

*A.G. Bell*  
*Elementary*  
*Student Handbook*

**Bell Times: 7:30 – 2:35**



**6304 E. Admiral Blvd.,  
Tulsa, OK 74115**

**Office Phone: (918) 833-8600  
Office Hours: 7:30 – 3:30**

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**Principal: Mohazobyn Panchoo**

**Asst. Principal: Samantha Dunne**

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# WELCOME to A.G.Bell Elementary

Welcome to Bell Elementary School. We are committed to providing a positive, caring and supportive environment where each child will have the tools to be successful. Our caring and highly qualified faculty and staff, look forward to sharing exciting and engaging experiences with our scholars and their families.

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 7:00 A.M. – 3:30 P.M.***

**Bell Elementary – (918) 833-8600**

**Bell Fax Number – (918) 833-8619**

**Principal's Secretary – Miranda Moore (918) 833-8601**

**Registrar/Attendance Clerk – Sherondon Cudjo (918) 833-8602**

**Parent Facilitator – Ana Banuelos**

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

**Bell Elementary Website: <http://bell.tulsaschools.org>**

**"Bell Elementary PTA" on Facebook**

## VISION

A. G. Bell will be a safe and nurturing environment, supporting educational, developmental, and social needs through our commitment to high expectations - every day, without exception.

## MISSION

The Alexander Graham Bell Elementary family is committed to growing together towards achieving our full potential. We aspire to relentlessly pursue personal growth, to demonstrate mutual trust and respect and to prepare every student for college and career.. In our bold journey together, we celebrate victories, overcome challenges, and value our diversity.





- Each student will meet or exceed state and national standards by demonstrating mastery of a comprehensive curriculum.
- We will maintain a safe, threat-free environment that encourages mutual respect and caring among students and adults.
- We will acknowledge cultural diversity, individual uniqueness and worth.
- We will secure and maintain community involvement and partnerships.
- We will improve student learning through parental involvement.
- We will demonstrate research-based practices in the areas of technology, instructional strategies, classroom management, and curriculum development.
- We will identify and pursue financial resources through community and school partnerships, resources and grants.
- We will continually pursue openness to innovative practices through professional development.

### *Enrollment*

New students are enrolled at Tulsa Public's Schools ENROLLMENT CENTER,  
2819 S. New Haven Ave., Tulsa, OK 74114, before attending classes.

Phone: (918) 746-7500

Students enrolling in Pre-K must be four (4) by September 1st.

Students enrolling in Kindergarten must be five (5) by September 1st.

- ✓ Information that is required for enrollment includes:
- ✓ Birth Certificate (official state issued)
- ✓ Proof of Residency in the Bell 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

**PRE-K PROGRAM** Pre-K program hours are 7:30 - 2:35 pm. Classes are limited to 20 students.

# Attendance

Student attendance is a crucial part of your child's success at school. A direct relationship exists between attendance and academic progress. 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 days and must 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 days, will be brought to Retention Hearings and may be recommended for retention (School Board Policy 2204). Our staff will call families daily and/or make home visits to inquire about your child's absence from school.

It is our hope that by working together we can maximize your child's potential for a successful school year.

## 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 8:30 a.m. The phone number for the attendance clerk is (918)833-8602.

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 (10) consecutive unexplained absences will be withdrawn. If the student returns to school, the parent must first go to the Enrolment 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.

## STUDENT INFORMATION AND EMERGENCY CONTACTS

All students are required to have an updated information form on file in the main office. Please notify the school office immediately, of any changes in home or work phone numbers, addresses or other emergency contacts.

# Arrival

Teachers ARE NOT ON DUTY TO SUPERVISE CHILDREN BEFORE 7:15 A.M.

The school cannot be responsible for students who arrive earlier than the time stated above. School front doors will open at 7:15a.m. School starts at 7:30am, with breakfast in the classrooms (See arrival procedures)

## EXPLAINED ABSENCES

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

**Students who have ten (10) consecutive unexplained absences will be withdrawn.**

If the student returns to A.G.Bell, the parent MUST first go to the Enrolment Center to re-enroll, before the child can be admitted to class.

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 on time. They are expected to be in the classrooms by **7:30 A.M.** Any student arriving after 7:45 a.m., is to obtain a tardy slip from the office, before reporting to class.
- **Students arriving after 8:00 a.m. will need to be accompanied by an adult.**
- Students who arrive after 8:30 a.m. are considered absent one-half day.

