

# Student Handbook



## 2023-2024

### HELPFUL WEBSITES/SOCIAL MEDIA

TPS Family Success Guide:

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

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

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

PeachJar: [www.peachjar.com](http://www.peachjar.com)

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

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

## WELCOME TO HAMILTON

### MISSION

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.

### 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.”

## SCHOOL CREED

I am a HUSKY! I make choices about my actions that are **HONORABLE** and that make myself and my school proud.

I am a HUSKY! I am **UNIQUE**. I know that everyone is unique, and I accept people for who they are.

I am a HUSKY! I **SYNERGIZE** with my classmates and my teacher because we are more powerful when we work together.

I am a HUSKY! I am **KIND** to the people I am around, and I treat our building and property with kindness.

I am a HUSKY! I will make every day better than **YESTERDAY**, striving to make the best of my time at Hamilton.

**Mascot**  
HUSKIES

**Colors**  
White, Navy Blue, Royal Blue

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 2023-2024

First Quarter: August 17, 2023 – October 12, 2023

Second Quarter: October 13, 2023 – December 19, 2023

Third Quarter: January 3, 2024 – March 12, 2024

Fourth Quarter: March 13, 2024 – May 21, 2024\*

*\*Any additional calendar days beyond May, naturally occurring or other, will result in an extension of the calendar or Distance Learning days could be declared.*

### CLASSES WILL NOT BE IN SESSION ON THE FOLLOWING DAYS

- Labor Day ..... September 4
- Teacher PD day ..... September 5
- Teacher PD day ..... October 18
- Fall Parent/Teacher Conferences\* ..... October 19
- Fall Break ..... October 18-20
- Thanksgiving ..... November 20-24
- Winter Break ..... December 18-January 1
- Teacher PD day ..... January 2
- Martin L. King Jr. .... January 15
- President’s Day ..... February 19
- Teacher PD day ..... February 20
- Teacher PD day ..... March 14
- Spring Parent/Teacher Conferences\* ..... March 15
- Spring Break ..... March 18-22
- April Holiday ..... April 26

## 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. All students dropped off before 7:30 will enter the south doors. School starts at 7:30am.

## ASSESSMENTS

MAP FLUENCY GROWTH/DYSLEXIA SCREENER – All students will take MAP Assessments to determine benchmark growth. MAP Growth Assessments are given three times a year (Beginning of Year/BOY, Middle of Year/MOY, and End of Year/EOY) for growth data and to guide instruction. Students scoring 41<sup>st</sup> percentile or above will receive the MAP Fluency Benchmark Assessment. Any K-3 students scoring below the 40<sup>th</sup> percentile on MAP Growth THIS FALL will receive the MAP Fluency Dyslexia Screener. Content Cycle Teams will then review data to determine instructional support as needed and share results with parent or guardian.

