



Grit • Perseverance • Pride
Soaring Higher Together!

Parent/Student Procedure Booklet
2024-2025

<https://resources.finalsite.net/images/v1648217110/tulsaschoolsorg/fwv2hnf3bqh4ncmqpq97/HawthorneHandbook.pdf>

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Hawthorne Elementary School
 1105 East 33rd Street North
 Tulsa, Oklahoma 74106
 (918) 925-1340



Dear Parents/Guardians,

I am delighted to formally introduce myself as the new principal of Hawthorne Elementary School. As an alumnus, I am deeply honored to return to the institution that significantly shaped my personal and professional journey. I am also a second-generation educator, continuing a family tradition of dedication to the field of education.

At Hawthorne Elementary, my primary goal is to ensure that every student feels valued, supported, and inspired to achieve their fullest potential. I am committed to maintaining high standards of academic excellence and nurturing the social and emotional well-being of our students. By working closely with our talented staff, dedicated parents, and vibrant community, I am confident that we can create a dynamic and inclusive environment where every student thrives.

Effective communication and strong partnerships are essential to a thriving school community. I am eager to connect with each of you as we work together to ensure that Hawthorne Elementary continues to be a place where students are inspired to learn and grow. If you would like to contact me, feel free to email me at anderdo2@tulsaschools.org.

Contained within this booklet are our Hawthorne Elementary School procedures. Please read and become familiar with the content. If you have questions, please contact me at 918-925-1340.

Sincerely,

Principal Anderson

Tulsa Public School's Mission

Our students lead through literacy, are empowered through experience, and contribute to their community.

Tulsa Public School's Vision

Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

NON-NEGOTIABLES FOR ALL SCHOOLS IN 2024-2025

	WE CONTINUOUSLY IMPROVE BASED ON DATA.
	WE USE THE DISTRICT SELECTED CURRICULA AND ASSESSMENT TOOLS.
	WE WELCOME AND EMPOWER TULSA PUBLIC SCHOOLS FAMILIES.
	WE CREATE AND MAINTAIN WARM AND SUPPORTIVE ENVIRONMENTS.
	WE LEAD BY EXAMPLE.
	

Hawthorne Mission Statement

Hawthorne students joyfully engage in a rigorous curriculum that prepares students for middle school, high school, college, and careers.

Hawthorne Creed

Education is our way IN. Education is our way THROUGH. Education is our way OUT.
I WILL learn. I WILL persevere. I WILL show grit. I have PRIIIIIIIIIIDDEE!!!

Hawthorne Hawks Have PRIDE

Peace

Respect

Integrity

Do Our Best

Everyone's Safe

School Colors

Red, Black, Gray, White and Maroon

School Mascot

Hawks

HELPFUL WEBSITES/SOCIAL MEDIA

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

Tulsa Public Schools Website: www.tulaschools.org

Hawthorne Elementary Website: <https://hawthorne.tulaschools.org/>

PeachJar: www.peachjar.com

Bus Route Information: <http://tulaschools.org/backtoschool>

Like us on Facebook:

School Publicity

Information will be shared with families via Hawthorne's Facebook page and using Talking Points. Please update the front office if your phone number changes so that you continue to receive all necessary information.

COVID-19 Protocols and Policies

Masks are recommended for those at high risk when COVID-19 community levels are medium and for everyone when levels are high. TPS Staff and students may choose to wear a mask at any time. We will, as always, continue to monitor local COVID-19 data closely. If we see a reversal in infection rates, we will reevaluate our safety guidance and make appropriate changes.

Hawthorne Parent Teacher Association

P.T.A. Officers 2024-2025 (All positions are open. We need parent volunteers)

President: Open position

Vice President: Open position

Secretary: Open Position

Treasurer: Open Position

P.T.A. Goals

1. Encourage a feeling of community togetherness by fostering the exchange of communication between Hawthorne Elementary, the P.T.A. Board, and the Hawthorne parents and organizing activities that provide opportunities for these groups to come together.
2. Maintain the appearance of the interior and exterior of the school building and associated grounds during the 2024-2025 school year.
3. Promote school pride and spirit within the student body for the 2024-2025 school year.
4. Increase parent awareness and student support for Hawthorne Elementary within the 2024-2025 school year.

P.T.A. Events and Meetings

Parents and teachers are encouraged to become active members of the Hawthorne Elementary School P.T.A. Your membership entitles you to the opportunity to learn about the education, health, and wellbeing of children, and to have a voice in addressing these issues through a national network. Please join us TODAY!!!! Your attendance is welcomed at evening events and P.T.A. meetings.