## DISMISSAL FROM SCHOOL

Children are expected to remain at school until dismissal time, unless the parent or legal guardian obtains an official release from the office – in which case the student will meet their parent in the main office ready to leave.

**Students are not released for dismissal between the hours of 2:00-2:25**

# Early Release

- Parents/guardians are asked to schedule out-of-school appointments outside of our bell times, to avoid the need for a late arrival or early dismissal. If it becomes necessary for students to be excused from school for a medical appointment or other unavoidable emergency, the parents/guardians MUST come to the office and sign they are accepting responsibility for the student departure from instruction. Students will not be released to anyone whose name is not on the student information card on file, unless the office receives written permission from the parent/guardian.
- Early pick-up is highly discouraged and documented.
- Students leaving prior to 12:50 pm will be considered absent one-half day.
- Dismissal at the end of the day is very difficult. Unless you have an emergency after 2:00, you will be asked to wait for the regular release time to pick up your child.

**Students WILL NOT be released between the hours of 2:00 and 2:35 p.m.**

**ALL VISITORS WILL STOP AT THE MAIN OFFICE FOR A VISITOR'S BADGE BEFORE BEING ALLOWED TO ENTER THE CLASSROOMS**

## Dismissal at the End of the School Day

Parents and visitors WILL NOT be able to go to classrooms after 2:00p.m.

At 2:35, students will be accompanied by adults to their dismissal spots, as they are dismissed at the end of the day. Parents are to wait in designated areas for their child.

Parent Pickup: Ramp at Main Entrance

Car Riders: Pick up Line, on Street (North of building)

Daycare buses pick up at northeast gym doors

Walkers exit at main doors going east or west accompanied by an adult.

Student walkers will leave the school immediately when dismissed.

Students who have not been picked up will remain with staff in a secure location

- Multiple calls will be made to contact parents. After 2:50, parents will need to come into office to collect their children.
- 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.

**If a child remains at school beyond 3:10, TPS Campus Police Department will intervene to ensure your child's safety.**

# Visitors/ Guests

**All visitors, including volunteers and parents are required to sign in at the office.**

Visitors will be given a Visitor Badge to wear/display on their right chest area while in the school. Visitors will be escorted to their destination.

All visitors **MUST** return to the office and sign out before leaving.

This policy helps us ensure the safety of our scholars and staff.

## CLASSROOM VISITS

**Classroom visits and teacher conferences will be scheduled ahead of time.**

Parent-teacher conferences will be scheduled before/after school, during the teacher's plan time, or during designated conference days.

## TELEPHONE/WIRELESS TELECOMMUNICATION DEVICES

**Please inform your child of after school arrangements before he/she arrives at school.**

The office telephone will only be used by students in an emergency.

Messages to students will be delivered by our staff – students will not be asked to answer phone calls.

## STUDENT CELL PHONES

**All wireless student devices, including cellphones and tablets, will be left in school lockers.**

**Wireless devices are not allowed on the student's person during school, including, but not limited to, purses, pockets, and backpacks that are taken into class.**

**We ask your assistance in making this clear to your child.**

A violation of any part of this policy will result in the wireless device being taken by the teacher and or administration with other disciplinary consequences as warranted.

**Any device that warrants removal from a student, must be picked up by the parent/guardian and will not be released to any student.**





# Getting Help With A Problem

## **SCHOOL PROBLEMS**

If a student has a problem related to discipline, security, personal welfare, or vandalism, the student will:

1. Tell the nearest teacher or adult staff member. The student must relay exactly what has happened. We take issues with discipline, security, and personal safety very seriously and we are committed to making sure our students feel cared for and safe
2. Talk to the principal or school counselor right away.
3. It is natural to feel worried and upset. Talk to someone you trust so that you can release tension and anxiety.
4. A school counselor is trained to work with students to develop coping skills.
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 the student should:

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 members of our school staff who may be able to offer additional help. Students are encouraged to visit with any teacher with whom they have built a sense of trust.
3. The school counselor is trained to offer help with personal problems. He/she can lead the student to additional resources, within and outside of the school.
4. The principal can also discuss the problem with the student and attempt to work toward a solution. The principal will reach out to others who can assist if necessary.

## **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 from parent using the Administration of Medications Form provided by TPS Health Services. Prescription medications must be in a currently dated and labeled vial or container, which states the name of the patient and prescribing physician, and directions for administering. Non-prescription and over the counter 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.