## 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:

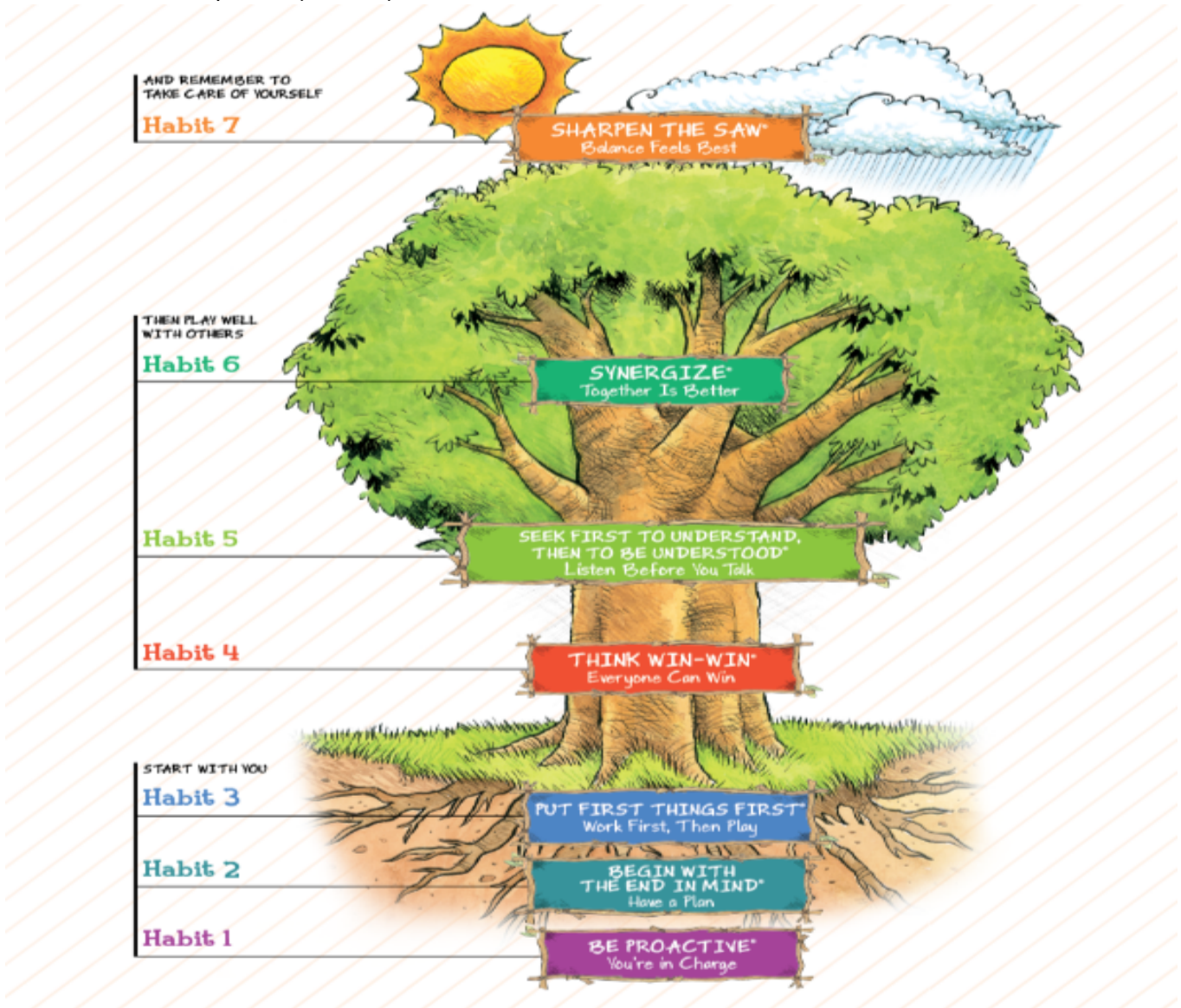
- Student illness- Please provide the office with a doctor's note for documentation of office visits.
- Death in the immediate family.
- Observance of a religious holiday.

### Attendance Incentives

- FREE DRESS FRIDAYS- Beginning Friday, September 22nd, students can earn FREE DRESS FRIDAY for NO ABSENCES and NO MORE THAN ONE TARDY FOR THE PREVIOUS WEEK Monday through Friday. Clothing worn on FREE DRESS FRIDAY must follow dress code.
- ATTEN"DANCE"- Students who have NO ABSENCES and NO MORE THAN TWO TARDIES in a QUARTER will be invited to an atten"dance" party. The atten"dance" party will be hosted during the school day and students who qualify will receive an invitation from the office.
- ATTENDANCE AWARDS: Students who have PERFECT ATTENDANCE, NO ABSENCES and NO TARDIES, for the School year will receive awards at the end of year assembly.

**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 are a LEADER IN ME school. This means 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. Students are expected to follow our Leader In Me Husky Habits. These habits help us to grow in our Social Emotional Learning and our leadership skills. Students who do follow these habits continuously can be chosen for the Student of the Month BARRK Award to attend our semester Principal Party. Husky Leader in Me Habits are as follows:



**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.

**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"> <li>● Warning</li> <li>● Letter of apology</li> <li>● Loss of privileges</li> <li>● Seat change</li> <li>● Parent contact</li> <li>● Teacher conference with student</li> <li>● Conflict resolution</li> <li>● Peer mediation</li> </ul> | <ul style="list-style-type: none"> <li>● In-class time-out</li> <li>● Time out in another classroom setting</li> <li>● Reinforcement of appropriate behaviors</li> <li>● Written reflection about incident</li> <li>● Behavior contract</li> <li>● School-issued uniform</li> </ul> |
|---|---|

Appropriate when Classroom Level (Tier 1) intervention/consequence has been ineffective

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● <b>Office referral required</b></li> <li>● <b>Parent/guardian notification required</b></li> <li>● Suspension (1-5 days)</li> <li>● Lunch/Recess Detention (1-5 days)</li> </ul> | <ul style="list-style-type: none"> <li>● Administrator and/or teacher conference with student and/or parent</li> <li>● Behavior contract</li> </ul> |
|---|---|

Appropriate when Tier 2 intervention/consequence has been ineffective

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● <b>Office referral required</b></li> <li>● <b>Parent/guardian notification required</b></li> <li>● Suspension (6-10 days or 10+ days depending upon the severity of the behavior)</li> </ul> | <ul style="list-style-type: none"> <li>● Referral to Alternative Learning Program</li> <li>● Modified school day</li> <li>● Alternative school-based program</li> <li>● Reportable to police (if illegal)</li> </ul> |
|---|--|

**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 am in homeroom classrooms. Students arriving after 8:00 am will not be served breakfast. Please make every effort to have your child at school on time.



