STUDENT HANDBOOK

MCCLURE ELEMENTARY

2023-2024

https://mcclure.tulsaschools.org/parents



1770 E. 61st St. Tulsa, OK 74136

PHONE - 918-746-8760 FAX - 918-746-8776 **THE MCCLURE FACULTY AND STAFF**

Principal – Doug Stafford **Assistant Principal** – Alexa Markarian **Dean** – Kelly Cates

Pre-K

Krystle Smith Janice Tottress

<u>Kindergarten</u>

Samantha Fielder America Rodriguez Chelsea Sherwood

First Grade

Jenifer Butler Megan Derby Shaileigh Lannon

Second Grade

Sydney Brown Lesley Leininger Emory Lazenby

Third Grade

Amy Arehart Teresa Collins

Fourth Grade

Kent Hirschi Malik Dixon

Fifth Grade

Allie Diaz Da'Veon Lee Music

Jamie Dunagan

Physical Education

Shannon Stahl

Library

Arlanda Smith

Special Education

Anna Hitsman Cynthia Delso Rebecca Roselle

Gifted Talented/Spark

Pat O'Dea

Reading Interventionist

Sondra Brown

ELD

Jennifer Bowen

STUDENT SERVICES

Counselor - Erica Carter **FCS Therapist** - Athena Miller **Speech** - Amy Adcock **Social Worker**- Mia Collins **FCS Behavior TA** - Brooklyn **Psychologist** - Tomo Montgomery

SUPPORT STAFF

Principal's Secretary - Melissa Munoz Health Assistant - Shanta Johnson Night Custodian — Ms. Carolina Cafeteria Manager - Tonnie Yaffe

Café - Ralp Cavin

Café - Debra Roberson

Cafe -Rhonda Johnson

Café - Maria Price

Pre-K TA - Briana Carter

1st Grade TA - Anna Carlisle

3rd Grade TA - Kla Criswell

5th Grade TA - Kim Scott

Para - LaKesha Thompson

Para - Raechel Manego

Attendance Clerk - Taryn Wilkey Head Custodian - Stephen Essman Night Custodian - Ms. Carmen

Café Assist Mngr -Trineka Fields

Café - Georia Clont

Café - Silva Salas Rendon

Café - Rachel Bennett

Pre-k TA - Ashlyn Carter

Kinder TA - De'Angela Johnson

2nd Grade TA - Michaela Rainey

4th Grade TA - Kella Roberts

Para - Maria Joseph

Para - Krystal Webster

Para - Rebecca Hirschi

POWERSCHOOL - http://powerschool.tulsaschools.org - Use this site to check your student's grades and attendance. A letter with a Username and Password will be given to students at the beginning of the school year.

WELCOME - The faculty and staff at McClure Elementary extend a special welcome to each student and parent. We believe you are the ones who make our school a very special place. The purpose of this handbook is to help students and parents become acquainted with school and district procedures. We will all work together to create a supportive learning experience for all students.

SCHOOL HOURS- When in building Start Time - 7:30 a.m.

End Time – 2:35 p.m.

• All students should be picked up by 2:45 p.m. – please make childcare arrangements if you are unable to pick your child up by this time.

ATTENDANCE - Regular and punctual attendance is required for student success. Students must be in class in order to receive instruction. A good education requires continuity of instruction; there is no way to make-up the instruction that is presented and missed on any specific day. We will follow all School Board Policies regarding attendance. There are a limited number of days a student may be absent before retention in a grade is mandated by the district and/or transfer status is reviewed. Please contact the school office by 7:45 a.m. when a student will be absent.

STUDENTS LATE FOR SCHOOL - TARDIES - Students should be sitting at their desk in class at the 7:30 a.m. bell. Students not in their seats at this time will be marked tardy or absent by the teacher. Students arriving to the building after 8:00 a.m. must be signed in by a parent/guardian in the office then head to class. Tardiness not only deprives your child of valuable classroom experiences, it also disrupts the continuity of the lesson for the other students. We are asking that you help your child develop a responsible work ethic by making sure he/she is present on time and ready to learn.