Hawthorne Elementary School Dates to Remember

August 19	Meet the Teacher 3:30pm-5:30pm
August 20	First Day of School & 1st Quarter Begins
Sept 2	Labor Day Holiday- No school
October 1 & 10	*Parent Teacher Conferences (3:00 - 6:00 @ Hawthorne) *
October 10	2nd Quarter Begins
October 11-15	Fall Break- No school
Oct 14	Indigenous Peoples' Day- No school
October 15	Teacher Professional Day (No Students) - No school
November 4-5	Civic Engagement- No school
November 25-29	Thanksgiving Break - No school
Dec 23 - Jan 3	Winter Break - No School
January 6	Teacher Professional Day (No Students) - No school
January 7	3rd Quarter Begins
January 20	Martin Luther King Jr. Holiday - No School
February 17	President's Day
March 4 & 13	Parent Teacher Conferences
March 17	4 th Quarter Begins
March 17-21	Spring Break
April 25	April Holiday
May 21	Last Day of School

School Hours

Student School Day: 7: 20 a.m. - 2:35 p.m.

School office hours: 7:20 a.m. - 4:00 p.m.

Student Enrollment

You will need:

- Proof of address in the Hawthorne boundaries (no handwritten lease will be accepted)
- A current utility bill (original bill must be dated within 30 days of enrollment)
- Or current letter from Department of Human Services with your address
- Current home telephone numbers for parents/guardians
- Birth certificate (pre-kindergarten and kindergarten)
- Current immunization records
- Social security card or number
- Parent or guardian must be present to enroll the student.
- Students must be five (5) by September 1, 2024, to enroll in kindergarten.
- Students must be four (4) by September 1, 2024; to enroll in the four-year old program (prekindergarten) the four-year old program is a full day program from 7:00 a.m. - 2:35 p.m.
- The four-year old program will start on August 22, 2024.

Chronic attendance problems or failure to observe school hours will result in dismissal of the student from the prekindergarten program.

Moving During the School Year

You may take your child to your new neighborhood school and enroll in the new school, or you may choose to remain at Hawthorne for the remainder of the school year. If you choose to remain at Hawthorne, you will need to provide transportation and complete special transfer forms. Your child will need to be on time and maintain a good attendance record or special transfers will be revoked.

Emergency Procedures and Safe House

Emergency procedures have been developed and are in place to cover any foreseeable problems. Those procedures are practiced monthly. In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe house, Educare, or Crossover Health Facility. Parents or guardians of the designated emergency contact person may pick up students at our safe house.

Change of Address/Phone Number

Every student must maintain an up-to-date address and telephone number recorded in the school office. Notify the school immediately if you have a change of address, cellular telephone number, home telephone number, or work telephone number during the school year.

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 9:00 a.m. The phone number for the attendance clerk is 918-925-1340. 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 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 with State Laws regarding compulsory school attendance. Students with excessive absences may be retained.

Explained absences are granted for the following reasons:

- 1) Student illness (if a student is absent 3 days or more, a doctor's note should be brought to the nurse's office before the child can be admitted to class)
- 2) Death in the family, Family emergencies, and
- 3) Head lice/nit removal (2 days maximum for lice/nit removal) 4) Observance of a religious holiday.

Attendance Incentives

- FREE DRESS Pass- Beginning Friday, September 6, 2024, students can earn FREE DRESS FRIDAY PASS for NO ABSENCES and NO MORE THAN ONE TARDY FOR THE PREVIOUS WEEK Monday through Friday. Clothing worn on FREE DRESS FRIDAY must follow Hawthorne's dress code.
- ATTEN"DANCE"- Students who have NO ABSENCES and NO MORE THAN TWO TARDIES in a QUARTER will be invited to an attendance" party. The attendance" party will be hosted during the school day and students who qualify will receive an invitation from the office.
- ATTENDANCE AWARDS: Students who have PERFECT ATTENDANCE, NO ABSENCES and NO TARDIES, for the school year will receive awards at the end-of-year assembly.

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. All students are expected to follow the Hawthorne uniform code. Should a student arrive at school out of uniform, the following procedure will be followed:

1. The student will be reminded (in private) of the dress code. The student should never be corrected in front of others or scolded for not following the dress code.
2. The student will be made aware of what must be corrected for the next day.
3. In the event uniform infractions become a pattern, a parent conference will be required, and additional consequences may be implemented.

