between redbud and oak pod adult restrooms)

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 will not be allowed to come to the classroom/pods to pick up their student

In order to protect the instructional time, students will not be released nor will parents be allowed in the building between 2:00-2:35. Please contact the front office if there is an emergency.

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 1:40 if they are going to be late or if there is a change in transportation plans. This helps reassure the child.
- After 2:50, 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 3:10, assistance from the TPS Campus Police Department will be requested to assist the child.

## EXPLAINED ABSENCES

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) 925-1320.



Following are reasons for explaining 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.

**Students who have ten consecutive unexplained absences will be withdrawn.** If the student returns to school, the parent must first go to the Enrollment Center to re-enroll.

If you do not contact the school, the absence will be considered an unexplained absence. 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.

#### **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 at **7:30 A.M.** 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 7:30 a.m., the student is to obtain a tardy slip from the office before reporting to class.
- Students arriving after 8:30 a.m. will need to be accompanied by an adult.
- Students who arrive after 10:30 a.m. are considered absent one-half day.

#### **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.

#### **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. Visitors will be escorted to their destination. This policy applies at all times, including dismissal times. Visitors will be given a Visitor Badge to wear/display while in the school. All visitors, volunteers and parents return to the office and sign out before 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 for all students.

## TELEPHONE/WIRELESS TELECOMMUNICATION DEVICES

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.

Wireless telecommunications devices are not to be used at school.

In order to avoid any disruption of the educational process, **all wireless devices must be turned in either to the teacher or office to lock up.** Devices are not allowed on the student's person, including, but not limited to, purses, pockets, and backpacks.

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 confiscated device must be picked up by the parent/guardian and will not be released to any student. **The school is NOT responsible for lost or stolen wireless devices.**

## GETTING HELP WITH A PROBLEM

### 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, dean, 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.

### 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 with 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.

## HEALTH AND SAFETY

### 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 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.

## **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.

## **IS YOUR CHILD TOO SICK TO COME TO SCHOOL?**

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.
- Any communicable disease
- Specific instructions or advice of your physician

## **TRANSPORTATION**

### **SCHOOL SAFETY PATROL**

Emerson Elementary has a student Safety Patrol that is used to help provide supervision for safety to all students at school. The Patrol members are assigned the duties of monitoring school transitions and the



passage of students in crosswalks and drop-off/pick-up area. Other duties may be assigned by the sponsor as necessary. Students are expected to respect each Safety Patrol member on duty and follow their directions. Safety Patrol members are selected by the Safety Patrol sponsor, classroom teachers, and the principal.

### **BICYCLES / SCOOTERS / SKATEBOARDS / ROLLERBLADES/Heelys**

Scooters, roller blades, Heelys, 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 bicycles are strongly encouraged. The school is not responsible for bicycles.

## **CHILD NUTRITION**

### **FREE OR REDUCED MEAL TICKETS**

Applications for free or reduced price meals are sent home at the beginning of the year packet. Please complete one form per family and return to school. It may also be completed online at [http://www.tulsaschools.org/meal\\_applications](http://www.tulsaschools.org/meal_applications). This information is essential for Title I federal funding for reading and math initiatives, benefiting all of our students.

### **BREAKFAST**

Breakfast is served beginning at 7:30 a.m. in the classrooms. Please make every effort to have your child at school on time.

### **LUNCH**

Students are expected to remain at school for lunch. If a child brings lunch from home please provide a nutritious lunch, limit serving of chips, no pop or candy allowed. Food cannot be shared.

### **CELEBRATIONS**

Celebrations big and small happen throughout the day. It is a part of each classroom community. There are specific celebrations that are special to Emerson.

During the school year, there are 4 celebrations that each student will celebrate. These celebrations are outlined below:

- ★ **Peace: September 20, 2019** Celebrating Peace within our school and community
- ★ **Joy: December 20, 2019** Celebrating and giving joy to others through our gifts of service and words of appreciation
- ★ **Love: February 14, 2020** Celebrating and giving love to others by showing and sharing care and concern for others
- ★ **Earth Day: April 22, 2020** Conservation and beauty will be celebrated on this day.
- ★ **Birthdays** Each child's birthday is celebrated with a "celebration of life". This celebration includes a walk around the sun holding a globe showing how many times the earth has orbited the sun during their life. Students create timelines with pictures and/or a short story of their life's history. Connect with your child's teacher to understand the needs of the classroom. We ask that special food items (we encourage healthy choices) be shared during the lunch period.