EARLY RELEASE OF STUDENTS - **Early dismissal cut off is at 2:15 pm.** All students must be checked out through the office prior to normal dismissal time. Family members or other approved adults must be <u>listed on the student's emergency form and show proper I.D.</u> to sign a student out. Please note when a child is picked up early, he/she is missing the day's closing instruction from the teacher, causing the entire class to be disturbed. Please make every effort to schedule doctor and dentist appointments after school hours.

ELEMENTARY STUDENT ABSENCES — **Every minute counts.** Students attending <u>elementary</u> schools (or enrolled in grades typically defined as elementary grades) 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 <u>90%</u> attendance minimum except the excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed. The maximum number of absences for activities, whether sponsored

by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism more than $\underline{10\%}$ of the scheduled instructional time and shall decide, after such review, regarding a recommendation for retention or revocation of transfer based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Retention/revocation of transfer actions due to excessive absenteeism may be appealed by the parent/guardian.

GUIDELINES FOR MAKE-UP WORK - When a child is absent from school, it is his/her responsibility to get the assignments missed. Teachers will provide missed work after a 24-hour notice.

Pleasure trips or vacations are considered as scheduled absences. The principal should be notified in writing of these absences. These absences are still considered **unexcused** and count toward attendance %. Teachers will work individually with students who are absent for extended illnesses.

DRINKS IN SCHOOL - *Plain water* only in class and hallway. Do not send your student to school with coffee, cocoa, soda, energy drinks, etc. Students with anything other than water will be given water.

BREAKFAST — Breakfast is free for elementary students and will be served beginning at 7:15 am until 7:30 am in the classroom. Students arriving after 7:30 may opt for a grab n go breakfast to eat in their classroom.

LUNCH - Lunch is also served to the students at no cost. Please stop by the office for a Visitor Sticker if you choose to have lunch with your child.

<u>Certified SAFE AND HEALTHY SCHOOL</u> - Please send only healthy snacks. Please <u>refrain</u> from sending sugary snacks such as cookies, cupcakes and candy; these items are not conducive to the learning process.

*CLASSROOM PARTIES - Our school policy is to have one fall and one spring party each year beginning at 2:00 p.m. The parties are planned by the homeroom parents. All party plans should be discussed with the record room teachers prior to the event. Before bringing party treats, please check with the teacher to see if any student has special allergies or food needs. Please only bring store-bought items. All other proposed activities should be discussed and approved by the principal.

If special activities are planned for the day before winter break, parents may assist after 2:00 p.m. Our goal is to keep interruptions to instructional time to a minimum.

*BIRTHDAY PARTIES - Parents, please help minimize hurt feelings by adhering to our birthday celebration policy. It is requested that no birthday party invitations be distributed at school unless every child in the class is receiving an invitation. If a child brings a gift to school to take to a party immediately after school, the gift must be kept in his/her locker all day.

In order to provide adequate instructional time for all classes, no birthday celebrations will be held during class time. Store bought refreshments may be distributed <u>by parents</u> during lunch to the entire class. Please respect our staff by assuming responsibility for any mess created by birthday snacks.

LOCKERS - Please do not purchase items to decorate lockers unless they are magnetic. No stickers please.

STUDENT DRESS CODE — Uniforms are required daily. School uniform top colors are red, white, navy. Uniform bottoms are khaki or navy. Shoes must be closed toe, no sandals, crocks, or high heels.

GUIDELINES FOR UNIFORM NONCOMPLIANCE

- First Time Student will be sent to the office, non-compliance recorded, and policy sent home with student for parent/guardian signature.
- Second Time Student will be sent to the office, non-compliance recorded, and parent will be called to provide proper clothing.
- Third Time Students will lose a Friday Spirit Wear/or Free Dress Day (to be determined by the principal). This includes socks/tights issues.

VOLUNTEERS - Any parent/guardian volunteering, tutoring, or attending field trips with students must complete a Volunteer Application and Security Check **each** year. Forms are available in the McClure office and should be turned in to the office staff two weeks prior to the event. Also, please record your volunteer hours in notebooks in the office. McClure receives credit for your volunteer hours through our accountability plan.

PROGRESS REPORTS - You may check PowerSchool for current grades and attendance at any time. A letter with web address, username and password will be sent home with your child at the beginning of the school year.