Tops Hoodies Undershirts	<p>All tops and hoodie and sweatshirt colors are white, red, black, maroon, and gray. Please follow these guidelines...</p> <ul style="list-style-type: none">• Short or Long sleeve polo shirts.• Sweatshirts/Sweaters can be worn as outerwear.• Hoodies must be kept in lockers.• No logos or designs (only Hawthorne logo) <p>Spirit Shirts</p> <ul style="list-style-type: none">• Hawthorne spirit shirts may be worn on any day of the week.• Spirit shirts may be purchased in the office
Bottoms	<p>All bottom wear colors must be khaki, denim jean, and black. All bottom wear must follow these guidelines...</p> <ul style="list-style-type: none">• Bottom wear can be jeans, 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 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.• Leggings, or tights worn alone are not appropriate to wear as uniform pants.

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 • Crocs must have a heel strap over the heel, sometimes referred to as "sport mode."
Head	<ul style="list-style-type: none"> • Coats, hats, gloves, scarves, etc., must be stored in students' lockers or cubbies. • 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. • 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.

Arrival

There is no supervision provided for students until 6:55 a.m. Students should not arrive at Hawthorne before 6:55 a.m.

Parents are to DROP OFF students in the front of the school.

Students must report to the cafeteria upon arrival. Students will go through the cafeteria line to eat breakfast. All students are to remain on the school grounds after their arrival. (This applies to daycare van riders, walkers, or those providing their own transportation.) School hours for students are 7:30 a.m.-2:35 p.m. Students are considered tardy as of 7:31 a.m.

Students arriving after 7:31 are to report directly to the office with their parent/guardian or written notification from the student's parent/guardian, stating the reason for the tardiness and that day's date. All late students must get a classroom pass from the office to present it to the classroom teacher for admittance into the room. If needed, the school personnel will escort students to class.

Dismissal

The school day for students ends at 2:35 p.m. All students must be picked up by 3:00 p.m. If students are not picked up by 2:55 p.m. and we are unable to locate a parent, it will be necessary to notify the police to pick the child up. Students leaving before 1:28 pm will be considered absent one-half day. Early pick-up ends at 1:45 unless there is an emergency.

For safety reasons, all students will be dismissed from their classroom. We will begin dismissal procedures at approximately 2:30 p.m. Parents who walk to Hawthorne to pick up their child should wait outside the double doors for a staff member to call their child. For safety reasons, the front doors will be locked between 2:15- 2:45. We will not allow anyone into the building during this time.

Car Riders

Car riders will be dismissed from the front ramp starting at **2:35 p.m.**

Please Note: Please note that the entrance into the school drive is a one-way thorough fare for safety precautions. We ask that you please stay in your car during dismissal.

- 1) Car Riders: All students being picked up in cars will exit through Hawthorne's front doors.
 - a. When you are in line to pick up your student(s), a staff member will come to your vehicle to ask for your **student's number**.
 - b. Two lines will need to start forming along the front of the school.
 - c. Parents are not allowed to park in the "Bus Lane." (Closest to building/awning).
 - d. After the staff receives the names of students, they will call students from the classroom using a walkie talkie. Student(s) will walk out to your car. All students in your lane must be loaded before your line can be dismissed out of the loading zone. If your child is not ready for car rider dismissal, you will be asked to pull forward. We cannot hold up traffic while you wait for your child.
 - e. When all students are safely loaded, a staff member will signal you to move forward to exit the parking lot. For the safety of all children, no passing or changing lanes will be allowed unless signaled by a staff member.

Day Care and Bus Riders

- 2) Daycare van riders only: All daycare van riders will pull up on the south side of the school. **Students will wait in the gymnasium until their daycare vehicle arrives.** Students will be dismissed through the cafeteria doors starting at **2:30 p.m.**
- 3) Bus riders will wait silently in the cafeteria until duty teachers walk students to bus loading zone. Duty teachers will escort students out the main doors. Please ensure the bus driver pulls all the way up to the beginning loading zone.

True Walkers and Bike Riders

- 4) **At 2:32** walkers and bike riders are dismissed to the south hallway behind the gym. They will exit through the south doors. Parents who are walking to pick up their student(s) will not be allowed to leave school grounds until 2:35 p.m. Children walking home (not walking to a car), or riding bikes will be dismissed to the back of the school near the playground. They are released through the doors 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.

SCOOTERS/SKATEBOARDS/BICYCLES

- 5) Scooters and skateboards are not allowed at school. Any child who rides a bicycle to school is to park the bicycle in front of the building. Students are not to ride bicycles 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.

It is expected that students will have departed from school grounds by 2:55 p.m. Exceptions to this may be those students involved in clubs, activities or completing make-up work under the direct supervision of a sponsor or teacher. School ends at 2:35 p.m. Any child left unattended and without notice after 30 minutes is subject to be surrendered to the TPS Police or Tulsa Police Department and will be reported as a Child in Need of Supervision with a referral to the Department of Human Services.

