

Student Handbook



HAMILTON
Elementary School

2022 – 2023

HELPFUL WEBSITES/SOCIAL MEDIA

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

Tulsa Public Schools Website: www.tulsaschools.org

Hamilton Elementary Handbook:

<https://resources.finalseite.net/images/v1648217552/tulsaschoolsorg/bra7qz6veacd1fclmth9/hamiltonstudenthandbook.pdf>

Hamilton Elementary Website: <http://hamilton.tulsaschools.org>

PeachJar: www.peachjar.com

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

Like us on Facebook: <https://www.facebook.com/hamiltonhuskiesTPS/>

WELCOME TO HAMILTON

Mascot

HUSKIES

Colors

White, Navy Blue, Royal Blue

VISION

“We believe that our students should experience joyful, healthy relationships in a learning environment that includes rigorous content with daily strong instruction, deep engagement and student ownership through feedback goal setting.”

MISSION

College/Career Bound

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

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

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

School office hours are from 7:00am-3:30pm.

Hamilton Elementary: (918) 746-9440

Hamilton Fax Number: (918) 746-9447

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Like us on Facebook <https://www.facebook.com/Hamilton-Huskies-108853034893622>

Tulsa School Calendar 2022-2023

First Quarter: August 18, 2022 – October 11, 2022

Second Quarter: October 12, 2022 – December 16, 2022

Third Quarter: January 4, 2023 – March 22, 2023

Fourth Quarter: March 23, 2023 – May 25, 2023*

**Any additional calendar days beyond May 26 will result in an extension of the calendar.*

CLASSES WILL NOT BE IN SESSION ON THE FOLLOWING DAYS

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

ATTENDANCE

If your child cannot come to school, you need to report the absence and the reason for the absence to the school attendance office before 9:00a.m. The phone number for the attendance clerk is (918)746-9440. School attendance is a very important part of the student's learning process. Parents are, by law, accountable for their child's attendance. Students attending elementary schools shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. Students' attendance records with less than 90% attendance of the scheduled instructional time may be recommended for retention (School Board Policy 2204).

Attendance problems requiring action: **Students who have ten consecutive unexplained absences will be withdrawn.** If the student returns to school, a parent must accompany the child and complete the entire enrollment process again. If you do not contact the school, the absence will be considered an unexplained absence. After 3 unexplained absences or tardies, a school official will contact you. Excessive unexcused absences are grounds for interventions by school personnel and

referral to the District Attorney's office for non-compliance of State Laws regarding compulsory school attendance. Students with excessive absences may be retained.

Following are reasons for excusing absences:

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

Perfect Attendance

Students who have perfect attendance in the first quarter will receive a free perfect attendance shirt. 1st quarter begins August 21st-October 16th. Perfect attendance shirts will be given to students who are in attendance a full day from 7:15am-3:35pm from August 21st-October 16th. This means they have no tardies, and no early checkouts.

ARRIVAL

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

BEHAVIOR

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

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

Items brought from home that are not allowed at school will be confiscated and held until a parent picks up the item. If there are further occurrences, the item will not be returned.

Weapons are defined by Tulsa Public Schools as anything that creates a threat to the safety and well-being of students or school staff. **Guns, knives, weapons, facsimiles of weapons, or lasers are never allowed.**

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

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

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

As with any incident of student behavior, the school administrator must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/ or the TPS Behavior Response Plan. The tiers (1, 2, and 3) guide administrators to use *progressive interventions* to change

student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed.

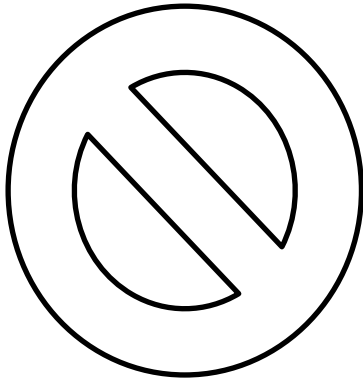
Levels of consequences and options for progressive interventions follow. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences.** For serious violations, interventions/ consequences may begin at a higher level.

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

| Tier | Disciplinary Options | |
|------|---|---|
| 1 | 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 |
| 2 | 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 |
| 3 | 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) |

BULLYING

Students are strictly prohibited from engaging in any kind of harassment of any student, employee, or visitor at Hamilton. 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.