Due to the limited amount of learning time, we will not host birthday parties for the students in the classroom. However, parents or students may bring a single serve snacks to share with their classmates during lunch in the cafeteria/classrooms on their birthdays. A treat must be provided for every student in the class. **Store-bought treats must be used to reduce health risks. Make sure to be aware of any food allergies a student may have. Check with the health assistant if you are unsure.**

### Tulsa Public Schools Policy #2215-R

Healthy Food choices and the use of foods of nutritional value are encouraged at classroom parties.

### Tulsa Public Schools Policy #7201-R

All foods and beverages served to children must be prepared in a licensed kitchen by a commercial vendor or by the school cafeteria.

Commercially prepared items must be delivered to the school in unopened containers.

If parents or guardians choose for their child not to participate in an activity, please notify your child's teacher in advance of the celebration and we will be happy to accommodate your request.

### Grades 4-6

- ★ **Student of the Month** – Recognizes students who show citizenship, attendance, honesty, cooperation, self-discipline, responsibility.
- ★ **Honor Roll**- Recognizes students who earn grades no lower than Bs and/or Ss on report cards and are on grade level
- ★ **Principal's Honor Roll**- Recognizes students who earn all A's or E's on their report cards and they are on grade level

## **UNIFORM DRESS GUIDELINES**

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: **No hoodies or jackets can be worn in the classroom. Cardigans or sweatshirts in uniform color is appropriate to wear in the classroom.**

Tops	<ul style="list-style-type: none"><li>• Colored, button-down polo (no logo) in blue, yellow, and gold.</li><li>• Sweatshirts and sweaters/cardigans (no logo) must be uniform colors .</li><li>• 1 undershirt may be worn, must be white and tucked</li><li>• School shirts/spirit shirts may only be worn on Fridays.<ul style="list-style-type: none"><li>o NO Hoodies or Vests</li></ul></li></ul>
Bottoms	<ul style="list-style-type: none"><li>• Slacks/Shorts/Skirts/Jumpers in Khaki or Navy.</li></ul>



	<ul style="list-style-type: none"> <li>● Shorts are to be worn under dresses during PE.</li> <li>● Plain White, Navy, Black, Khaki leggings can be worn under skirts</li> <li>● Extremely tight shorts, pants (skinny jeans/skinny uniform pants), or excessively large or baggy clothing are not allowed. Pants and shorts shall be worn at the waist. <ul style="list-style-type: none"> <li>○ <i>Leggings and dark colored jeans are not considered appropriate uniform pants.</i></li> </ul> </li> </ul>
Shoes	<ul style="list-style-type: none"> <li>● Tennis shoes are encouraged, especially since our students all attend gym. <ul style="list-style-type: none"> <li>○ <i>NO high heels, backless shoes, flip flops, slippers/house shoes, shower shoes, cleats or roller shoes</i></li> </ul> </li> </ul>
Accessories	<ul style="list-style-type: none"> <li>● Coats, hats, gloves, scarves, Purses, backpacks, and fanny packs must be stored in student lockers. These items will not be allowed in the classrooms.</li> <li>● 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.</li> <li>● Clear backpacks (preferred, no backpacks with wheels. <ul style="list-style-type: none"> <li>○ <i>Please be mindful that student lockers are small. The lockers measure to 10" in width and 10" in depth and 16" from backpack hook to base of locker.</i></li> </ul> </li> </ul>

### School Spirit Days (Only when announced)

Friday of each week is designated School Spirit Days. Students may wear PTA Emerson spirit shirts or uniform shirt with black or navy blue jeans, no skinny or tight jeans, no bling or designs allowed on jeans. Students and staff are encouraged to wear spirit shirts on these days.

## 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. 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. Fund-raising events have provided additional resources for students, such as special programs and assemblies, classroom materials, field trips, and playground equipment. Students who do not return items or money will not be allowed to attend study trips/field trips. All parents, family members and friends of Emerson students are encouraged and invited to join the PTA and participate in the many activities that are provided. We need everyone's help and support by joining the PTA.

## 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.

## **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.

## **NEWSLETTERS AND BULLETINS**

School and classroom newsletters inform parents of school events, classroom activities, announcements and other information. School bulletins are usually sent home on Thursdays.

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.

## **PROGRESS REPORTS AND REPORT CARDS**

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 are issued quarterly. They contain valuable information about the child's academic and social behavior progress. Parents are encouraged to call the school whenever they have concerns or questions regarding the reports.

## **CLASSROOM INFORMATION**

### **TEXTBOOKS**

Textbooks are provided for students to use in 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.