If early pick-up is necessary, a written request and/or a telephone call from the parent/guardian stating the reason and time shall be given to the office staff. The student is to check out with the office staff when leaving the building and check in upon his/her return. To ensure the safety of our students, parents or guardians picking up a student must enter the building, check in with the office staff, present identification to the office staff, and sign the student out. The office staff will call the student to the office. Students must not leave the school building or grounds before the closing of school unless approval is granted from the office. Early pick up should not be regular practice. Early pickup affects your child's attendance. Your child misses valuable instruction and does not receive full educational benefit if you pick him/her up early. There will be no early pick up after 1:45p.m. For a student to participate in an after-school activity, they must be present at school for at least four hours on the day of the activity.

Breakfast/Lunch Program

Nutritional breakfast and lunch are served at Hawthorne. Breakfast is served from 6:55-7:20 a.m. in the cafeteria. Please make every effort to have your child at breakfast on time. Breakfast will be over at 7:20 a.m.

Lunch is served from 10:50 a.m. to 12:30 p.m. Lunch forms for free and reduced lunches are sent home at the first of each school year. It is very important that each family complete a form. We receive funding for the school based on the free and reduced forms. Due to the large number of students qualifying and a 100% return rate for all forms, whether students qualify or not, we have been able to offer free breakfast and lunch for ALL children. Please help us reach the goal by returning the form whether you think you will qualify or not. We must have 100% return of forms from ALL students. Lunch prices for visitors are \$4.00. If you have questions regarding the status of your child's lunch account, contact the cafeteria cashier at (918) 925-1340.

Any food item brought to school is to be stored in a container not made of glass. Students will not be allowed to bring individual bags of chips, soda, etc. to eat with the school provided lunch. Student lunches **MUST** have a sandwich or crackers/bread, meat, and/or cheese, or vegetables as a meal. Students should bring water or milk instead of juice with their lunch and **NO soda** will be allowed with student lunches. In addition to all other school policies, students are expected to observe the following cafeteria expectations:

- 1) Use an "Inside Voice" and respectful language
- 2) Walk at all times
- 3) Clean table and floor areas
- 4) Raise their hands if they need assistance.
- 5) Sit appropriately in assigned areas.
- 6) Put all unwanted food in the trash.
- 7) Stay seated until dismissed.

Media Center/Library

The media center/library is across from the gym. Books may be checked out for one week and renewed for another week, if necessary. Lost and/or damaged books shall be the responsibility of the student checking out the book. Students have an assigned "check-out" day. Please speak with your child's teacher for more details.

School Counselor

Students are encouraged to become familiar with the counselor. Students and parents/guardians are also encouraged to take advantage of counseling opportunities to discuss behaviors or academic support. To make an appointment, call, or report to the office.

School Nurse

A registered nurse/health assistant provides health services. They are responsible for the care of ill or injured students or faculty members' care. The nurse is on call for emergency care as needed, always. Students and parents/guardians are requested to inform the school nurse/health assistant of any health conditions or regular medications which may warrant special attention. State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given the opportunity to obtain them. **NOTE:** This is by law---Students who fail to meet the immunization requirements will be excluded from school.

Dispensing Medication-Students who take prescribed medicines are to bring the medication in the original container to the nurse's office for safekeeping with the needed information on the container. The information needed is as follows: date, student's name, medication name, number of tablets in the container, time medication is to be consumed, physician who prescribed the medication, any side effects or concerns, and a telephone number where parent/guardian may be reached in case of questions. Medications that do not meet these criteria will not be given.

Student Illness-If the illness warrants that the student is dismissed from school, the nurse (or her designee) will telephone a parent/guardian to make the necessary arrangements. Students will be excluded from school for the following:

- * fever of 100 degrees or higher * common childhood diseases
- * undiagnosed rashes * chicken pox * head lice
- * vomiting and/or diarrhea * strep throat * fainting * impetigo * red-inflamed eyes

Please Note: Students must be without a fever for 24 hours before returning to school.

Textbooks & Computer Devices

The school district provides textbooks to all students. Reasonable wear is expected as a result of daily use. If a textbook is misused, lost or damaged, the student and his/her parents/guardians will be held responsible. Computer devices are considered instructional tools. They are to be cared for and kept clear of food, drink or damage.

Electronic Policy

There are to be no electronic devices out during the school day. Students may turn cell phones off and leave them in their lockers during the school day. Hawthorne Elementary nor TPS is responsible for lost or stolen devices.