## 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 about what happened.

## 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.

<p><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></p>														
<p><b>1. At the Bus Stop</b></p> <ul style="list-style-type: none"> <li>● Arrive at the assigned bus stop 10 minutes before the bus pickup</li> <li>● Be respectful and watchful of traffic</li> <li>● Wait in a quiet and orderly manner</li> <li>● Wait for the bus in a safe place, clear of traffic, and away from where the bus stops</li> <li>● Stay off of private property</li> </ul>		<p><b>2. When the Bus Arrives</b></p> <ul style="list-style-type: none"> <li>● Allow the bus to come to a complete stop with the warning lights flashing and all traffic has come to a complete stop</li> <li>● If crossing the street is necessary, cross in front of the bus after the driver motions for you to cross</li> <li>● Board the bus in a single file line, quietly and orderly</li> <li>● Upon entering the bus proceed directly to an available or assigned seat.</li> </ul>												
<p><b>3. On the Bus</b></p> <ul style="list-style-type: none"> <li>● Follow the instructions of the bus personnel</li> <li>● Be respectful of the rights and safety of others</li> <li>● Use language appropriate for the school setting</li> <li>● Keep the bus neat and clean</li> <li>● Do not eat or drink on the bus</li> <li>● Stay seated while the bus is moving; keep aisles and exits clear</li> <li>● Do not extend head, arms, or objects out of bus windows</li> <li>● Keep hands, feet, and other objects to yourself</li> <li>● Talk quietly and politely</li> </ul>		<p><b>4. Exiting the Bus</b></p> <ul style="list-style-type: none"> <li>● Remain seated until the bus comes to a complete stop</li> <li>● Exit the bus in an orderly manner</li> <li>● Cross in front of the bus only</li> </ul>												
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**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 trash cans are brought to you to throw trash away.
- 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](mailto: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](http://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.

## **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 the child out. Students will not be released to anyone not on a student information sheet 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 1:28 pm 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.

<p>Tops Hoodies Undershirts</p>	<p><b>All tops and hoodie and sweatshirt colors are white, light/royal/navy blue. Please follow these guidelines...</b></p> <ul style="list-style-type: none"> <li>● Short or Long sleeve polo shirts.</li> <li>● Sweatshirts/Sweaters can be worn as outerwear.</li> <li>● Hoodies must be kept in lockers.</li> <li>● No logos or designs (only Hamilton logo)</li> </ul>
<p>Bottoms</p>	<p><b>All bottom wear colors must be khaki, navy, black and must follow these guidelines...</b></p> <ul style="list-style-type: none"> <li>● Bottom wear can be jeans, slacks, capris, shorts, skirts, and jumpers.</li> <li>● Skirts, dresses, or jumpers must have shorts under them.</li> <li>● No holes.</li> <li>● 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.</li> <li>● No sagging or excessive tightness or bagginess.</li> <li>● Leggings, or tights worn alone are not appropriate uniform pants.</li> </ul>
<p>Shoes/Socks</p>	<ul style="list-style-type: none"> <li>● <b>Closed toe shoes ONLY!</b> Tennis shoes are strongly encouraged.</li> <li>● NO high heels, backless shoes, flip flops, slippers, shower shoes, cleats or roller shoes</li> </ul>
<p>Head</p>	<ul style="list-style-type: none"> <li>● Coats, hats, gloves, scarves, etc., must be stored in students’ lockers or cubbies.</li> <li>● Hats, caps, curlers, sweatbands, bandanas, or scarves may not be worn within the school building unless prescribed by a physician and approved by the school administration.</li> <li>● Make-up is not to be worn.</li> <li>● Hairstyles are to reflect uniform dress. Therefore, extreme hair colors, or distracting hairstyles are not permitted.</li> <li>● Sunglasses, unless prescribed by a doctor, shall not be worn to class or within the school buildings.</li> <li>● Visible pierced jewelry shall be limited to the ear.</li> <li>● Expensive jewelry is discouraged. If worn, earrings must be small. Large hoop and dangling earrings are not allowed for safety reasons.</li> </ul>

## **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 1<sup>st</sup>. 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 2023-2024 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 and hoodies are to be placed in lockers, hung on coat hooks or placed in cubbies in the classrooms where they are to remain until the end of the day, or when needed for outside wear. Students have no expectation of privacy as to school lockers, desks or other school property temporarily assigned for their personal use.