Parents are required to bring all medications to the clinic. Students will not bring medications to school themselves. Please do not send more than a week's supply of all medication unless the Tulsa Public School's Registered Nurse has authorized otherwise.

## **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 all appropriate 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 for where they can be reached in an emergency. The parent must provide an up to date phone numbers of emergency contacts.

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 documenting the issue when the student may resume physical activity. The note should be taken to the nurse who will share the information with staff as needed. Students not participating in gym will observe class from the sidelines in order to be present for PE instruction.

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

While attendance is important, illness is an excusable allowance. These guidelines will help parents to follow TPS policy on excusable absence due to illness.

- Fever above 100° F. within the past 24 hours
- Continuous or frequent cough, vomiting or diarrhea within the past 24 hours
- An unidentified rash
- Open, draining wounds. Minor abrasions should be kept covered with a clean dressing while at school.
- Head lice that has not been treated
- Any communicable disease
- Specific instructions or advice of your physician

# Transportation

## SCHOOL SAFETY PATROL

Bell Elementary has a student Safety Patrol students who help us keep our scholars safe. Safety Patrol members are assigned to monitor school transitions and the passage of students in crosswalks and drop-off/pick-up areas. Our scholars are expected to respect our Safety Patrol students. Safety Patrol students are selected by the Safety Patrol sponsor or via teacher or school leader recommendations.

## BICYCLES / SCOOTERS / SKATEBOARDS / ROLLER BLADES

Scooters, roller blades, and skateboards are not allowed at school. Any child who rides a bicycle to school is to park and lock 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. We cannot be responsible for bicycles.

## CAR DROP-OFF AND PICK-UP PROCEDURES

- Say your good byes as you are pulling up to drop off child.
- **Pull forward** as far as possible and do not block traffic.
- Remain in car, staff and safety patrol will help open doors and assist children as needed.
- All adults and children are expected to observe the following procedures to ensure the safety of all children.
- Motorists are expected to use extreme caution and drive slowly while in the drop-off/pick up lanes and adjacent streets.
- Motorists may park in the assigned areas (parking spaces), west of the school building
- Cars are never to be left unattended in the drop off /pick up zone.
- **Drivers will not make u-turns during dismissal.**
- Drivers are to use extreme caution when pulling around other vehicles
- Students are not allowed to cross the parking lot alone or walk between cars in the lane of traffic.
- Car riders are to remain with dismissal teachers until the parent/guardian arrives.
- **If you need to come to the office please park in the west parking lot and walk to the office.**

**PreK and PreK siblings Pick-up and Drop-off – PreK doors (east), use the east parking lot to carefully drive up to the door.**

**Kinder Drop-off – North East Gym Doors**

**Bus and Aftercare Pick-up – North East Gym Doors**

**ESS Bus Drop-off and Pick-up – west parking lot**

## **DISMISSAL PROCEDURES STUDENT WALKERS**

- Use crosswalk to proceed home.
- Walkers will clear the campus immediately as they exit the building
- **INCLEMENT WEATHER DISMISSAL**
- Students will be released outside of the north doors.
- Car Riding students will be released through the main north doors.

## **FAMILY REUNIFICATION PROCEDURE**

- A location for evacuation will be determined at the time of the incident based on the needs of the situation.
- The school's immediate indoor evacuation site is: the auditorium
- TPS will secure our transportation to the Tulsa Fair Grounds (or another location determined by the district) for family reunification. Parents will be notified of location.
- Parents will line up at the south doors at Crosstown Learning Center with their ID to check out/pick up their child.
- Students will not be released not listed in PowerSchool for emergency pick-up.

# *Bus Transportation*

**TPS Transportation Department determines a student's eligibility for transportation.**

Phone: (918) 833-8100

Transport request forms are available at the school office. Copies of completed forms are kept on site. Students 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 school 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 informs the principal by completing a bus conduct report. Parents will also be informed.

**Bus riding privileges can and will be revoked for inappropriate behavior.  
The safety of our students is always primary focus.**

Bus riders are **NOT** allowed to walk home or ride another bus without a written note from the parent/guardian. Parent requests are kept on file in the main office.