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

BUS BEHAVIOR

Bus transportation may be provided to students who live within the Hamilton attendance area and greater than 1½ miles from Hamilton. The TPS Transportation Department determines eligibility. Qualified students who desire bus transportation are required to have an approved transportation form on file in the office. Children who are not regular bus riders and do not have an approved transportation form on file are not allowed to ride the bus.

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

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

| Bus Behavior Expectations for All Students | |
|--|-------------------------|
| <i>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.</i> | |
| 1. At the Bus Stop | 2. When the Bus Arrives |

| | |
|--|---|
| <ul style="list-style-type: none"> ● Arrive at the assigned bus stop 10 minutes before the bus pickup ● Be respectful and watchful of traffic ● Wait in a quiet and orderly manner ● Wait for the bus in a safe place, clear of traffic, and away from where the bus stops ● Stay off of private property | <ul style="list-style-type: none"> ● Allow the bus to come to a complete stop with the warning lights flashing and all traffic has come to a complete stop ● If crossing the street is necessary, cross in front of the bus after the driver motions for you to cross ● Board the bus in a single file line, quietly and orderly ● Upon entering the bus proceed directly to an available or assigned seat. |
|--|---|

| | |
|---|---|
| 3. On the Bus | 4. Exiting the Bus |
| <ul style="list-style-type: none"> ● Follow the instructions of the bus personnel ● Be respectful of the rights and safety of others ● Use language appropriate for the school setting ● Keep the bus neat and clean ● Do not eat or drink on the bus ● Stay seated while the bus is moving; keep aisles and exits clear ● Do not extend head, arms, or objects out of bus windows ● Keep hands, feet, and other objects to yourself ● Talk quietly and politely | <ul style="list-style-type: none"> ● Remain seated until the bus comes to a complete stop ● Exit the bus in an orderly manner ● Cross in front of the bus only |

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

| 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|---|---------------------------|----------------------------|--|
| <ul style="list-style-type: none"> ● Parent Notification ● Student Conference ● Seat change 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>Appropriate Action Required</p> <p>Additional bus or school suspension commensurate with offense</p> <p>TPS Behavior Response Plan implemented as appropriate</p> | | | |

BIRTHDAYS

Birthdays can be recognized in the classroom at teacher discretion. Parents wishing to recognize their child's birthday at school must first get approval from the **teacher** and follow the guidelines for "**Parties and Refreshments.**" Flowers and balloons delivered to school will be held in the office until dismissal.

BREAKFAST IN THE CLASSROOM

Breakfast is served beginning at 7:15 a.m. in homeroom classrooms. Students arriving after 8:00am will not be served breakfast. Please make every effort to have your child at school on time.

CAFETERIA: Student Expectations

- Enter and exit using hallway procedures.
- Polite talk: "Please" "Thank you"
- Whisper/Small Group talk at tables
- Raise hand for permission to leave the table
- Wait until teacher directs you to throw your trash/tray away
- Close milk carton, stand up, pick up tray/trash and remain in a straight line when disposing of trash. (Dump and Go!)
- Line up/walk out the Hamilton way: Respect personal space and remain in a straight line following line/hallway procedures.

CELEBRATIONS

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

COMMUNICATION

The most effective way to know what is going on school-wide at Hamilton 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 has the ability to 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. School and classroom newsletters will also inform parents of school events, classroom activities, announcements and other information. School bulletins will be sent home via Peachjar. A Thursday home and back folder is to be used by each student to take papers home and back to school. Parents are asked to view the contents regularly and return any needed information as soon as possible. The folder is to be returned to school the following day.

CONFERENCES

Parent-Teacher Conference Days are scheduled twice yearly for all parents. Conferences at other times are encouraged and may be scheduled by parents or teachers whenever the need arises. All conferences must be scheduled with the teacher prior to the conference time. Other duties and responsibilities immediately before school, during school and after school often prevent the teacher

from conferencing at unscheduled times. Since teachers are greeting children and preparing for the day's activities, they are not able to conference before school unless prior arrangements have been made.