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 receiving harassing messages or accidentally viewing something inappropriate.

Cell Phones

Consequences

1. Verbal Warning
2. The teacher will take it for the day, and it will also result in a parent phone call.
3. Turned into Admin. Will release to parent ONLY - parent conference (scholar no longer allowed cellphone in the building).

Homework Tips

- 1) Set aside time to complete homework.
- 2) Find a special place free from excessive noise and other distractions in which to work.
- 3) Organize time so homework can be completed without rushing.
- 4) Place completed homework in the homework folder and return to school.
- 5) Homework will be given to students Monday- Thursday.

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 of 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.

COMMUNICATION

The most effective way to know what is going on school-wide at Hawthorne is through Talking Points or School Messenger. To receive text messages/emails make sure your contact information is up to date by emailing your name, your student's name and school name, your email, and the best phone number to reach you to enroll@tulsaschools.org or call 918-746-7500. If we have a cell phone for you on file, you can text "Yes" to 67587. School Messenger also can send notifications to your mobile phone about school closings and other events. 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.

Parent/Teacher Conferences

We require ALL parents to attend parent/teacher conferences. At the first parent/teacher conferences (October), the teacher will discuss your child's progress in school and learn more about him/her from you. During the student-led parent/teacher conferences (March), your child will lead the conference and inform the parent/guardian of their academic progress. Your child's teacher will attempt to schedule a time that is convenient for you. We require 100% participation from our families.

Report Cards and Checklists

Please note: Every effort is made to communicate the progress of your children regarding their academic and social growth.

1. Grades Pre-Kindergarten through 5th use a report card with specific objectives listed. Certain symbols for the following objectives/stages are used to communicate your child's progress:
Prekindergarten- Kindergarten: "M-Mastery," "P-Progressing Adequately," "N-Not Making Progress" and "Blank-Skill not assessed at this time."
Grades 1-2: "1 Meet or Exceeds Standard," "2 Progressing Toward Standard," and "3 Area of Concern," "E-Excellent," "S-Satisfactory," "N-Need to Improve," and "U-Unsatisfactory"
Grades 3-5: "1-Outstanding," "2-Satisfactory," "3-Making Progress," "4-Area of Concern," and "Blank-Skill not assessed this quarter."
2. Students will receive letter grades. Grades 3, 4, 5 use traditional report cards with letter grades of A, B, C, D, F. If you have any questions about your child's grades, please visit his/her teacher

Power School Parent Portal

If you want to keep up with your child's academic performance (reading MAP score, math MAP score, etc.) you may access it through the PowerSchool Parent Portal. PowerSchool is a district-wide program to check your child's grades. If you have not accessed your account this year or have never logged in to PowerSchool, you may request your Access ID and Access password in the front office. We will print your information, but our policy is that you must come into school to pick it up. [http://www.tulsaschools.org/3 Parents/PowerSchool main.asp](http://www.tulsaschools.org/3%20Parents/PowerSchool%20main.asp) You may combine all the children of your family to one account instead of having multiple usernames and passwords. If you need instructions to create an account using your Access ID and Access password, please see the school Parent Facilitator.

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 achievements, efforts, and positive attitudes.

REPORT CARDS

Report cards are issued quarterly. Parents access report cards using the PowerSchool portal.

ASSESSMENTS

MAP FLUENCY GROWTH/DYSLEXIA SCREENER

All students will take MAP Assessments to determine benchmark growth. MAP Growth Assessments are given three times a year (Beginning of Year/BOY, Middle of Year/MOY, and End of Year/EOY) for growth data and to guide instruction. Any student scoring below the 40th percentile on MAP Growth **THIS FALL** will receive the MAP Fluency Dyslexia Screener. Teachers will review data to determine the instructional support needed and share results with parents or guardians.

Custody of Children

Custody of children is a very difficult decision. Many times, it is a problem determining whether a child can go with a particular parent or relative. If there is a situation in your family in which a child is not allowed to go home with a particular parent or individual, please notify the school office immediately. Please note that a parent must have legal custody of a child before he/she can request denial of another parent to have equal access to the child. Custody papers should be kept on file at the school.

Student Placement Procedures

Each spring, the principal is responsible for compiling class lists for the upcoming year. The placement of students is done with great care to ensure all classrooms are balanced regarding academic ability and achievement, special education students, number of boys and girls, cultural diversity, leaders, personalities, etc. The staff at Hawthorne can educate all children.

Gifted Talented Program (GT.)