## Bus Behavior Expectations for All Students

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

<p><b>1. At the Bus Stop</b></p> <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>	<p><b>2. When the Bus Arrives</b></p> <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>
<p><b>3. On the Bus</b></p> <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> <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>	<p><b>4. Exiting the Bus</b></p> <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>

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

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>	<p>Bus Suspension (1-5 days)</p>	<p>Bus Suspension (6-10 days)</p>	<p>Bus Suspension (semester or remainder of the year)</p>

# Child Nutrition

## FREE OR REDUCED MEAL TICKETS

**All parents must fill out this application.**

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. The application form is also available online at [http://www.tulsaschools.org/meal\\_applications](http://www.tulsaschools.org/meal_applications). Completed applications, whether qualifying or not, affects school funding through Federal Funds. .

## BREAKFAST

Breakfast is served at 7:30 in the classroom for students in grades 1 - 6. PreK and Kindergarten students in the cafeteria. Students arriving after 7:50 will be too late for the school breakfast.

## LUNCH

Students are expected to remain at school for lunch. If a child brings lunch from home please provide a nutritious lunch. Limit servings of chips and refrain from sending soda and/or candy. Food cannot be shared.

## CELEBRATIONS

Students' successes are celebrated frequently in the classrooms, morning announcements, and at assemblies. Students and teachers gather together in the auditorium monthly to celebrate excellence and effort.

Recognition programs and projects include:

**Leader of the Month.**

**Perfect Attendance**

**Quarterly Principal's Honor Roll (all A's or E's) and Honor Roll (As and Bs)**



# 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:

A. G. Bell Elementary - UNIFORM POLICY	
Tops	<ul style="list-style-type: none"> <li>• Polo shirts - can be long sleeve or short sleeve</li> <li>• No t-shirts, or sleeveless shirts. All shirts must have collars</li> <li>• No writing, logos, stripes, or patterns</li> <li>• Colors:               <ul style="list-style-type: none"> <li>○ Pre-K students: red shirts <b>only</b></li> <li>○ Kindergarten through 6th grade students: navy, royal blue, or white</li> </ul> </li> <li>• Any light jacket may be worn in the classroom.</li> <li>• Heavy coats need to stay in lockers</li> <li>• Teachers may have students put their jacket in their locker if it becomes a distraction</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>• No cargo pants/shorts</li> <li>• No jeans – except on Special Occassions</li> <li>• Pants should fit properly in all areas.</li> <li>• Shorts must extend below the fingertips when the child is standing with hands to their sides</li> <li>• Pants/shorts should be navy, khaki, or black</li> <li>• Tights/leggings should be worn under a skirt or dress are not to be worn as pants alone</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• All shoes need to be athletic style shoes</li> <li>• No boots, sandals, flip flops, ballet shoes, shoes with a heel, dress shoes, ballet flats, rain boots</li> <li>• Shoes with lights, games, or sounds are not allowed</li> <li>• Any color</li> </ul>
Head	<ul style="list-style-type: none"> <li>• Coats, hats, gloves, scarves, etc., must be stored in student’s lockers or cubbies.</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>• Make-up is not to be worn.</li> <li>• Hairstyles are to reflect uniform dress. Therefore, no extreme colors (not natural colors) are permitted.</li> <li>• Sunglasses, unless prescribed by a doctor, shall not be worn to class or within the school buildings.</li> <li>• Fake glasses are not allowed</li> <li>• Visible pierced jewelry shall be limited to the ear.</li> <li>• Fake nails are not allowed</li> <li>• Expensive jewelry is discouraged. If worn, earrings must be small. Large hoop and dangling earrings larger than a quarter are not allowed for safety reasons. Purses are not allowed to be carried during the day, they must be stored in lockers.</li> </ul>

## School Spirit Days

Friday of each week is designated School Spirit Days. Students may wear Bell spirit shirts and uniform shorts or jeans. Students and staff are encouraged to show school spirit whenever appropriate.



# Parent Involvement

Parents are expected to participate and share in the responsibility for their child's academic success. In addition to staying informed about the child's progress and helping him/her at home, we invite parents to attend and become involved in Parent Events.

## **PARENT TEACHER ASSOCIATION (PTA)**

The PTA provides a valuable resource to help parents and teachers to work together. Since parent participation has been shown to significantly contribute to children's success at school, our PTA seeks ways to encourage 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. All parents, family members and friends of A.G.Bell students are asked to join PTA and participate in the many events they sponsor.