DISMISSAL FROM SCHOOL

Children are expected to remain at school until dismissal time, unless the parent or legal guardian obtains an official release of the student. Parents/guardians are requested to schedule appointments after the school day to avoid the need for a late arrival or early dismissal. If it becomes necessary for students to be excused from school for a medical appointment or other unavoidable emergency, the parents/guardians come to the office and sign out the child. Students will not be released to anyone not on a student information card unless the office receives written permission from the parent/guardian. Early pick-up should not become a regular practice. Valuable class instruction is missed and students do not get full educational benefits if they leave early. Students leaving prior to 1:28pm will be considered absent one-half day.

DRESS CODE/UNIFORM POLICY

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

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

| | |
|------|--|
| | <ul style="list-style-type: none"> ● NO high heels, backless shoes, flip flops, slippers, shower shoes, cleats or roller shoes ● Socks must be a solid color. No design or prints. |
| Head | <ul style="list-style-type: none"> ● Coats, hats, gloves, scarves, etc., must be stored in students' lockers or 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. ● Make-up is not to be worn. ● Hairstyles are to reflect uniform dress. Therefore, extreme hair colors, or distracting hairstyles are not permitted. ● Sunglasses, unless prescribed by a doctor, shall not be worn to class or within the school buildings. ● Visible pierced jewelry shall be limited to the ear. ● Expensive jewelry is discouraged. If worn, earrings must be small. Large hoop and dangling earrings are not allowed for safety reasons. |

School Spirit Days: Friday of each week is designated school spirit days. Students may wear a Hamilton shirt with a uniform bottom.

ENROLLMENT

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

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

FREE BREAKFAST AND LUNCH

The TPS Child Nutrition program will be providing ALL elementary students breakfast and lunch meals at no cost for the 2019-2020 school year. This is made possible through the Community Eligibility Provision of Healthy, Hunger-Free Kids Act of 2010. Families at TPS elementary schools will still have to submit a household application even though all students receive free breakfast and lunch.

HOMEWORK

Homework is an integral part of the total instructional program at Hamilton. Teachers assign homework to support and extend the class work. The intent of the homework assignments is to support the development of self-directed, enthusiastic and responsible students. Homework assignments provide an opportunity for parents to be more informed about the work students are doing in class. Students should be able to complete their homework within a reasonable amount of

time at home. Parents are encouraged to communicate with teachers if the homework seems unusually difficult or time-consuming for the child.

IMMUNIZATIONS

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

ILLNESS AND/OR INJURY

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

ILLNESS AND PHYSICAL EDUCATION

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

LOCKERS

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

LOST AND FOUND

Lost and found items should be turned in to the office. Clothing items and non-valuables will be placed in the lost and found cabinet located in the cafeteria. Other items that are found will be in the front office. Items should be labeled with the student's name to help avoid loss.

LUNCH

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

MAKE-UP WORK

Students are encouraged to make up work for all absences. When the absence from school is excused, the student will receive credit for work that is completed in a timely manner. Students are responsible for securing and completing make-up assignments. Students will be allowed one day make-up time for each day's absence. Credit will not be given for work missed due to an unexcused absence. Parents may request make-up work for absences by calling the school office. A 24 hour notice must be provided to the teachers when make-up work is requested.

MEDICATIONS

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

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

PARENT INVOLVEMENT

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

PARENT TEACHER ASSOCIATION (PTA)

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

PARTIES AND REFRESHMENTS

Homeroom parents through PTA provide

two parties for the students throughout the year- a winter party and a spring party. Homemade foods are not permitted. All refreshments are to be purchased ready-made and arrive at school unopened in their original packaging. Students are not to bring refreshments or food to classrooms without the prior approval of the teacher.

PERSONAL BELONGINGS

Students are expected to bring to school only items that contribute to the learning process or their well-being. Toys and games are not to be brought to school except by the teacher's permission for

special projects in the classroom. Items considered inappropriate for school include, but are not limited to, toys, electronic games or devices, iPods, purses and cosmetics. Children should not bring items of exceptional value to school. The school is not responsible for valuable items brought to school. Animals are not to be brought to school by students. Any animals brought to school by an adult for an educational purpose must have the prior approval of the teacher and principal.

PROBLEMS

STUDENT SCHOOL PROBLEMS

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

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

POWERSCHOOL

Parents have the ability to check their students' grades through PowerSchool with a unique user ID and password. The information for logging in will be given at Meet the Teacher or you can contact the office for this information.