The GT program is offered to students in grades 2-5. This program is a multidisciplinary curriculum stressing high levels of thinking, problem solving, and questioning. Elementary students qualifying for the GT program attend classes at Hawthorne one day a week. To qualify for the program, a student must score a certain criterion on an individual cognitive (IQ) test. If the criteria are met, the student qualifies for the program.

Visitors/Volunteers

We welcome visitors/volunteers to Hawthorne. Any parents, guardians, or other interested parties are encouraged to visit our school. The office personnel will make arrangements for visitors/parents to speak with a student or teacher. We do require that all visitors enter through the front door, register at the office, and wear the visitor's badge provided for security reasons and the safety of the children.

If you plan to volunteer, visit your child's classroom, eat lunch with your child or for any other reason you need access to any area of the school building, you will be asked to wear a badge identifying you as a visitor. Any visitor without this badge will be asked to report to the office to receive one. When you leave the building, report back to the office, check out and leave our badge. Teachers are not available to visit with parents during instructional time. Please call to make an appointment if you would like to discuss concerns about your child. Students and/or parents may not bring siblings and/ or school-aged visitors from other districts to Hawthorne during the school day for any reason (parties, field day, etc.). If you wish to be a school volunteer, you must contact our parent facilitator, complete a volunteer application, and complete a background check. Once we receive and review your application you will be contacted, and we will determine where you will be best utilized.

Background Check

All volunteers/mentors must complete a name search background check at the beginning of each school year. The Board of Education will pay the fee for the background check. You can pick up and return the form to the school office.

Assemblies

Assembly programs are an extension of classroom learning situations. Students are expected to conduct themselves at assembly programs as they would during any other classroom activity. Out of school guests are frequent visitors during assembly programs and the behavior of the student body during such a program reflects favorably or unfavorably on the school and the student body.

- 1) Each class will be assigned a section in which to sit.
- 2) Find a seat in your section as quickly as possible.
- 3) Give your undivided attention to the person or persons who have the floor.
- 4) Get quiet as soon as the person in charge raises their hand/clap.
- 5) Do not talk, boo, etc. when you should applaud.
- 6) Leave in an orderly manner, one class at a time (no pushing).

Room Parties

Three dates are scheduled for room parties. Any snacks brought for the class must be store bought, individually wrapped, and completely sealed when brought to school. Opened packages or homemade items will not be permitted.

Classroom Birthday Parties

Please check with your child's teacher prior to the date for permission for the party. If permission is given, the teacher will notify you of the best time for the party.

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 gymnasium monthly to celebrate excellence, provide inspiration and motivation for students and teachers. Students are allowed opportunities to recite and perform before the group.

Pictures of Students and Yearbooks

Fall school pictures will be taken in the fall. Orders must be preselected and prepaid. Orders will be taken for yearbooks in the spring of the year.

Money

To avoid potential problems, please do not send students to school with extra money in their pockets. In case of an activity or emergency, place the money in an envelope with the amount and your child's name. Please instruct your child to give the envelope to the teacher.

Lost and Found

Clothing, tote bags, and other student belongings should be clearly marked with the child's first and last name. Articles found in and around the school will be placed in lost and found.

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, backpacks, and hoodies 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. Students have no expectation of privacy as to school lockers, desks or other school property temporarily assigned for their personal use.

Field Trips

For your child's safety, a permission slip must be signed for them to attend the field trip. All students attending a field trip must ride the school bus to and from the designated field trip. Your child's behavior will determine his/her right to attend a field trip. All field trip volunteers must complete a volunteer application and a name search background check before being able to attend any field trip. Classroom chaperones may not bring any children since they are needed to oversee other students in the class.

Text Messages

Talking Points is our texting system to communicate with parents. Please update your phone number if it changes, as this will be a regular method of communication with families about events and activities happening at Hawthorne.

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. This means we create opportunities for students to practice and succeed in making responsible and effective choices to reach their academic potential and contribute to the school community. Students will be learning 2nd step SEL practices from our counselor. Students who do not follow these habits continuously cannot be chosen for the Student of the Month Award to attend our semester Principal Party.

Discipline Hierarchy

- 1st Offense — Verbal Warning
- 2nd Offense — Teacher/Student Conversation
- 3rd Offense — Buddy teacher/student conversation
- 4th Offense — Parent call
- 5th Offense — Office Referral

Discipline

Students with recurring discipline problems may be placed on an individualized behavior plan. Severe disruption or extreme behavior may result in immediate removal from the classroom and/or school. In school suspension or suspension of student may be necessary for the following examples: verbal or physical aggression, disrespect to adults, disruptive behavior, fighting, and possession of a weapon or disruption of the learning environment. Students at Hawthorne on special transfer with excessive behavior concerns "special transfer" may be revoked. Please leave all toys and electronics at home. Weapons are defined by Tulsa Public Schools as anything that creates a threat to the safety of students or school staff. Our goal is to provide a safe learning environment for all students.