REPORT CARDS - Report cards will be available 7-10 days following the end of each quarter on power school; please use your access information to view/print. Children must be enrolled a minimum of 15 days to receive a grade.

PARENT-TEACHER CONFERENCES - Conferences are scheduled with every parent during the fall conference time. Spring conferences will be scheduled with the parents as needed. Special conferences may be scheduled at any time by calling the school office. Conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the child.

MEDICATION - Parents must sign an authorization form **yearly** in the Health Clinic for any medication to be administered at school. Prescription medication will be given to a student only if the medicine is contained in a prescription vial with a label affixed with the name and address of the pharmacy or origin, date, name of patient, doctor's name and directions for administration and prescription number.

If your child becomes ill or is injured at school, they will be cared for temporarily and you will be notified if warranted. Please keep telephone numbers and addresses updated so you can be reached quickly.

LOST AND FOUND - Please mark all clothing, school supplies, lunch boxes, etc. with your child's name. The Lost & Found cabinet is in the hallway by the cafeteria. All unclaimed items are donated monthly to charity.

FIELD TRIP POLICY - Study trips serve as an important "being there" experience for students and are a vital part of the curriculum. McClure Elementary must have parental permission to transport students off school property. Study trip permissions slips will be sent home at the beginning of the school year to be filled out by parents/guardians. Any adult wishing to attend Field Trips must complete a Volunteer Application/Security Check form at least five school days prior. Forms are available at the McClure office.

DISCIPLINE PLAN - The goal at McClure Elementary is to provide students with a quality education and an environment which enables all students to succeed both academically and behaviorally. Good discipline means being in charge of your own actions. When you use self-control and take responsibility for your actions, you are showing self-discipline. Your teachers and principal are here to encourage you and help you make good decisions about your class work and your behavior. Many different methods are used at McClure to reward you when you make wise decisions.

The McClure faculty seeks to establish a positive school climate for students, teachers, parents, and other school personnel. The primary task of schools is to provide appropriate learning experiences for students and the primary job of students is to be about the task of learning. When students do not use self-control, it becomes necessary to impose consequences for behavior interfering with the educational process. Disruptive behavior in school will not be tolerated.

Each teacher will handle routine behaviors as they occur, developing procedures for the classroom that encourage self-correction. The student who fails to correct his behavior in the classroom will confer with the principal and the teacher.

Students are given at least five different opportunities in the classroom each day to correct any misbehavior on their part that is violating the guidelines. Teachers may provide specific interventions to assist and guide a student back to appropriate classroom behavior.

Other behavior which may result in a student being escorted to the principal's office may include, but are not limited to:

- Fighting and/or aggressive behavior towards another person
- Possession of a dangerous weapon
- Disrespect to teachers or school personnel

- Inappropriate language (profanity or obscenity) or gestures
- Destruction or vandalism of property

All policies established in the Tulsa Public Schools 2022-2023 Student & Family Guide to Success will be followed.

TRAFFIC PROCEDURES - We face many traffic challenges as parents drop off and pick up their children. Please display patience and courtesy at all times. Please observe the following procedures to ensure McClure students get to and from class safely.

ARRIVAL PROCEDURES

All Students should be dropped off at the front door between 7:00 and 7:25 a.m.

- Driver should remain in the car during drop off.
- Park in designated areas only.
- Do not block or drive into faculty lots or neighbors.
- Safety patrols will be available at the Front Door to help students enter the building.
- 61st St. doors are locked at all times.

DISMISSAL PROCEDURES

1st-5th grade students will be dismissed at the front doors. Pre-k and Kinder will be dismissed at the gym doors.

- Remain in your car during pick up.
- Do not park or drive into faculty lots.
- All students and teachers will promptly leave the building and go to Their dismissal area at 2:35pm.
- Teachers will keep students together until each student is picked up.
- Students who have younger siblings will walk to that sibling's dismissal area and wait to be picked up as a family.
- All teachers will be outside to supervise dismissal.
- All students should be picked up by 2:45 p.m.

Inclement Weather

 Have patience. Students will remain inside the normal dismissal doors, sitting on the floor. Teachers will communicate to the inside teacher. The inside teachers will call students' name. Then your student(s) will walk to cars as usual.

