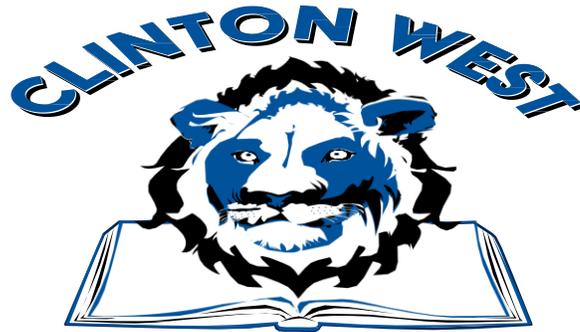


CLINTON WEST ELEMENTARY PARENT/STUDENT HANDBOOK 2022-2023

2224 West 41ST Street Tulsa, Oklahoma 74107

918-746-8670 (phone)

918-746-8691 (fax)



Helpful Names to Know

Stephanie Fox, Principal

Jacqueline Beavers, Dean

Niki Grauberger, Attendance Facilitator

Melissa Vowell, Parent Involvement Facilitator

Jan Stewart, Principal's Secretary

Julie Stoddard, Clerk

Afsheen Gul, Cafeteria Manager

Heather Jones, Assistant Cafeteria Manager

TPS Vision:

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

CLINTON WEST VISION:

Clinton West is a unique community school that teaches the whole child in a safe environment to engage in and improve our ever-changing world.

TPS Mission:

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

CLINTON WEST ELEMENTARY MISSION

Together with the Westside Tulsa community, our mission is to:

*Educate all scholars by empowering them to be lifelong learners and modeling that in our own lives.

*Provide access to opportunities to hone their skills, character traits, and values necessary to be successful in a changing world.

*Challenge scholars to achieve their maximum potential in an engaging, inspiring, and safe learning environment.

<https://clintonwest.tulsaschools.org/>

VISITORS AND VOLUNTEERS

Tulsa Public Schools policy requires all visitors to **register in the school office**, stating the purpose of their visit. All visitors must wear a visitor badge. This policy is for the safety of our students and teachers and for the protection of our instructional time.

We appreciate you supporting this policy for the safety of our students.

If you would like to volunteer, please see our parent facilitator, Melissa Vowell. Our parent volunteers are needed and welcome. All volunteers must fill out an application and provide a copy of a valid state issued photo ID, prior to volunteering. Please allow five days before any scheduled events for application and background check processing before volunteering.

WEATHER ALERTS

If school is in session, Tulsa Public Schools will NOT dismiss school early due to inclement weather. Check the TPS website, TPS Facebook page, School Messenger, listen to your radio, or watch television news in the morning for school closings.

SCHOOL SUPPLIES

Clinton West is a SUPPLIED FOR SUCCESS school. All basic school supplies are supplied for your child. Our classroom teachers have requested the following items: 2 boxes of facial tissue, 1 roll of paper towels, 1 box of zipper storage bags, 1 jar of hand sanitizer, 1 container of disinfectant wipes, dry erase markers and 1 zipper pencil pouch.

STUDENTS UNIFORMS

POLO SHIRTS

Can be long or short sleeve

No t-shirts or sleeveless shirts. All shirts must have collars

No writing, logos, stripes or patterns

Approved colors for shirts are any solid color, polo style shirt

PANTS & SHORTS

No jeans or pants made from denim material (may only be worn on announced free dress days)

Pants should fit properly in all areas, good condition, no rips or tears

Shorts must extend below the fingertips when the child is standing with hands to their sides

Navy, khaki, tan or black

DRESSES, SKIRTS & JUMPERS

Length must extend below the fingertips when the child is standing with hands to their sides

Jumpers must have a collared shirt underneath

No writing, logos, stripes or patterns

Navy, khaki, tan or black

Leggings may have decoration that is not distracting

SHOES

All shoes must be athletic style shoes

All shoes must be closed at the toe and heel

Any color

NO sandals, slides, Crocs, heels, boots, etc

ACCESSORIES

Costume headbands are not allowed. All jewelry and hair accessories should not be a distraction from learning (teacher and school discretion) The teacher may choose to have them remove any items that become a distraction. Hats or jacket hoods are not to be worn inside the building.

NO hoodies may be worn during the school day.

SPIRIT DAYS

Designated spirit days will be Fridays. Students may wear their regular uniform bottoms with a Clinton West spirit shirt (t-shirt) on these days

Adjustments to the dress code may be made for special events and at the discretion of the principal.