### **HOMEWORK**

#### Traditional:

Teachers assign homework to support and extend the class work. The intent of the homework assignments are 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.

#### Montessori:

The typical Montessori classroom does not provide homework on a daily basis. However, if extra work is needed the teacher will send extra work home.

#### **MAKE-UP WORK (4th-6th grades)**

Students are encouraged to make up work for all absences. When the absence from school is explained, 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. Sufficient notice must be provided to the teachers when make-up work is requested. Teachers should be notified prior to 8:00 a.m. if the work is to be available by 2:30 PM of the same day. Requests made after 8:00 AM will be available no later than the following morning. The work will be available to be picked up in the office.

#### **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.

PreK may bring 1 small blanket nap.

#### **LOST AND FOUND**

Lost and found items should be turned in to the office. Clothing items will be placed in the Lost and Found in the entryway by the auditorium. Students and parents are encouraged to check the Lost and Found 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.

#### **LOCKERS**

Lockers are assigned for students' convenience. Each student is expected to use only the locker assigned to him/her. Do not put stickers on lockers inside or outside. Coats, hats, gloves and other items that do not follow the dress code, 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.

### Staff Expectations

Do not put stickers or labels on lockers  
Teachers will monitor students

### Students Expectations

Do not put stickers on or in lockers

### 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 *two weeks 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. **Volunteer forms must be filled out two weeks prior to trip.** 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.

## Emerson Elementary BEHAVIORAL EXPECTATIONS

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 recurring discipline problems may be placed on a behavior plan agreed upon by the teacher and administration team. 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 Emerson Elementary 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.

**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.

- |                                   |  |
|-----------------------------------|--|
| • Warning                         | • In-class time-out                      |
| • Letter of apology               | • Time out in another classroom setting  |
| • Loss of privileges              | • Reinforcement of appropriate behaviors |
| • Seat change                     | • Written reflection about incident      |
| • Parent contact                  | • Behavior contract                      |
| • Teacher conference with student | • School-issued uniform                  |
| • Conflict resolution             |  |
| • Peer mediation                  |  |

Appropriate when Classroom Level (Tier 1) intervention/consequence has been ineffective

- |   |  |
|---|--|
| • Office referral required              | • Administrator and/or teacher conference with student and/or parent |
| • Parent/guardian notification required | • Behavior contract  |
| • Academic Engagement room (1-5 days)   |  |
| • Lunch/Recess Detention (1-5 days)     |  |

Appropriate when Tier 2 intervention/consequence has been ineffective

- |   |  |
|---|--|
| • Office referral required              | • Referral to Alternative Learning Program |
| • Parent/guardian notification required | • Modified school day                      |
| • Academic Engagement Room (1-5)        | • Alternative school-based program         |
|   | • Reportable to police (if illegal)        |

- Suspension (6-10 days or 10+ days depending upon the severity of the behavior)

## BUS TRANSPORTATION

Bus transportation may be provided to students who live within the Emerson Elementary attendance area and greater than 1½ miles from Emerson. 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 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.

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



<ul style="list-style-type: none"> <li>• Stay seated while the bus is moving; keep aisles and exits clear</li> <li>• Do not extend head, arms, or objects out of bus windows</li> <li>• Keep hands, feet, and other objects to yourself</li> <li>• Talk quietly and politely</li> </ul>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• Student Conference</li> <li>• Seat change on bus</li> <li>• Bus or School Suspension commensurate with offense</li> <li>• TPS Behavior Response Plan implemented</li> </ul>	Bus Suspension (1-5 days)	Bus Suspension (6-10 days)	Bus Suspension (semester or remainder of the year)
	<p style="text-align: center;"><b>Appropriate Action Required</b></p> <p style="text-align: center;">Additional bus or school suspension commensurate with offense</p> <p style="text-align: center;">TPS Behavior Response Plan implemented as appropriate</p>		

## BULLYING POLICY



### If you are being bullied:

- Tell someone you trust- a parent, administrator, teacher, or counselor
- Try to stay calm
- 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...
  - **Be a friend!** Always say kind words to the student being bullied.
  - Always tell an adult you trust.
  - Don't encourage the bully by laughing or joining in
  - Tell other bystanders how to help stop bullying
  - Encourage the bullied student to talk to someone about what happened.

## Emerson SCHOOL-WIDE PROCEDURE

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.