STUDENT PERSONAL PROBLEMS

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

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

PROCEDURES

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

Arrival Procedures

Staff Expectations

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

Student Expectations

- Students will turn cellphones off prior to entering the building.
- Students have the option to turn their cell phones into the office and retrieve at the end of the day.
- Students will enter the building following hallway procedures at 7:15am and go directly to their locker, then classroom.
- Students will greet their teacher with kind word, kind touch, and a smile at their classroom door.
- Students will begin their do now's (morning work), eat breakfast and work respectfully until morning meeting begins.

Parents Expectations

- Follow parking lot and arrival procedures.
- Drop off is located in the large south parking lot. Please do not drop child off in front of the school on Norwood Place. This is the bus loading and unloading zone.
- Say 'good-byes' to students in the front lobby if you wish to walk them in. After the first week of school parents will not walk students down to their classroom. You must sign in as a visitor and 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.

Cafeteria/Lunch Procedures

Staff Expectations

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

Student Expectations

- Enter and exit using hallway procedures.
- Polite talk: "Please" "Thank you"
- Whisper/Small Group talk at tables
- Raise hand for permission to leave the table
- Wait until teacher directs you to throw your trash/tray away
- Close milk carton, stand up, pick up tray/trash and remain in a straight line when disposing of trash. (Dump and Go!)
- Line up/walk out the Hamilton way: Respect personal space and remain in a straight line following line/hallway procedures.

Dismissal Procedures

Staff Expectations

- Teachers will dismiss bus students to lockers to line up at 3:30pm.
- Teachers will dismiss all other students at 3:35pm.
- All teachers will walk with their classes to their dismissal location and remain until duty teacher shows up.
- Teachers on duty will wait with students and assist and supervise students. Outside car duty teachers will assist students into vehicles as parents pick students up from the large south parking lot.
- At 4:00pm teachers are off duty. Please bring any remaining students not picked up to the auditorium.

Student Expectations

- Students collect belongings with quiet voices from locker and line up with their teacher.
- Students will use hallway and line procedures and walk with their teachers as 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 duty teacher to call their number, release walkers, and call their bus or day car bus name.

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 south parking lot.

Students are dismissed from school at 3:35pm. Students are either bus riders, car riders, day care 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. Walkers are ONLY for TRUE WALKERS. 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.

Bus & Daycare Riders

- Bus riders and daycare riders will be dropped off and picked up in the bus loading and unloading zone located on Norwood Place. Daycare vans need to make sure they stay behind the buses and allow the buses to load first. Bus riders and day car are dismissed to the cafeteria. Bus riders line up on the window wall (east wall) and daycare line up on the sink wall (south wall) and wait silently 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.

Car Rider Pick Up

- Each family has been assigned a car number. Please hang the tag on your rear view mirror. The car rider line begins at the south side of the school. PLEASE ENTER CAR RIDER LINE OFF OF VIRGIN ONTO NORWOOD PLACE. If you are the first car in line please pull up to the first cone

you see on the side walk. Please have your left side passenger door unlocked for your child(ren) to be loaded as quickly and safely as possible. Students will go to the auditorium, sit down in grade level sections, read a book and or work on something silently. Once they hear their number called over the microphone, they will line up and be escorted out to the car rider pick up area located in the large south parking lot. Teachers escort students down the 1st and 2nd grade hallway and out the south large parking lot doors. Our goal is to load 8 cars at one time so please watch for a teacher to direct you of when and how far to pull up. Students that need help buckling will have the help of the safety patrol or duty teacher. Please have your child(ren) buckle as quickly as possible. If having trouble buckling, you may pull over to the right side past the very first loading cone. Please make sure you do not block a crosswalk area with your car or the bus loading zone in front of the school. It is strongly encouraged to make only left lane turns back out on to Norwood Place.

True Walkers & Bike Riders

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

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

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

Drinking Fountain Procedures

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

Staff Expectations:

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

Student Expectations:

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

Hallway/Line Procedures

1. Face Forward; Single File Line; Right Side
2. Hands to Self
3. Voice Level 2 or Below
4. Allow Others to Go First Whenever Possible

Staff Expectations:

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

Student Expectations:

- Students will face forward while in line.
- Students will keep hands to self.
- Students will have their voices no higher than (2 Voice Level)
- Students will be kind and allow others to go ahead of them instead of getting upset.

