

# **CELIA CLINTON ELEMENTARY**

## **23-24 STUDENT HANDBOOK OF POLICIES AND PROCEDURES**

**Tulsa Public Schools**

**Celia Clinton Elementary  
1740 N Harvard  
Tulsa, OK 74115  
(918) 746-9320**

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**Celia Clinton Elementary  
Student Handbook  
of  
Policies and Procedures**



## **OUR VALUES**

### **EQUITY**

All children deserve the opportunity to develop their full academic and social potential. Valuing equity means that we must provide resources and supports matched to student need, for every student in every school. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.

### **CHARACTER**

We are honest, trustworthy and have high standards of behavior. We make decisions, take action and approach our work based on what is best for our students and their success. We do the right thing even when it is hard. We face difficulty with courage and have the moral fortitude to act in accordance with our beliefs. While we do not always agree, we treat one another with kindness and respect.

### **EXCELLENCE**

Tulsa needs and expects world-class public schools. We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets. Achieving excellence means striving for it every moment of every day. It means sweating the small stuff while we focus on the big picture with determination and persistence.

### **TEAM**

We care for one another, support the personal and professional development of one another, and work together to improve our community. Together we celebrate success, learn from struggles and invest in the development of our teams and team members. While we value our work together and invest mightily in it, we also honor and respect the commitments our team members have to their families and communities outside of work.

### **JOY**

We love to have fun! Play is invaluable for students and adults alike. Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. At Tulsa Public Schools, we foster exuberant classrooms, schools and places of work where children and adults pursue their passions and are relentlessly curious. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

# GET CONNECTED TO STAY INFORMED

**Your involvement makes a difference and is a contributing factor to our student's success. Check out our resources below to get involved!**

**Celia Clinton Webpage:**

**<https://celiaclinton.tulsaschools.org/>**

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**Celia Clinton Facebook Page:**

**<https://www.facebook.com/pages/Celia-Clinton-Elementary-School/162522527106187>**

# **Celia Clinton Elementary School**

## **Mission Statement**

**Celia Clinton is a community of learners which strive to provide a safe and nurturing environment, supporting all educational, developmental, and social needs through our commitment of high expectations.**



All Celia Clinton staff members and support personnel share the vision of Tulsa Public Schools to work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life.

# **DESTINATION EXCELLENCE!**

# CELIA CLINTON IN REVIEW



## **SCHOOL SONG** **Celia Clinton Cougars**

We are the Cougars, high flyin' Cougars.  
Our colors are red and gold.  
Red is for valor, gold for royalty.  
Put them together; we claim victory.  
Let's hear it for Clinton, CELIA CLINTON,  
The best school in the land.  
We are sister and brother,  
United as no other.  
We are Cougars forevermore! Go Cougars!  
We are Cougars forevermore! Go Cougars!

♪♪♪ Jack L. Griffin ♪♪♪

# CELIA CLINTON

## INFORMATION GUIDE

### **Arrival:**

**Every day the doors open at 7:20 am.** When students arrive walk to their classrooms.

“Breakfast in the Classroom” is free to all Celia Clinton students and is served from **7:20 – 7:50 am**. In order for your children to receive breakfast in the classroom, they need to be on time.

Students **should not** arrive on campus before 7:20 am. Thank you for your cooperation and attention in this matter.

### **Early Pick-Up:**

**Please try to avoid picking up your child unless it is for an emergency.** If you must pick up your student early, follow these procedures:

- When you arrive, come to the front office with your **valid, unexpired, photo identification** (School Board Policy 2117-R).
- Sign the student out as directed by office staff.
- Students will then be called down to the office ready to leave.

**Early dismissal will not be permitted after 2:00 pm even with an appointment card.** No student will be allowed to leave class without the office notifying the teacher.  
**Parents are NOT allowed to go to a classroom to get their child.**

If there is an occasion when your child must be checked out of school by someone other than the parent/guardian or persons listed as an emergency contact on the child's contact list information, you will need to come to the office **in advance** and add that person to the current emergency contact and pick-up information. The person picking up your child will need to follow the above procedures in the office and show a **valid, unexpired photo identification.**

**If the child returns to school the same day, the parent or guardian will need to walk the child into the building and sign them back in through the office.** The office will give the student a pass to return to class.