### Morning Procedures

#### Staff will:

- Teachers will be at school on time at 7:15 am and ready to begin the day. Support staff will be at school on their contracted time ready to start the day.
- 4th-6th grade teachers will meet their students in the auditorium at 7:30.
- Montessori teachers will greet their students entering their classrooms.

#### Students will:

- Walk to the building entrance from their vehicle beginning at 7:20 am when the doors open.
- 4th-6th students will go to the auditorium and sit in their grade level lines. Montessori students will walk to their classrooms and begin breakfast/work.
- Students will go to their lockers before entering class.

#### Parents will:

- Follow morning drop off procedures.
- Say 'good-bye' to students prior to the student entering the building.
- Parents will be allowed to walk students to *class the first 3 days* of school.

### Entering the Building Procedure

#### Staff Expectations:

1. Staff will be on time and in their assigned area, ready to greet students.

#### Student Expectations:

1. Students will enter the building quietly beginning at 7:20am.
2. Students will go directly to the designated location
3. Students will leave the auditorium in a single file line till they reach their locker.
4. Students will place backpacks and personal items in their lockers after their teacher has picked up the class.
5. Students will greet their teacher with a kind word, kind touch, and a smile at their classroom door.

### Hall Line Procedure

1. Face Forward
2. Voice level 0
3. Keep hands to yourself (still)
4. Walk on the right side of the hallway

**Staff Expectations:**

- Teacher will model, monitor, and assess hallway procedures.

**Student Expectations:**

- Students will face forward while in line.
- Students will have hands behind their backs or to their sides and to themselves.
- Students will have 0 level voice.

**Restroom Procedure**

1. Go
2. Flush
3. Wash: 2 Squirts, 3 Pulls

**Staff Expectations:**

- Teachers will accompany their students to the restroom during scheduled restroom breaks.
- Teachers will model, monitor, and adjust as necessary.
- Teachers will check stalls for graffiti, paper towels on floor and flush toilets before class enters restroom

**Student Expectations:**

- Students will use the restroom quickly.
- Students will use a quiet voice while in the restroom.
- Boys are expected to urinate in urinal or sit on the toilet
- 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.

**Cafeteria/ Lunch Procedures**

**Staff Expectations:**

- Teachers will wait for all students to wash their hands.
- Teachers will walk students to the cafeteria on time using hallway procedures.
- Teachers will remain with their class until the duty person arrives.
- Teachers will assign cart drivers
- Teachers will follow the procedures outlined by child nutrition
- Teachers will monitor portion control.
- Teachers will complete required meal forms and return them at the designated time.

**Student Expectations:**

- Students will use hallway procedures while entering and exiting the cafeteria.
- Students waiting to go through the lunch line will follow line procedures, with their hands at their sides, facing forward, and using a quiet voice.
- Students will sit in their assigned area or table.
- Students will talk only to those students sitting at their table.
- Students will stay seated at tables until adult on duty dismisses them. They will pick up trash around their table and from the floor before walking to line up.



- Students will gently place trash into the receptacle.
- All food and drinks must remain in cafeteria

### Outside 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. 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. Pea gravel, sticks, and other nature items are not to be thrown. Keep shoes on at all times. Keep hands and feet to yourself at all times.

#### **Staff Expectations:**

- Be visible and aware watch students “all the time” for duty.
- 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.
- please do not have your electronic devices out. Students must be watched at all times.

#### **Student Expectations:**

- Students will use line procedures and walk to the playground .
- Show mutual respect to staff and students.
- Have free play within their assigned playground area.
- Enter the building with level 0 voices.

### Outside Recess Equipment Procedure

#### **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.

#### **Jump Rope:**

- Use in designated areas
- Keep proper spacing
- Take turns
- Put jump rope away when lining up

#### **Big Toy Equipment:**

No playing tag under or around Big Toys

- Slide – one person at a time, go down and around, on bottom & feet first
- No jumping off any equipment, anywhere on playground
- Do not climb on outside of equipment

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

### Assembly Procedures

#### **Staff Expectations:**

- Be on time
- Model appropriate behavior
- Stay with class at all times
- Attend all assemblies
- Turn in names needed for assemblies on dates required
- Sit in assigned area or as directed
- Have students prepared for subject matter of assembly

#### **Student Expectations:**

- Be on time
- Use line procedures to enter assembly
- Walk to assigned seating using quiet voices when seated
- Sit on your pockets, no bouncing seats, keep hands and feet to yourself
- Use attentive listening and good manners when walking in and out of the assembly
- No talking
- No rude noises such as booing
- Hold your seat when standing
- Exit following line procedure