CAFETERIA PROCEDURES

- We use our manners: thank you, please, and excuse me.
- We remain seated at our assigned grade-level table and fill all seats before we start a new table.
- We raise our hand if we have a need and wait to be recognized.
- We eat quickly and quietly; our time in the cafeteria is for eating.
- When we have finished eating, we clean our area, gather our trash and wait patiently to be dismissed.

PLAYGROUND PROCEDURES

- We use good sportsmanship, kind words and include others.
- We keep our hands to ourselves.
- We do not throw sand, dirt, rocks, sticks, or leaves.
- We leave sticks on the ground.
- We do not climb or pull on the trees.
- We slide feet first and one person at a time down the slides.
- We line up quickly when our teacher gives the signal.

SPECIAL NEEDS ANNOUNCEMENT - Every child with special needs has a right, by law (P.L.94-142) to a free and appropriate Education. This includes children and adults (0-21) with any type of physical, mental, emotional, or learning handicap. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you are aware of a handicapped child in need of service, please contact our office: Tulsa Public Schools Department of Special Education, Education Service Center, 3027 South New Haven, Tulsa, Oklahoma, 74114. Telephone - 918-746-6390

TALENT RELEASE FORMS - Often the media visits McClure Elementary campus via the newspaper, radio or television to film and/or interview students and teachers about current educational issues or just to depict a regular school activity. If you are **opposed** to your child being interviewed or filmed, **please update your choice on Smart Choice.**

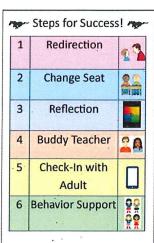
CHILD FIND NOTICE - Every child in Tulsa Public Schools who shows evidence of high-performance capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic area, and who require learning opportunities or experiences not ordinarily provided by the school are eligible for nomination and referral for participation in the Gifted and Talented Program (SPARK).

This is an attempt to locate those children in order to assist in providing the service to which they are entitled. If you are aware of a child in need of differentiated instruction, please contact the site principal, school counselor, or the gifted instructor at McClure Elementary, 1770 E. 61st St, Tulsa, Oklahoma, 74136. Telephone - 918-746-8760.

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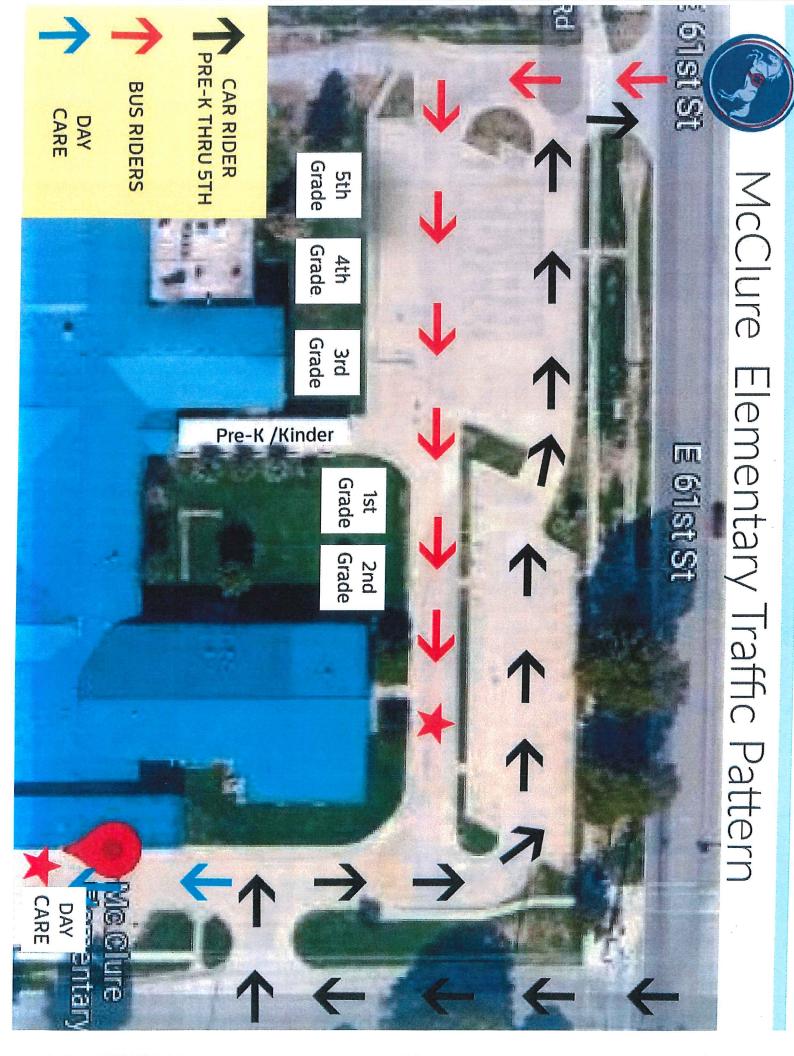
Steps for Success Resource:

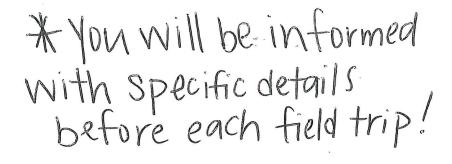
Steps for Success are just that. Steps teachers take throughout the day to ensure the success of all students in the classroom. Steps for Success were designed with the intention to build relationships with students while also holding them accountable to their actions.



Step	What it looks like
Redirection	Three part statement Neutral tone
Change of seat	 Moving student closer to teacher or away from a group of students in order to promote the student's success Possible opportunity for a stay in the game conversation
Reflection	Designated reflection area in classroom Expectations established by grade level on what reflection means Reflection sheets Timer at area for student to utilize so that students do not remain in reflection for entire class period
Buddy teacher	 Student goes to classroom nearby, where teacher can physically see student walk to Student is received by the teacher and spends 5-10 minutes in buddy classroom decompressing and reflecting on actions Students can be sent with something to complete or can be sent with a think task When student returns to the classroom, teacher receives them and welcomes student back, having a short stay in the game conversation before student rejoins whole class

Check in with adult	 Utilizing PowerSchool contacts page to access up to date guardian information for a student Calling or messaging home to inform guardians of student behavior and to provide an opportunity for students to turn it around before being removed from class
Behavior Support	Submit an Incident Log on PowerSchool Include information about what has been taking place in the classroom and how the student has progressed through the Steps for Success- including interventions you have tried that have worked for a period of time or things that have not been successful





RETURN NO LATER THAN



EQUITY CHARACTER EXCELLENCE TEAM JOY

	FIELD TRID DERMICCION AND AUDITORIZATION
	FIELD TRIP PERMISSION AND AUTHORIZATION
	FOR EMERGENCY CARE TO MINOR(S)
	MCCINYE SCHOOL
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X	has my permission to go with (his/her)
18	class on a field trip to ALL 23-24 Field Trips on TBA, 2.
	He/She will leave building by at
	a.m./p.m. He/She will return to building by at
	approximately a.m./p.m.
	In the event of a medical emergency (in the judgment of school personnel) to the minor
	student during the trip, I/We hereby authorize ambulance transport, X-ray examination,
	anesthetic, dental, medical or surgical diagnosis or treatment by any ambulance service,
	physician, dentist, or hospital services or any other emergency medical services to said mine
	whether such diagnosis or treatment is rendered at the office of the physician, dentist or
	hospital.
	*
	It is understood that this consent is given in advance of any specific diagnosis or treatment
	being required, and is given to encourage those persons who have temporary custody of the
	minor, and said physician or dentist to exercise the best medical judgment in diagnosis,
	medical, dental or surgical treatment. I/We understand that I/we will assume full financial
	responsibility for care rendered.
11	
X	Signature Date
10	(Parent/Legal Guardian or Person Responsible
	for Student's Care)
	Signature Date
	(Parent/Legal Guardian or Person Responsible
	for Student's Care)
	•