## **Dismissal:**

Dismissal begins at 2:35 pm. All families will receive 2 Dismissal Tags at the beginning of the year. These tags are the only way students will be released. Dismissal Procedures are as follows:

### **CAR RIDERS:**

- When picking up students at dismissal, drive down Queen on the North side of Celia Clinton, take the street dividing Celia Clinton and Educare and enter the school parking lot from Seminole. **Please notice this is a ONE WAY parking lot. Please follow posted signs and traffic flow.** Please do not get out of your vehicle.
- Display your Dismissal Tag on your dashboard or visible to staff.
- Continue to follow the flow of traffic. Students are delivered to your car.

### **WALKERS:**

- Students will leave the building at the east exit.

Students remaining at school for any after school activity will remain with their class during dismissal.

## **Lost or Replacement Dismissal Tags:**

Dismissal Tags can only be given to families by our Parent Facilitator. If you have lost or need a replacement tag please make plans to come into the office between 8 am and 2 pm.

## **Tardies:**

We appreciate the efforts you make to ensure your child is at school every day and on time. When students are tardy they miss out on breakfast, morning activities and critical learning. A student is considered tardy if they arrive **after 7:30 am**. Tardy students must have a pass from the office to be admitted to class. **Excessive tardiness, excused or non-excused, will be reported to Pupil Accounting and truancy.**

## **Absences:**

Every minute in class is important to your child's education and success. While our goal is: **On Time, Every Day, All Day**, we understand there are times your child will be sick or unable to attend school. When this happens, call the school office at **(918) 746-9320 by 8:00 am**. Please provide a doctor's note when your child returns to school following an absence.

If a child is absent for 4 or more **full or partial** days within a four-week period or is absent for 10 or more **full or partial days** within a semester, **the attendance clerk will notify the parent/guardian and immediately report such absences to the district attorney for truancy (pursuant to Title 10A of the Oklahoma Statutes 70-10-106).**

## **Absence Make-Up Work:**

A student absent **fewer than two days** will receive all make-up work upon their return to school. You may call the office to request homework if your student is absent **MORE THAN TWO DAYS**. Students will have the same number of days to turn in missed work, as they were absent.

## **Health Clinic Issues/Sickness or Injury:**

Our student's, staff and families health is just as important to us as their academic success. It is often difficult to know when to keep your child home from school. Here are a few guidelines that may help you determine when your child is "too sick for school":

- continuous fever above 100 degrees F (orally) for 24 or more hours
- continuous or frequent cough
- vomiting or diarrhea for 24 hours,
- a known communicable disease
- severe sore throats,
- Cold or flu
- conjunctivitis (pink eye),
- ringworm, unknown or contagious skin rash
- head lice\

Open wounds/abrasions, etc., need to be covered before coming to school.



If any of the symptoms mentioned above develop at school, the parent will be notified and the child will be sent home. Students may return with a Doctor's note saying they can return or must be **FEVER or SYMPTOM FREE for 24 hours** without medication, before returning to school. Students **must** be cleared through the clinic upon their return.

If your child is injured while at school every effort will be made to care for them. Staff will contact the parent/guardian listed. If the parent or listed responsible persons cannot be reached, the child may be taken to the emergency room by EMSA. The hospital designated by the legal guardian or person responsible for the student's care will be the first choice, if known. **Tulsa Public Schools does not assume responsibility for the payment of ambulance, hospital, or doctor fees.**

**It is your responsibility to make sure the office has current phone numbers to reach parents/guardians, or emergency contacts in case of illness or injury. Please remember to update your contact list and current phone numbers with the front office.**