Parking Lot Procedures

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

- Motorists are expected to use extreme caution and drive slowly while in the parking lot, car rider line and adjacent streets.
- Motorists may not park, drop off or pick up their child in the 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.

Recess Procedures

Students have adult supervision while playing on the playground during school day recesses. Students may not play on the equipment immediately before or after school without adult supervision. Staff

members are not available to supervise children during these times. Several play areas are available for students during recess times. Students are expected to play only in the areas assigned to them.

Staff Expectations:

- Be on time, “all the time” for duty and student pick up.
- Teachers will walk classes to the outside doors and release them to the playground.
- Staff on duty will interact with students during playground activities.
- Staff will move throughout their assigned area, watching students at separate locations.
- Show mutual respect for staff and students.
- Be proactive in addressing playground issues.
- Pull appropriate playground materials from the shed located by the doors to the playground. The last class on the playground will pick up materials 5 minutes prior to pick up.

Student Expectations:

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

Recess Equipment Procedures

Sporting Equipment:

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

Jump Rope:

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

Big Toy Equipment:

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

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

Restroom Procedures

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

Staff Expectations:

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

Student Expectations:

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

Assembly Procedures**Staff Expectations:**

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

Student Expectations:

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

PROGRAMS/ACTIVITIES/ORGANIZATIONS

Students are provided the opportunities to participate in a wide variety of programs and activities.

Some of Hamiltons' programs and activities include the following:

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

**After School Programs provided: Girl Scouts, Campfire, and Boy Scouts

PROGRESS REPORTS

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

REPORT CARDS

Report cards are issued quarterly. They contain valuable information about the child's academic and social behavior progress. Parents are expected to sign the progress reports. For report card a signature card will be sent home for parents to sign and return each quarter. The student is to return them the following day or as soon as possible. Parents are encouraged to call the school whenever they have concerns or questions regarding the reports.

SCHOOL SPIRIT DAYS

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

SCOOTERS/SKATEBOARDS/BICYCLES

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

SPECIAL LUNCHESES

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

STUDENT INFORMATION /EMERGENCY INFORMATION

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

STUDY TRIPS

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

STUDY TRIP CHAPERONES

Periodically classes will take study trips to compliment curriculum objectives. Parents may be needed to help supervise children when off campus. When accompanying your child's class on these trips, other siblings may not attend. You also need to provide your own transportation unless the trip is out of town and space is available on the bus. You may also be responsible for any entry fees. Do not allow

your child to bring money during a study trip, unless indicated on the permission slip. All necessary expenses will be covered by the school or taken care of ahead of time (t-shirts, etc.). More chaperone details will be given to parents at the beginning of the year meeting.

TARDINESS

Children are expected to be punctual in arriving at their assigned areas. They are expected to be in the assigned place and ready to work when the second bell rings at **7:30am**. Any student who is not in class at the appropriate time will report to the office for a tardy slip. When a child arrives after 7:30am the student will need to be accompanied by an adult to the office to receive a tardy slip. Students who arrive after 8:37am are considered absent one-half day.

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

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

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

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

Technology for Student Use (School Device Provided)

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

- Keep all food and liquids away from the device.
- Always follow directions given by the teacher.
- Be on the task assigned by my teacher at all times. The device will be used for educational purposes only.
- Only use web tools such as video games and social networking authorized by my teacher.
- Use the Internet to search only sites that are appropriate to the school curriculum.
- Respect yourself by using the device appropriately.
- Respect the work of other students. Do not change or delete the work of other students.

- Be a team player: When working in collaboration with other students, be respectful and kind.
- Respect other students by not accessing their accounts.
- Use the device in ways that are appropriate and educational.
- Be polite and use appropriate language.
- Do not share passwords with anyone except your parents and teachers.
- Never share any personal information.
- Report to your teacher if you feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally viewing something inappropriate.

TEXTBOOKS

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

VISITORS/GUESTS

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

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

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

VOLUNTEERS

We value the school volunteers who perform valued services for students and staff. Volunteers make learning materials and prepare bulletin boards. They assist children in the classrooms, during field trips, and parties, and other school and classroom activities. Parents who are unable to be at school during the school day often do volunteer projects at home. All volunteers are required to register as a school volunteer by completing a School Volunteer Profile Form, which is available in the school office.