**Our PTA needs your help!**

## **VOLUNTEERS**

Volunteers can help in a multitude of ways – by making learning materials and preparing bulletin boards for instance. 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 for projects at home. All volunteers are required to register as a school volunteer by completing a School Volunteer Profile Form yearly, 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.

## **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 immediately 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 also issued if 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 the classrooms and at home. Library books may be checked out for home use. We ask parents to help us teach respect for books, so they will be returned in good condition.

**If a book is lost or destroyed, the student is expected to pay for the book. School records will be withheld for non-payment of lost or damaged school books.**

### HOMEWORK

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

### MAKE-UP WORK

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.

**Teachers will need be notified prior to 8:00 a.m. to prepare student make-up work for parent pickup at the main office.**

### PERSONAL BELONGINGS

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.

**The school is not responsible for lost or stolen items.**

### **LOST AND FOUND**

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

### **LOCKERS**

Lockers or "cubbies" 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 dress code, along with backpacks are to be left in lockers, hung on coat hooks or placed in cubbies in the classrooms.

**Rolling backpacks and shoes with wheels are not permitted**

### **PARTIES AND REFRESHMENTS**

Students will have two parties throughout the year- a winter party and a spring party. Homemade foods are not permitted. All refreshments are to be purchased ready-made and arrive at school unopened in their original packaging. Drinks must be clear in color. A. G. Bell is a Safe & Healthy School. The following items are examples of acceptable snack items: trail mix, fruits, vegetables, yogurt, applesauce, fruit cups, dried fruit, cheese, peanut butter. Check with your classroom teacher/health clerk for any food allergies.

**Students are not to bring classroom refreshments without the prior approval of the teacher and Principal. Classroom birthday treats will be shared during student lunch times and not during instructional time.**

### **SPECIAL LUNCHESES**

If a classroom desires incentive lunches or celebratory food, teachers/parents must have prior approval from Principal, notify the office and include all students in the class. All refreshments are to be purchased ready-made and arrive at school unopened in their original packaging. Food will be eaten in the classroom or other approved location.

### **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**

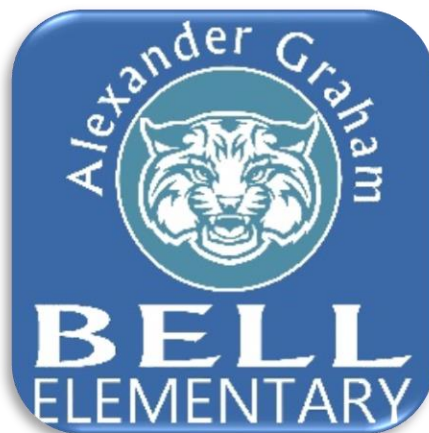
Periodically classes will take study trips to compliment curriculum objectives. Some field trips require parent chaperones. You also need to provide your own transportation unless the trip is out of town and space is available on the bus. You may also be responsible for any entry fees. Do not allow your child to bring money during a study trip, unless indicated on the permission slip.

**All volunteers must complete volunteer forms two weeks prior to trip (See Parent Facilitator). Siblings are not able to accompany AGB scholars on trips.**

### **PROGRAMS/ACTIVITIES/ORGANIZATIONS**

Students are provided the opportunities to participate in a wide variety of programs and activities. A. G. Bell's programs and activities include but not limited to, the following:

- Safety Patrol
- District Track and Field Meet
- District Art Festival
- After-School Clubs (Thursdays – 2:35-3:45)
- After-School Tutoring (Tuesday/Wednesday – 2:35-3:45)



# A.G. Bell's Behavior Expectations

We are committed to providing a safe, and supportive environment for every scholar, every day. We create opportunities for students to practice making responsible choices so that they can successfully contribute to our school community.

Children with reoccurring discipline problems may be placed on an Individualized Behavior Plans (IEPs) in collaboration with the classroom teacher, co-teachers, parents, school administrators and district support. Severe disruption or extreme behavior may result in immediate removal or suspension from school

**Items brought to school by students that do not meet district and/or school guidelines will be held in the main office for parent pick-up.**

'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 apply to all students at all times:**

- 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 and the TPS Behavior Response Plan**

As with any incident of student misconduct, the school administrator must exercise informed judgment as to whether a student's actions constitute a violation of TPS Board policy and/ or the TPS Behavior Response Plan Guidelines. Our school is committed to using *progressive interventions* to positively impact student behaviors. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences**

\*The following 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 located on our website <https://mckinley.tulsaschools.org/>

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

**Appropriate Action Required**

Additional bus or school suspension commensurate with offense  
 TPS Behavior Response Plan implemented as appropriate

# A.G. Bell's School-Wide Procedures

## Morning Procedures

**Teachers report for duty at 7:25**

### **Students will:**

- Enter the building at 7:30 via designated entrances and proceed to the school auditorium.
- Students will grab a breakfast and go directly to their classes
- Students will store cellular and electronic devices, backpacks, and personal items in their lockers under the supervision of the teacher before entering their classroom.