### **Medications at School:**

Tulsa Public Schools' policy permits administration of medication during the school day **only** with written directions from the physician and/or the parent. If it is necessary to administer medication during the school hours, the parent/guardian will need to fill out a "Permission to Administer Medicine" form in the clinic and talk with the Health Assistant. All medication must be brought to the school clinic **in the prescribed container** from the pharmacy. Over-the-counter medications, including cough drops, can be given to your child only after the clinic receives a signed permission form from the parent/guardian and the over-the-counter medication has a child dosage listed on the package or bottle. **All medication must be current and not expired.** All medication is administered by the Health Assistant, Nurse, or designated school personnel who have completed medication assistant training. **No child is allowed to carry medication during the school day. All medication, including cough drops, must be left in the clinic with the Health Assistant.**

## **Immunizations:**

**State Statute 1210.191 (70, O.S. 1971)**, as amended, states: No minor child shall be admitted to any public, private or parochial school operative in this state unless such child can present to the appropriate school authorities certification from a licensed physician, that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola/rubella), mumps, poliomyelitis, and Hepatitis A and B. All children must present upon initial entry to school, a certified immunization record indicating the date and type of immunization received.

**Minimum Immunization Requirement:** DPT (Diphtheria-Pertussis-Tetanus) - 5 doses, Polio - 4 doses, MMR (Measles, Mumps, Rubella) - 2 doses, first dose at 15 months and second dose before entry to Kindergarten, Hepatitis A - 2 doses, Hepatitis B - 3 doses, and Varicella or Chicken Pox History - 1 dose.

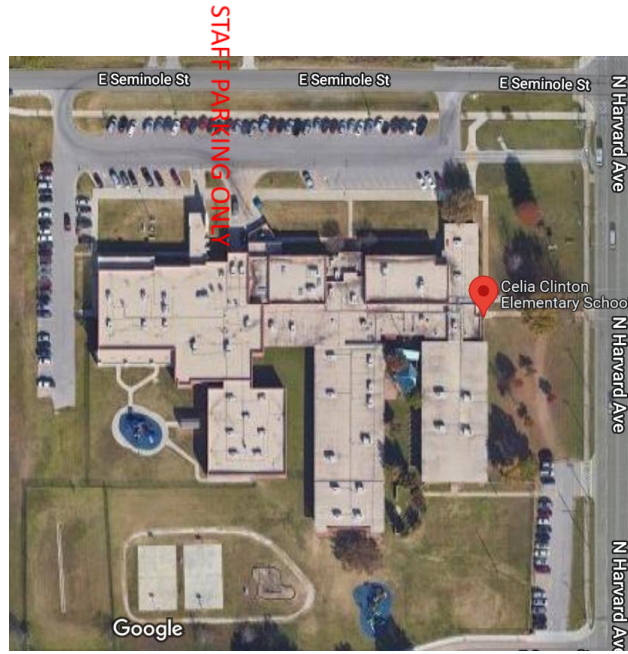
## **School Security:**

To ensure the staff of our students, staff and community Celia Clinton will follow these safety precautions. Front entry doors are open from **7:20-7:45 am**. The school building and all doors are locked to visitors throughout the day **after 7:45 am. All visitors must check in at the office and to show your valid identification card/driver's license.** When you arrive, press the intercom speaker button on the west side of the wall. The office staff has a security camera and intercom to ensure safe entry into the building. Do not knock on the door or ask students or teachers to let you enter. It is imperative that the school and the community work together to ensure safety for everyone.

**Again, please remember these procedures are for the safety of all of our children and staff at Celia Clinton Elementary.**

## **Parking Lot:**

Please observe the **NO PARKING** signs. Parking is only allowed if your car is parked in a parking spot. **Do not** park on Seminole and exit your vehicle to retrieve children. This is a City of Tulsa street and TPD (Tulsa Police Department) often issues tickets to vehicles parked there. On Seminole, drivers must remain in their cars while waiting to pull into the school drop off/pick up area. Vehicles are allowed to wait on gravel surfaces only. **PLEASE DO NOT DRIVE ON DIRT OR GRASS!**



The parking lot on the **West** and **East** side of the school is reserved for our staff members only and is **NOT** a drop off or pick-up zone. Please abide by the posted “**STAFF PARKING**” signs that are located in these parking lots.