DEVUELVA ESTE PERMISO NO MAS TARDE QUE

PERMISO PARA HACER UN VIAJE ESCOLAR Y AUTORIZACION PARA CUIDADO DE EMERGENCIA A MENORES DE EDAD ESCUELA

tiene mi p	permiso par air con su clase en viajes escolares por el ano escolar de
20 a 20 . Los padres recibiran por adelantado los cam	
acompanaran a los alumnus. El/Ella saldra del edificio	por
a lasa.m./p.m. Cada excursion durara apro	oximadamente horas.
Las siguientes excursions estan planeadas para el ano escolar de 2	2020
En caso de la necesidad para atencion medica (en el juicio del per yo/nosotros autorizo/autorizamos transporte por ambulancia, exam quirurgica o tratamiento por el servicio de ambulancia, medico, de cualquier otros servicios medicos de emergencia a dicho menor si se hace en la oficina del medico, del dentista o en el hospital.	entista o servicios de hospital o
Esta entendido que este permiso esta dado antes de que cualquier personas que tienen custodia del menor de edad y Dicho medico o dentista para usar su major juicio en la diagnosis, o quirurgico. Yo/Nosotros entiendo/entendemos que yo/nosotros responsabilidad financiera por el cuidado proveido.	50 - 50 - 500 - CDA - 500 - 50
(Firma del Padre/Guardian Legal o Persona Responsible Para el Cuidado del Alumo)	(Fecha)
(Firma del Padre/Guardian Legal o Persona Responsible Para el Cuidado del Alumo)	(Fecha)

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TULSA PUBLIC SCHOOLS VOLUNTEER PROFILE AND BACKGROUND CHECK QUESTIONNAIRE

· PLEASE PRINT LEGI	BLY:		
Date:	School Site:		
Last Name:	Middle Name:	First Name:	
D.O.B Current	mailing addres		
Phone number:	Email address:		
Volunteer position/assignme	ent sought:		
VOLUNTEER BACKGR	OUND QUESTIONNAIRE		8
communities is of paramou We also reserve the right to	in volunteering for Tulsa Public Schoo unt concern to the district, we conduct o request a national criminal history re ou, like all volunteers, will need to cle	t criminal background checks o ecord check through a third-pai	on all volunteers. rty agency. To
information will not auto	wing questions truthfully and honestly matically prohibit your ability to sends that have been sealed or expung	rve as a volunteer. Note: You a	inal history are not required
1. Are you a current employ 2. Are you a former employ	yee of Tulsa Public Schools? Yes No ree of Tulsa Public Schools? Yes No		
If you answered "yes" to eit school and your employee	her of the above, please provide date ID number:	es of employment, position(s) he	eld, location/-
3. Are you a current or form	er employee of another school distric		
and location/school:	e, please provide district name, dates		d
	a Public Schools student? Yes No		
If you answered "yes", pleas	se provide student name(s)		and
school(s)			

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5. Have you ev proceeding?		ey or no contest to a fe	ederal or state (an	y state) felony charge in a criminal
6. Have you ev	ver been convicted of or f	ound guilty of a feder	ral or state (any sta	ate) felony offense? Yes No
7. Have you evoffense to whi	ver been charged with a fo ch you plead guilty or no	ederal or state (any st contest? Yes No	ate) offense that w	vas reduced to a misdemeanor
8. Have you ev misdemeanor	ver entered a plea of guilt charge including illegal c	y or no contest to, or hemical substance or	been convicted o illegal sexual acti	f, a federal or state (any state) ivity? Yes No
9. Have you er Yes No	ntered into a deferred pro	secution agreement v	with a federal or s	tate (any state) prosecutor?
state) felony cł	narge? Yes No			originally a federal or state (any
11. Have you e other state for	ever been served with an l allegations of harassmen	Emergency Ex Parte P t, abuse, domestic vic	rotective Order o lence, stalking or	r any Protective Order in this or any threats to any person? Yes No
If you answered	yes to questions 5-11 abov	e, please explain:		
v				
Please list your o State	current state and county of r	esidence and all states State	and counties of res	sidence for the last ten (10) years:
				• , -
-				
•				•
Please list all nar	mes, including middle name	es, by which you have e	ver been known:	
First	Middle	Last		
				- -
A	, ,			-
			0	•
ACKNOWLED	GWENT:			
, <u> </u>	(printed name), desire to volunteer	my time and taler	nts with Tulsa Public Schools and
riminal history	will not necessarily disqu	alify me, my ability to	volunteer is conti	me. I understand that, while a prior ngent upon satisfactory
oackground che	eck results. I further repre	sent that I am seeking	y to volunteer for t receipt of compe	the district for civic, charitable, nsation for services rendered, and
hat I am doing	so freely and without pre-	ssure or coercion, dire	ect or implied. If I	am employed by the district as an
employee, I furt	ther represent and agree to	that 1) I am a parent c f mv child, or 2) the tv	of a student and may upe of services I w	ny volunteer activities will directly rill perform for the district as a
olunteer are di	ifferent from those I perfo	rm in my employmen	t. I understand tha	at I am free to stop volunteering at

Today's Date _____

Signature of Volunteer_

. ,

FOR SCHOOL USE ONLY

NOTE: This form MUST have the Principal's signature before the individual may begin volunteering.