CELL PHONES-Students may bring phones to school, but they must be powered off and put away somewhere safe, like a pocket, or locked locker, etc. The first time the phone is out and be interacted with will be a warning. The second and third time, the teacher or adult, will send the student and the phone to the principal. A conversation will be had, and the phone will be secured for the day, with the student signing it in and out at the end of the day.

LOST AND FOUND

We encourage students to look for their items in the Lost and Found cabinet, located in the gymnasium entry area. Parents are welcome to check this cabinet when they are in the building. Items left in the cabinet for a semester will be donated to a local charity each semester.

BELL TIMES

7:30-2:35

Students may enter the building beginning at 7:10 a.m. Students in grades 1-5 enter through the gym doors and go directly into the gym. These students are dismissed through the same doors at the end of the school day.

Students in Pre-K and K enter the building using the outside cafeteria doors on the west side of the building. Students remain in the cafeteria with the on-duty staff member until they are dismissed to Rise 'n Roar. Pre-K and K car riders are dismissed through the same door.

BREAKFAST AND LUNCH

BREAKFAST IN THE CLASSROOM

Breakfast is provided in the classroom. Please have your children to school on time so they do not miss the most important meal of the day! All students will eat breakfast in the classroom with their teacher and other classmates.

There will be no breakfast served after 8:00 am.

Thank you for your cooperation.

Times Breakfast: M-F, 7:30 - 8 a.m.

Lunch: M-F, 10:50 a.m. - 12:35 p.m.

Clinton West Café **918-746-8649** clifcafe@tulsaschools.org

MEAL PRICES 2021-2022

MEAL	STUDENT	ADULT
BREAKFAST	FREE	\$2.00
LUNCH	FREE	\$4.15

IMPORTANT MORNING AND AFTERNOON PROCEDURES

Non-bus riders may arrive no earlier than 7:10 am. There is no one to supervise your child until that time. **Students will not be dismissed early after 2:00 pm.** It disrupts class work and students miss important content. Pick up your child promptly at 2:35 pm or make arrangements for day care with a day care provider of your choice.

Please call the school office (918-746-8670) **by noon**, if you need to change your child's usual mode of transportation home after school. You must call, send a note to the office, or come to the school. We will **NOT** change your child's transportation home per your child. A dated note is preferred.

INSTRUCTIONAL TIME

Every minute of your child's learning day is important. Each student will experience: literacy, math, writing experiences, science/social studies activities, computer, library, physical education (PE), fine arts, student leadership, enrichment experiences, and social-emotional opportunities. ***Thank you for valuing your children's learning time as much as we do by having them at school **on time, all day, every day.*****

PICK UP/DROP OFF

Student drop off for Pre-K and K (No drop-offs before 7:10 AM) & Siblings

Pre-K and kindergarten students are dropped off on the west side of the school building. Parents enter the circle drive and wait to unload until instructed by the school staff. Students enter the building at the cafeteria door.

Student drop off for grades 1-5 (No drop-offs before 7:10 AM)

There are three lanes at the entry to the school drive. Parents of students in grades one through five are to use lane three (the lane on the left) only. Students are let out at the cross walk and should exit the car on the driver's side. Students are only allowed to cross using the crosswalk when instructed by a Clinton West staff member. After crossing, students are to walk on the right hand side of the sidewalk to the gym doors.

Student pick up for Pre-K and K (School dismissal time is 2:30 PM) & Siblings

At dismissal time, Pre-K and K students and their siblings will go to the cafeteria. Students will be dismissed through the west doors of the cafeteria. Parents will pull into the circle drive and wait for their students to come out. For safety purposes, parents are prohibited from parking along the street and walking up to get their students.

Student pick up for grades 1-5 (School dismissal time is 2:35 PM)

Students in grades one through five will be picked up at the gym doors. All cars picking up these students will wait in the line extending west on 41st street. When all of the buses are gone, the line will progress to the gym doors using lane one (the lane to the right). Students will exit through the doors when called and they will be directed to their car by a Clinton West staff member. Parents are not to park in the parking lot and walk up to get their students.

BUS ROUTES (STUDENT TRANSPORTATION)

<https://www.tulsaschools.org/student-and-family-support/bus-routes>

Riding the bus to and from school is a *privilege*. If a student's conduct is unbecoming or in any way endangers the welfare of other students, this privilege will be revoked. If permission to ride the bus is revoked, the parent must provide transportation.