## **Handicapped Parking:**

Observe the areas for handicapped parking. Please be courteous to parents, students or staff who need these parking spots.

## **Bicycles/Scooters/Skateboards/ Rollerblades:**

Students riding bicycles should follow safety rules while riding to and from school. All bicycles are parked at the bicycle rack during the school day, which is located by the north/main entrance. For your safety, it is recommended that you use locks on the bicycles when parked at school. Helmets are encouraged. Scooters, skateboards, skates, and skate shoes (Heelies - even with the wheels removed) **are prohibited** at school.

## **Counseling Services:**

In order to support all of our students, Celia Clinton has Counseling services available. Mr. K, our Counselor or our School Social Services Specialist, Mrs. Evyn Wills will be happy to schedule appointments. To schedule an appointment please call the office, **(918) 746-9320**. If long-term counseling is necessary, they can make a referral to an agency. Celia Clinton also partners with Improving Lives, which is on our campus full time.

## **Behavior Success:**

At Celia Clinton Elementary, teachers and parents work together to build a community of learners based upon guiding principles. Our goal is to encourage each child to reach their full potential. Teachers monitor daily behavior in their classrooms and communicate to parents as needed. We strive to see that every child is treated with fairness and respect. Safety, security and student success are priorities for Tulsa Public Schools to create a learning environment that emphasizes relationships and relevant, rigorous learning that prepares students for life and learning. Be sure to review the **TPS Student and Family Guide to Success** which can be found on the website at <http://tulaschools.org/parents-students/student-and-family-support>. Any disciplinary action taken at Celia Clinton is in accordance with this guide.

## **Lockers:**

Each student will be assigned a locker. Items stored in the lockers are stored at their own risk. The school is not responsible for items lost or stolen. Lockers should be kept free of unnecessary items and may be inspected at any time. No food should be left inside lockers.

## **Personal Property Prohibited at School:**

Students should not bring personal items to school except those basic supplies needed for classwork. Any toys, personal athletic equipment, electronic devices, handheld video games, trading/collection cards, etc., should not be brought to school unless special permission from a teacher or the principal has been granted. Purses or pocketbooks must be left in the locker during the school day. **Any personal item brought to school is not the responsibility of the school if lost or stolen.**

## **Illegal/Dangerous Items:**

Students should **never** bring guns, knives, firecrackers or any other dangerous items. Students should not possess tobacco, alcohol, or any other illegal substances. All of these items can warrant a suspension from school. Please check pockets, purses, and backpacks for any illegal or dangerous items before entering the school building. Students should **never** make threatening statements, intentionally or for fun. Threatening statements **should not** be made about the use of guns, knives, bombs, or any other dangerous items. Threatening statements should never be directed to another person or in reference to another person. These statements will be taken seriously and investigated by the school district (Reference: TPS Student and Family Guide to Success).

## **Harassment, Intimidation, or Bullying:**

Students should **never** make inappropriate statements that intimidate or harass others with abusive, offensive, or suggestive language or actions. Constant Pestering, bullying (ongoing/repeated behavior), intimidating or threatening - even in play- **is prohibited on school property or at school functions**. This category includes, but is not limited to, name calling, slurs, gestures, and gang affiliated intimidation tactics. Also included in this area are oral, written, graphic, or physical conduct of a harassing nature. This includes verbal or physical conduct of a sexual nature. Electronically generated **(using a cell phone or other electronic device)** for the purposes of harassment, intimidation or bullying is a crime. Knowingly allowing a person to use your electronic device for such purposes is also a crime and constitutes a violation of this category (Reference: TPS Student and Family Guide to Success).