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 and Tobacco

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.** Tulsa Public School Policy does not allow for weapons, drugs, or any tobacco products to be on school grounds at any time. Parents may not use tobacco products on field trips.

Student behavioral expectations shall apply to all students at all times on Hawthorne's 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.

BULLYING

Students are strictly prohibited from engaging in any kind of harassment of any student, employee, or visitor at Hawthorne. Harassment includes repeated verbal and physical conduct including name-calling, slurs, gestures, or graffiti, even in a joking manner, directed toward a person because of race, color, religion, gender, or disability. What may seem harmless or “all in fun” to one person may be offensive to another person. See the TPS Student and Family Guide to Success for additional information.

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.	
<ul style="list-style-type: none"> • Warning • Letter of apology • Loss of privileges • Seat change • Parent contact • Teacher conference with student • Conflict resolution • Peer mediation 	<ul style="list-style-type: none"> • In-class time-out • Time out in another classroom setting • Reinforcement of appropriate behaviors • Written reflection about incident • Behavior contract • School-issued uniform
Appropriate when Classroom Level (Tier 1) intervention/consequence has been ineffective	
<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
Appropriate when Tier 2 intervention/consequence has been ineffective	
<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)

BUS BEHAVIOR

Bus transportation may be provided to students who live within the Hawthorne attendance area and greater than 1½ miles from Hawthorne. The TPS Transportation Department determines eligibility. Qualified students who want bus transportation must 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.

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 	
1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<ul style="list-style-type: none"> • Parent Notification • Student Conference • Seat changes on bus • Bus or School Suspension commensurate with offense • TPS Behavior Response Plan implemented 	Bus Suspension (1-5 days)	Bus Suspension (6-10 days)	Bus Suspension (semester or remainder of the year)
	<p style="text-align: center;">Appropriate Action Required Additional bus or school suspension commensurate with offense TPS Behavior Response Plan implemented as appropriate</p>		

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

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 them 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 words, kind touches, and a smile at their classroom door.
- Students will begin their morning work, eat breakfast, and work respectfully until the morning meeting begins.

Parents Expectations

- Follow parking lot and arrival procedures.
- Drop-off is located in the large front parking lot. Please do not drop your student(s) in the first lane because it is the bus loading and unloading zone.
- Say 'goodbyes' 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 classrooms. You must sign in as a visitor and receive permission from the teacher to visit the classroom.
- Always feel free to check with the office for any volunteer services available for that day.

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 1:00 pm if they are going to be late or if there is a change in transportation plans. This helps reassure the child.
- After 3:00, 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 after 3:30 pm, assistance from the principal will be needed to discuss how we can assist the child to be picked up on time.

Cafeteria/Lunch Procedures

Student Expectations

- Enter and exit using hallway procedures.
- Polite talk: “Please” “Thank you”
- Whisper/Small Group talk at tables
- Raise your hand for permission to leave the table
- Wait until trash cans are brought to you to throw your trash/tray away.
- Line up/walk out using the Hawk Hold: Respect personal space and remain in a straight line following line/hallway procedures.

Dismissal Procedures

Student Expectations

- Students collect belongings with quiet voices from the locker and line up with their teacher.
- Students will use hallway and line procedures and walk with their teachers as they go to their designated dismissal location.
- Students will sit down in grade-level sections, read a book, and or work on something silently.
- Students will wait for the duty teacher to release them.

Parent Expectations:

- Ensure your child’s car number tag is hanging on your rear-view mirror.
- Follow parking lot, and dismissal procedures pertaining to your child’s way home.
- Pick up student(s) on time in the large parking lot in front of the school.

Students are dismissed from school at 2:35 pm. Students are either bus riders, car riders, daycare riders, bike riders, 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. 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.

Suspended Students Continuation of Educational Programs and Services

- 1) Students suspended for 5 days or less shall not be provided with an education plan.
- 2) Students suspended for possession of a dangerous weapon, or a controlled substance shall not be provided with an education plan.
- 3) Students suspended for more than five days may continue educational programs and services (provide homework).
- 4) Educational services for special education students must be provided in accordance with the student's individual Education Plan (IEP).
- 5) Copies of educational plans shall be provided to parents/guardians. (TPS Policy 2619—Cross Reference 2607 student discipline)

Please Note: A school is not required to provide education services in a regular school setting to those students who have committed a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty and/or students. Nor shall a school be required to enroll a student from outside the Tulsa Public Schools District until the terms of the suspension are met. Students who have met the terms of their suspensions in other school districts will also be required to meet the requirements of the district's transfer policy should they desire to attend a school in the District. Educational plans will not be provided to students who are suspended for less than 5 days or to students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance (Policy 2619).']