### **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 with our Parent Facilitator, Mrs. Lacy. Other items that are found will be in the front office. Items should be labeled with the student's name to help avoid loss.

### **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. Contact Mrs. Lacy at 918-746-9453 to find out how you can be involved!

## **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 (\$7.00 family yearly) and participate in the many activities that are provided. We need everyone's help and support by joining the PTA. CALL 918-746-9453 and ask to speak to Ms. Lacy.

## **PARTIES AND REFRESHMENTS**

Classes have two parties throughout the year, a winter party and a spring party. Homemade foods are not permitted. All refreshments are to be purchased ready-made and arrive at school unopened in their original packaging. 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.

## **POWERSCHOOL**

Parents have the ability to check their students' grades through PowerSchool with a unique user ID and password. You can contact the office for this information. <http://www.powerschool.tulaschools.org>

## **PROCEDURES**

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

### **Arrival Procedures**

#### **Student Expectations**

- Students will turn cellphones off prior to entering the building.
- Students have the option to turn their cell phones into the office and retrieve them at the end of the day.
- Students will enter the building following hallway procedures at 7:15am and go directly to their locker, then classroom.

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

### **Parents Expectations**

- Follow parking lot and arrival procedures.
- Drop off is located in the large south parking lot. Please do not drop the 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**

#### **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 trash cans are brought to you to throw your trash/tray away.
- Line up/walk out the Hamilton way: Respect personal space and remain in a straight line following line/hallway procedures.

### **Dismissal Procedures**

#### **Student Expectations**

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

#### **Parent Expectations:**

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

**Students are dismissed from school at 2:35 pm. 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. 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 "My 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 daycare 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 the 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 sidewalk. 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 1<sup>st</sup> and 2<sup>nd</sup> 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 on 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 the left lane turn back out onto 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 1:00pm if they are going to be late due to an emergency or if there is a change in transportation plans. This helps reassure the child.
- After 3:00, the parent or authorized person is to come to the office upon arrival, so the office staff will know the child has been picked up.

- If a child remains at school beyond 3:00 pm, assistance from the principal will be needed to discuss how we can assist the child being picked up on time.

### **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.

### **Drinking Fountain Procedures**

#### **Student Expectations:**

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

### **Hallway/Line Procedures**

1. Face Forward; Single File Line; Right Side
2. Hands to Self
3. Voice Level 0
4. Allow Others to Go First Whenever Possible

### **Restroom Procedures**

#### **Student Expectations:**

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

### 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.

#### **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 the teacher arrives.
- Enter the building following hallway/line procedures.

### Recess Equipment Procedures

#### **Sporting Equipment:**

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

#### **Jump Rope:**

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

#### **Big Toy Equipment:**

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

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

### Assembly Procedures

#### **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  
Chess Club  
Tulsa Changemakers  
Puzzles & Games  
Reading  
STEM  
Garden  
Kindness

Bug Club  
Spanish  
Jr. Achievement

### DISTRICT EVENTS

Debate  
Gymnaestrada  
Track & Field  
Art Festival  
Speech  
Music

## **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. Parents access report cards using the powerschool portal.

## **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 TRIP CHAPERONES**

Periodically classes will take study trips to compliment curriculum objectives. Parents may be needed to help supervise children when off campus. A volunteer form must be completed along with an approved background check. 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. More chaperone details will be given to parents when specific trips are scheduled.

### **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 bell rings at **7:30 am**. 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 7:30 am 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.
- During school hours, wireless devices must be turned off and stored in the 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 un-wanting 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 and background check, which is available in the school office.



I am a HUSKY! I make choices about my actions that are HONORABLE and that make myself and my school proud.

I am a HUSKY! I am UNIQUE. I know that everyone is unique, and I accept people for who they are.

I am a HUSKY! I SYNERGIZE with my classmates and my teacher because we are more powerful when we work together.

I am a HUSKY! I am KIND to the people I am around, and I treat our building and property with kindness.

I am a HUSKY! I will make every day better than YESTERDAY, striving to make the best of my time at Hamilton.