## **Wireless Communication Devices Prohibited in School:**

Many students have cell phones or other devices and use them for various reasons. The district recognizes the benefits of communications during emergencies. However, the use of cell phones, or other devices, during instruction time disrupts and interferes with the educational process. We must emphasize the importance of **not** using cell phones at school. With this being said, your student must store their phone in their backpack or lockers. If a teacher or staff member at Celia Clinton sees a student with a cell phone, the student will be asked to give the phone to the teacher. **The phone will be taken to the office, the parent will be contacted by the teacher, and the parent will be required to pick the phone up from the front office.** (Board Policy #2620)

## **Discipline Plan:**

The Discipline Plan at Celia Clinton Elementary coordinates with the **TPS Student and Family Guide to Success (Behavior Response Plan)** to support student success through proactive strategies and responding to behaviors. Every staff member and teacher puts an emphasis on positive behavior interventions.

## **Due Process:**

Every student involved in a disciplinary incident will have an opportunity to give their version of what happened. Each student and their family has the right to due process and an opportunity to appeal any suspensions with which they disagree. This process is outlined in the **TPS Student and Family Guide to Success**.

## **Classroom Parties:**

We have two scheduled classroom parties per year – Christmas and Valentine’s Day. As we get closer to the date, teachers send home information regarding the date and time of the parties.

Due to student allergies, flowers and balloons are not permitted in the hallways and classrooms. They have to be kept in the office until the student is dismissed from school.

Courageous Cougars are students who...

### **Hall Procedures:**

- walk on the right side of the hallway.
- walk with hugs and bubbles or books and bubbles.
- walk in a straight line.
- walk facing forward.
- use a pass to be in the hall without their class.

### **Cafeteria Procedures:**

- show respect to all staff members in the cafeteria.
- keep hands and feet to themselves.
- clean up their area before leaving.
- use a Voice Level 2 while in the cafeteria.
- raise their hands if they need assistance.
- stay in their seats until their teacher arrives and dismisses them.

### **Bathroom Procedures:**

- Voice Level Zero in the hall.
- Walking “Hugs & Bubbles” or “Books and Bubbles”
- While waiting for class, students will read their book.
- wash hands when finished using the restroom.
- use restroom facilities properly.
- use good hygiene and flush when finished.
- get a drink of water after they use the restroom
- return to the class line practicing proper hallway procedures.



### **Playground Procedures:**

- play safely and politely.
- keep their hands and feet to themselves.
- show respect to students and staff members.

### **Classroom Procedures:**

- follow directions of the classroom charter.
- work quietly so they do not disturb their peers.
- respect others by being kind with words and actions.
- respect school and personal property.
- maintain a clean work environment.
- show respect towards their teacher.
- remember:

**“Celia Clinton Cougars are courageous,  
compassionate and intelligent.”**





## **Uniform Policy/Dress Code:**

Uniforms are **required** for all Tulsa Public Schools elementary and middle school students for the 2023-2024 school year. Listed below are the expectations for students at **Celia Clinton Elementary**:

- **TOPS**

Students may wear any solid color short or long sleeved three button polo shirts. White short or long sleeved uniform shirts may be worn with skirts or jumpers.

- **BOTTOMS**

Students may wear any solid color uniform pants, capris, jumpers, skirts, and skorts.

- **SHOES**

Students may **ONLY** wear closed toe shoes. They must lace up, buckle, zip, or velcro and have a closed heel. **No** open toe shoes or sandals.

- **JACKETS/SWEATSHIRTS**

Solid sweatshirts may be worn over a polo shirt. The sweatshirt must be the appropriate size and cannot have writing or advertisements. Hoods may not be worn inside the building. Students must leave coats or nonuniform jackets in their locker during the day. Any coats or jackets worn to and from school that do not meet these guidelines must be kept in the student's locker during the school day.

## **Homework:**

It is the student's responsibility to complete all work assigned by teachers. Homework reinforces concepts learned in the classroom. Each student needs to complete both classwork and homework to the best of his/her ability. In order to receive credit for homework, students must **complete** and **turn in** homework. Homework is not assigned during school vacations unless it is due to an absence.