Parents of children riding buses are provided with school bus transportation regulations and procedures. Video cameras are routinely used on all school buses. All Bus students are subject to videotaping. It is the parent's responsibility to discuss with his/her child the provisions of the safety and behavior code for bus ride. We must have a Student Transportation/Accommodation Form on file for all students riding the bus.

We ask that parents help their children board the bus each morning.

Pre-Kindergarten through 2nd grade students must have an adult meet them at the bus stop or a sibling at least nine-years old accompanying them off of the bus each afternoon. If there is not an adult or sibling (nine-years old or above) to meet or accompany your child, he/she will be considered

undeliverable. He/she will remain on the bus and be taken to the TPS transportation office. You will need call 918-833-8100 to make arrangements to pick up your child from the TPS Transportation office.

WALKERS

If your child walks home, he/she will be dismissed out the gym doors **after** the buses leave. All walkers are dismissed together. Please encourage your child to go directly home or to where he/she is supposed to go after school.

ATTENDANCE

According to State Law Title 70 Section 10:106 "If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes." NOTE: To be excused parent must bring doctors note to office, have doctors' office fax it, or send with child.

Tulsa Public Schools attendance policy: "Elementary Student Absences: 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. **All absences** (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except that excused absences for religious holidays shall not be counted for purpose of determining a student's eligibility for promotion."

REPORTING ABSENCES

When your child is absent from school, it is your responsibility to call the office by 8:00 am to notify us as to the reason for the absence (918-746-8670).

SCHOOL MESSENGER

For the 22-23 school year, we will use the School Messenger communication system to keep our families updated. It gives us the ability to contact you by phone, email, & text in the event of emergency weather closings and delayed starts or needed information. Make sure your contact information is up-to-date with your school and to opt-in to receive text messages, text "Yes" to 67587.

VIEW GRADES

Parents, families, and students can use PowerSchool to stay updated on grades, assignments, report cards, and attendance. Contact our office at 918-746-8670 or the Enrollment Center at 918-746-7500 to get a PowerSchool log-in.

STUDENT AND FAMILY GUIDE TO SUCCESS

Our student and family guide to success provides guidance for how school teams may respond to student behavioral issues. Our goal is to support our students in learning how to navigate challenging situations and make smart and productive decisions about how they respond so that they are prepared to be successful in college, careers, and life.

<https://www.tulsaschools.org/student-and-family-support/student-and-family-support-services/behavior-guide>

STUDENT AND SCHOOL SAFETY

There is nothing more important than keeping our students, teachers, and school communities safe, secure, and focused on teaching and learning. Tulsa Public Schools Campus Police works closely with school teams, the Tulsa Police Department, and area law enforcement agencies to protect our students, teachers, school leaders, and staff and to prevent emergencies before they arise.



SEE. HEAR. SHARE.

You can help keep your school community safe. If you see or hear something concerning, call 918-480-SAFE (7233) **or share with a trusted adult.**

SCHOOL EMERGENCY PROCEDURES

Each school's emergency management plan is reviewed and revised annually and after each emergency. Board policy requires our schools to have emergency plans for many different types of emergencies.

GUIDANCE DEAN

Ms. Beavers proudly serves as the Clinton West Guidance Dean. As the school dean, Ms. Beavers is an integral part of Clinton West Elementary. She is involved in almost every conversation in the school and touches students' lives daily. She is very passionate about her job and thrives on the interactions she has with students and their families.

STUDENT AND FAMILY SUPPORT SERVICES

Strong school and family partnerships are integral to the academic, social, and emotional well-being of our students. We welcome our parents, guardians, and families to be involved with their child's schools as volunteers, advocates, and partners in education. There are many ways for parents and families to be engaged in a child's learning experience:

- Join the school Parent/Teacher Association and attend meetings regularly;
- Participate in parent/teacher conferences to learn about your child's academic progress and how you can support learning at home;
- Attend school events when your schedule allows;
- Volunteer in your child's classroom as a tutor or as a helper for your child's teacher; or
- Ask your child's teachers or school leaders how you can be helpful in the school community
- To learn more about parent and family engagement, contact our Parent Facilitator, Melissa Vowell at 918-746-8684 or vowelme@tulsaschools.org.

SERVICES

Attendance Facilitator- Clinton West has a full time Attendance Facilitator. Mrs. Grauberger works to help parents by connecting them to services when they are in need. Mrs. Grauberger supports our staff, students, and parents at Clinton West by working with them to keep your child's absenteeism to a minimum.