### **Parents will:**

- Follow morning drop off procedures – use drop off line to quickly and safely drop off student and exit.
- Parents wishing to visit the main office will park their vehicles in our northwest parking lot and walk to the main office.
- Parents will not be allowed to walk students to class. *(PreK parents may do so on the first day only, at the discretion of the teacher).*

**Parents will have the opportunity to meet the teacher and visit their classroom on Aug. 16 at our Meet the Teacher Event.**

## Auditorium and Assembly Procedures

### **Student Expectations:**

- Use line procedures to enter and exit the auditorium
- Walk to assigned seating on Level Zero
- Sit on your pockets, keep hands and feet to yourself
- Listen and follow directions the first time – there are times when Level One voices are permitted
- Be respectful of presenters and presentations – use Level Zero voices when someone is presenting

## Hall Line Procedure

1. Voices off
2. Hands at sides
3. Eyes forward

## Restroom Procedure

1. Go
2. Flush
3. Wash (2 squirts of soap, two pulls of paper)
4. Leave

### **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 toilet
- Students will always flush after using the restroom.
- Students will always wash their hands after using the restroom.
- Students will place all trash in the trash can.

## Cafeteria/ Lunch Procedures

### **Student Expectations:**

- Students will use hallway procedures while entering and exiting the cafeteria.
- Students will be respectful to each other at all times
- Students waiting to go through the lunch line will remain at Voice Level One and keep hands and feet to themselves.
- Five students at a time will be allowed in serving area.
- Students will sit in their assigned area or table.
- Students will talk only to those students sitting at their table using a Level One Voice.
- Students will stay seated and raise their hands if they need assistance.
- **Students will not be released to use the bathrooms during lunch,** (Teachers will make sure their students have stopped at the restrooms and have washed their hands before reporting to the cafeteria).
- Students will stay seated at tables until adult on duty dismisses them. Monitors will wheel red trash cans to lunch table to collect trash.
- Student throw away all trash and leave tables clean for the next class.
- All food and drinks **MUST** remain in cafeteria (per TPS Child Nutrition Guidelines)



## Outside Recess Procedures

### **STUDENTS WILL NOT PLAY CHASE OR TAG.**

**Students will be monitored at all times when on the school playground.  
Students will not be allowed on the playground without adult supervision –  
including before and after school.**

#### **Expectations:**

- Students accompanied by teachers, will use line procedures to walk to the track
- Students will use our track to walk, jog or run two laps at the start of recess
- Students will then have free play within their assigned playground area.
- Students will enter the building accompanied by teachers using line procedures.

### **NON-NEGOTIABLES**

**Students will be respectful and kind at all times.**

**Students are expected to play only in the assigned areas.**

**Students will keep hands and feet to yourself at all times.**

**Students will not throw items while on the playground – such as pea gravel, sticks, etc.**

**Students will keep shoes on at all times.**

## 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:**

- Down the slides, up the ladders
- Slide – one person at a time, go down on bottom & feet first, and back around
- No jumping off any equipment

## Dismissal Procedure

**Students will not be released between the hours of 2:00 and 2:30.  
Parents MUST plan accordingly.**

### **Student Expectations:**

- Students collect belongings with quiet voices from locker and line up with their teacher.
- Students will use hallway and line procedures, accompanied as they make their way to the auditorium
- Students assigned for parent pick-up will be escorted to their cars by teachers or safety patrol.
- Walkers will clear the campus immediately after being escorted outside by teachers.
- **Once outside, students will not re-enter the building unless given permission by a staff member.**

### **Expectations:**

- Be respectful of dismissal times – car riders are dismissed at 2:35
- Follow parking lot procedures.
- If assigned for car rider pick-up, you must display student card on your dashboard
- Students assigned for parent pickup will be released at 2:35

## *No Bulling Policy*



### **If you are being bullied:**

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

### **If you know someone who is being bullied:**

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