It is understood that the time it takes to complete homework assignments may vary with each child. If your child has difficulty on a consistent basis completing assignments within the given time frame, please contact the child's teacher for assistance. Here are some tips on supporting your child be successful while completing homework:

## **Parents, please check your child's assignment notebook/homework folder.**

### **Parent Conferences/Appointments:**

Celia Clinton believes in a strong partnership with our families. One way we continue to build those partnerships is through Parent/Teacher conferences. Parents are encouraged to keep in close contact with the teacher concerning their child's educational development. District wide conferences are held during the **Fall** and **Spring**. Dates are announced through the school newsletter, school monthly calendar, and Thursday folders, but these are not the only options to communicate with your child's teacher.

If there is a time other than conference days that you feel a need to talk with the teacher, principal or counselor, please call the school (918-746-9320) to set up an appointment or feel free to send an email. Appointments are helpful so that we can make necessary arrangements. Appointments should be made before school, after school, or during a teacher's plan time. We are always willing to arrange appointments at a mutually agreed on time between our parents and teachers.

Please do not call and ask to speak to your child's teacher during school hours, as class is in session. Feel free to call the office and leave a message for the teacher. The office will email the teacher and they will return your phone call when they are not teaching and have a free moment. Please allow ample time for the teacher to respond.

### **Classroom/School Visitation:**

Visitors to Celia Clinton are always welcome! Tulsa Public Schools has a policy that requires all parents, volunteers, and other visitors to check in at the office and obtain an identification badge/sticker.

Classroom observations must be arranged with the Principal **24 hours in advance**. Because visitors affect all children, we request that other children not be brought to a school visit. The prearranged visitations should be limited to 30-45 minutes.

## **Field Trips:**

All field trips must be approved by the principal. No field trips will be approved where students are transported in private vehicles. No student will be allowed on a field trip without a TPS Permission Form that is signed by a parent/guardian. Due to district policy, telephone permission for a trip is not acceptable.

If you are volunteering to be a chaperone on your student's field trip, you must fill out volunteer form (found in the office). **Younger siblings are not allowed on field trips.**

## **Progress Reports/Report Cards:**

Student **Progress Reports** are sent to parents the fifth week of each quarter. This allows adequate time to make improvement before report cards are issued. Please sign and return progress reports to school the next day. This is our way of communicating your student's current academic achievement.

**Report Cards** are issued at the end of each quarter for grades PK-5.

## **School/Community Connection:**

We appreciate our school business and community partners who support our school in many ways - providing volunteers, mentors, financial support and time to help our teachers and staff. If you are interested in volunteering in our school here are some ways you can be involved.

### **PTA**

Joining PTA provides a way for you to have a voice and support our students through different activities and events during the school year. If you are interested in more information contact our Parent Facilitator!

# VOLUNTEERS

It takes many volunteers to make a school year successful. Please fill out a volunteer form and become active at Celia Clinton Elementary. Volunteers can assist us with various activities. Volunteers are encouraged to be partners with our teachers in helping our children to achieve their potential at Celia Clinton. Volunteers are a vital part of our school organization. If you would like to work at Celia Clinton as a volunteer, in any capacity, or to chaperone on field trips, you must pick up a volunteer form from the office. Once the form is completed, return to the office and a confidential background check will be done.



## **Concerns:**

Any individual with a concern needs to follow the procedures listed below:

- Contact the individual teacher/staff member involved and make every effort to resolve the issue. If you are unable to resolve the conflict, then proceed to next Step.
- Contact the principal, Kristin Hudson, to set up a conference time. You may contact her by calling: 918-746-9320. Most issues are handled with a parent and teacher conference.
- If the issue remains unresolved, you may contact the Education Service Center. They will investigate complaints previously considered at the appropriate administrative levels. The ESC phone number is: 918-746-6800.

## **Tulsa Public Schools Nondiscrimination:**

Tulsa Public Schools does not discriminate on the basis of race, religion, color, natural origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, or age in its employment, programs and activities. The following person has been designated to handle inquiries regarding the TPS nondiscrimination policies:

### **Human Rights & Title IX Coordinator**

Tulsa Public Schools  
3027 S. New Haven Ave.  
Tulsa, Oklahoma 74114-6131  
918-746-6158