Bullying

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form and will help the student complete the form if needed. Reports can also be made by any student, parent, or patron through the District's TIPS (Threat Assessment, Incident Management, and Prevention Services) online reporting system found on the district's website or by telephone at 918-746-6868 (Policy 2119).

Behavior Guidelines for Attending Hawthorne Events

- 1) Behavior expectations at after-school activities are the same for students as during the school day.
- 2) Cheering for your team is always encouraged as team spirit.
- 3) Respect the calls and the judgment of the game officials. Do not question an official's call. We have never seen an official change their mind about a call based on the displeasure of the crowd. Being a good sport leaves a positive impression on people. Many times, the only impression some people will have is what they see at an athletic event.
- 4) While the game is in progress, you are expected to remain seated to not distract the players in it.

*Remember, the main reason you are at an athletic event is to watch the team

Recess

Students have recess daily. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Always dress your child for outside recess. Students will have supervised time in the classroom, gymnasium, or cafeteria on days when weather prevents outside recess. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge. All students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Each day the child is to stay inside a note is required by the parent/guardian.

Playground Rules

- 1) Be SAFE - No eating, gum chewing, running through games, or playing unsafely.
- 2) Use the equipment properly - where and how it is intended to be used. EX: Only going DOWN the slides.
- 3) Use only school provided equipment —NO toys should be brought from home.
- 4) SHARE equipment — Take turns, everyone plays.
- 5) Follow the rules and procedures for the game you are playing.
- 6) Keep your hands and feet to yourself— NO wrestling, NO play fighting, and NO tag.
- 7) No name calling or using profanity.

- 8) Be involved in an appropriate playground activity (kickball, swing, etc.)
- 9) Remain on the playground.
 - a. Teacher permission and a pass must be obtained to enter the building,
 - b. The sidewalk and by classroom windows are OFF LIMITS,
- 10) All play stops when the teacher signals students to line up or whistle blows - students immediately gather up equipment, line up, and quietly go inside.

Equipment Rules/Procedures

1) Balls:

- a. Keep the balls away from the building — no "wall ball."
 - b. Kick ONLY the soccer balls — not the 4 square balls or basketballs.
- #### **2) Slide:**
- a. Sit forward and slide feet first — No standing or running on slides.
 - b. Wait until the person in front of you is OFF before taking your turn.
- #### **3) Ladders/Monkey Bars:**

- a. Use properly — NO hanging upside down, flipping from, standing or walking on or sitting on top of bars.
- b. No jumping off the platforms or tops of bars.

Students having problems on the playground should report the problem to the duty teacher.

Student Expectations:

- Keep hands and feet your yourself
- Use equipment properly.
- Show good sportsmanship
- When the whistle blows, stop and line up.
- Line up in line order and enter the building following hallway/line procedures.

Recess Equipment Procedures

Sporting Equipment:

- Allow others to play.
- Follow the rules of the 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 it in the 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 to not follow procedures, he/she may be required to miss a recess or sit out.

Drinking Fountain Procedures**Student Expectations:**

- Wait Patiently
- Fill water bottle or Styrofoam cup $\frac{3}{4}$ of the way.
- No mouths or tongues on the water fountain
- Swallow Water

Hallway/Line Procedures

1. Walk on the right side of the hall.
2. Hawk Hold
3. Voice Level 0
4. Eyes forward and feet quiet
5. Stay in Line Order
6. Allow Others to Go First Whenever Possible

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, drop off, or pick up their child in front of the school at any time. Please use the north parking lot if you wish to enter the building. This will help ensure student safety and our buses can get to their next stop at the appropriate time. Please follow the car rider line pick-up procedures for arrival and dismissal.
- Please assist your child closely when parking to walk into the building.
- Cars are never to be left unattended in the line of traffic or adjacent to the building or in the bus loading zone. This includes parking during school hours.
- 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 turn right on Norwood Place and re-enter the car rider line.
- Motorists are to never back up their vehicles while in the lanes of traffic or car rider line.
- 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 or car rider line.

Restroom Procedures

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

Student Expectations:

- Be on time
- Use line procedures to enter assembly
- Walk to assigned seating using hallway/line procedures
- 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 with the opportunity to participate in many programs and activities. Some of Hawthorne's programs and activities include the following:

- Cheer
- Student Council
- Safety Patrol