Counseling Services - Clinton West proudly works with Day Spring Community Services and A New Way Counseling Center. We also offer a variety of resources to our students and families, including other counseling contacts. Contact Ms. Beavers for information at 918-746-8678 or Beaveja@tulsaschools.org

Reading Partners - Reading Partners offers one on one reading tutoring to struggling readers in first and second grade. Contact the school office to speak with our Reading Partner coordinator.

Parent Involvement Facilitator - Clinton West has a full time Parent Involvement Facilitator. Mrs. Vowell works to help parents by connecting them to services when they are in need. Mrs. Vowell proudly supports the staff, students, and parents at Clinton West by keeping a calendar of events, working with the PTA, and other outside agencies as needed.

HEALTH SERVICES

EMERGENCY CARE OF ILL OR INJURED CHILDREN

If your child is injured or becomes ill at school, every reasonable effort will be made to care for him/her. We are permitted to render only simple first aid at school. If the parent, child's physician, or other person to be contacted cannot be reached, the child will be taken to the emergency room at one of the local hospitals. However, the hospital must have parental consent before treating a minor and Tulsa Public Schools does not assume responsibility for the payment of hospital or doctor bills.

It is important that parents keep their child's information updated (phone, cell phone, address, emergency contact, etc.) in case of an emergency!

ILLNESSES

If your child's temperature is 100 degrees or higher, the Centers for Disease Control recommends you keep your child at home until **48 hours after** the fever is gone (without the use of medications).

A child with a bad or persistent cough should stay at home and possibly see a doctor. When your child is feeling better and the cough is manageable, it's time to get back to school!

If your child has diarrhea or is vomiting, keep him or her at home until 48 hours after the last episode (without medication).

If you have concerns about your child's health, call your healthcare professional.

The health assistant, _____, is available to answer any questions regarding your child returning to school after an illness.

MEDICATION DURING THE SCHOOL DAY

Medication will be given to a student only with the written permission of either their parent or guardian. **Prescription medicine must be in a currently dated prescription vial or properly labeled container, which correctly states the name of the patient, the name of the physician, and directions for administering the medication.** .

Any medication to be given to a student at school must be brought to the school Health Clinic by the student's legal parent/guardian and given to the Health Assistant or nurse. An *Authorization for Administration of Medication* form must be completed and signed by the legal parent/guardian in order for medication to be administered to the student. All medications must be left in the Health Clinic. Medications may not be kept or carried in lunch boxes, backpacks, pockets, purses or in school lockers.

ANNUAL ASBESTOS NOTICE

TO ALL EMPLOYEES, PARENTS, VISITORS AND ANY INTERESTED PERSON:

Regarding ASBESTOS-CONTAINING MATERIALS in ALL buildings OWNED, LEASED/RENTED or USED by TULSA PUBLIC SCHOOLS.

ALL TULSA PUBLIC SCHOOL BUILDINGS have been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors.

Results of inspections, samples and subsequent analysis are available for your review in the ASBESTOS MANAGEMENT PLAN on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77th E. Avenue, Tulsa, Oklahoma.

Contact person: Jason Coan
Maintenance Center
1555 N. 77th E. AVE
Tulsa, OK 74115
Phone:(918) 833-8006

CHILD FIND NOTICE FOR GIFTED EDUCATION AND TALENT DEVELOPMENT SERVICES

Every child in Tulsa Public Schools who shows evidence of high performance ability in areas such as intellectual capacity, specific academic areas, creative thinking, artistic ability, or leadership capacity and who requires extended learning opportunities or experiences in order to fully develop such capabilities is eligible for nomination and referral for testing to receive Gifted and Talented services at your child's school.

This notice is an attempt to locate students for assessment and qualifying procedures for the services to which they are entitled.

If you are aware of a child who might qualify for gifted and talented services and is in need of differentiated instruction. Please contact the student's classroom teacher, the school principal, the school counselor, or the Site Gifted and Talented Teacher to initiate the identification process.

Dr. Linnea Van Eman

District Coordinator of Gifted Education and Talent Development Services
3027 S. New Haven Ave Room 449, Tulsa OK 74114
T: 918-925-1182
vanemli@tulsaschools.org

CHARLES C. MASON EDUCATION SERVICE CENTER

3027 South New Haven Avenue 74114
918-746-6800

STUDENT ENROLLMENT INFORMATION

<https://www.tulsaschools.org/enrollment/how-to-enroll>

Tulsa Public Schools Enrollment Center is located at
2819 S. New Haven Ave. Tulsa, OK 74114
(USE NORTH DOOR ENTRANCE)
918-746-7500