The information provided by the volunteer applicant has been checked against the databases of the following

sites: The Oklahoma State Court Network (OSCN) www.oscn.net Date Checked(__/__) by:_____ Oklahoma Department of Corrections www.okoffender.doc.ok.gov Date Checked(__/__) by:_____ Date Checked(__/__/_) by:_____ Oklahoma Sex and Violent Offender Registry https://sors.doc.state.ok.us/svor/f?p=119:1: Sex Offender Registry National www.nsopw.gov Date Checked(__/__/__) by:____ Local Police Department: www.tulsapolice.org Date Checked(__/__) by:_____ Date Referred (__/__/_) by:_____ Referred to Talent Management for additional back ground check: Results received from Talent Management: Date (__/__) by: _____ Approved for Volunteering: Principal's Signature Date

STUDENT BULLYING PREVENTION AND INTERVENTION

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

Student and Staff Education and Training

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

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Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's TIPS (Threat Assessment, Incident Management and Prevention Services) online reporting system found on the District's website or by telephone at 918-746-6868.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

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At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statues, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

Parental Responsibilities

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other

students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

Cross reference: 4902, Harassment, Intimidation, and Bullying

Adopted: May 2011 Revised August 2013

STUDENT USE OF WIRELESS TELECOMMUNICATION DEVICES

The following rules apply to the use of wireless telecommunication devices such as cellular telephones, personal digital assistants (PDAs), or other unapproved electronic devices.

Elementary

• Students are prohibited from using wireless devices during the academic school day including passing periods and lunch periods whether inside or outside the building unless expressly approved by the principal or designee. • During school hours, wireless devices must be in a student's locker, or if on the student's person it must be turned off at all times; including, but not limited to, purses, pockets, and backpacks. • In order to avoid disruption of the educational process, all wireless devices placed in lockers must be turned off.

Medical exceptions may be granted with the prior written consent of a parent/guardian, the school principal or superintendent, and a statement of medical necessity from the student's doctor.

It is the District's position that pictures pose a threat to freedoms or privacy. Additionally, these devices can be used to exploit personal information and compromise the integrity of educational programs. The possession or transmission of pornographic material on school property is strictly prohibited and is subject to both administrative and criminal sanctions.

A violation of any part of this policy and regulation will result in the wireless device being confiscated by the administration and other discipline as warranted and outlines in the Behavior Response Plan.

Issued: October 2014

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Cross Reference: Behavior Response Plan



TULSA PUBLIC SCHOOLS

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ULTIMO DIA DE CLASES: MAYO 21*** **INICIO DE CLASES: AGOSTO 17**

primer dia del trimestre

último día del trimestre «

Juntas con los padre de familia oct. 19, marzo 15

Semana de graduación mayo 13-18

La orientación

Festivos/Vacaciones – No hay clases

augusto 14

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Junta de P.F. primavera* marzo 15
Vacaciones de primavera marzo 18–22

Día festivo en abrilabril 26

^{**} Cualquier día adicional después mayo, que ocurranaturalmente u otro, resultará en una extensión del calendario o se podrían declarar días de aprendizaje a distancia.

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FIRST DAY OF CLASSES: AUGUST 17 LAST DAY OF CLASSES: MAY 21**

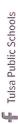
Last Day of Quarter	Oct. 19, March 15	May 13–18		Aug. 14
» First Day of Quarter	Parent Conference Days	Commencement Week	Holiday/Break – No Classes	Orientation day

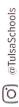
^{*} Please check with your school for exact dates and times

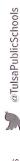
^{**} Any additional calendar days beyond May, naturally occuring or other, will result in an extension of the calendar or Distance Learning days could be declared.

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