THE MCCLURE FACULTY AND STAFF
Principal – Doug Stafford
Assistant Principal – Alexa Markarian
Dean – Kelly Cates

Pre-K
Krystle Smith
Janice Tottress

Kindergarten
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 - Georgia 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 Hirsch\n
POWERSCHOOL - [http://powerschool.tulsaschools.org](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 listed on the student's emergency form and show proper I.D. 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 elementary 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 90% 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 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.

Certified SAFE AND HEALTHY SCHOOL - Please send only healthy snacks.
Please refrain 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 by parents 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**

1<sup>st</sup>-5<sup>th</sup> 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.
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.

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<tr>
<th>Step</th>
<th>What it looks like</th>
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<td>Redirection</td>
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| 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 |
FIELD TRIP PERMISSION AND AUTHORIZATION
FOR EMERGENCY CARE TO MINOR(S)

McClure SCHOOL

**has my permission to go with (his/her)**

class on a field trip to **ALL 23-24 Field Trips** on **TBA**.

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 minor 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.

**Signature** ___________________________ **Date** ____________

(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 permiso para viajar con su clase en viajes escolares por el año escolar de 20____ a 20____. Los padres recibirán por adelantado los cambios o información de otras excursiones. Miembros de la facultad acompañarán a los alumnos. El/Ella saldrá del edificio por a las ___________ a.m./p.m. Cada excursión durará aproximadamente _______ horas.

Las siguientes excursiones están planeadas para el año escolar de 20____ - 20____.

En caso de la necesidad para atención médica (en el juicio del personal escolar) para este alumno de menor edad durante la excursión, yo/nosotros autorizo/autorizamos transporte por ambulancia, examinación por rayo x, anestesia, diagnóstico dental, médico o quirúrgico o tratamiento por el servicio de ambulancia, médico, dentista o servicios de hospital o cualquier otro servicio médico de emergencia a dicho menor sin importar si el tratamiento se hace en la oficina del médico, del dentista o en el hospital.

Esta entendido que este permiso está dado antes de que cualquier diagnóstico o tratamiento sea requerido y esta dado para alentar a las personas que tienen custodia del menor de edad y Dicho médico o dentista para usar su juicio en la diagnóstico, tratamiento médico, dental o quirúrgico. Yo/Nosotros entiendo/entendemos que yo/nosotros acepto/aceptamos completa responsabilidad financiera por el cuidado provisto.

(Firma del Padre/Guardian Legal o Persona Responsable Para el Cuidado del Alumno)  (Fecha)

(Firma del Padre/Guardian Legal o Persona Responsable Para el Cuidado del Alumno)  (Fecha)

HD 57 (S)
TULSA PUBLIC SCHOOLS
VOLUNTEER PROFILE AND
BACKGROUND CHECK QUESTIONNAIRE

PLEASE PRINT LEGIBLY:

Date: _______________ School Site: _______________________

Last Name: _______________ Middle Name: _______________ First Name: _______________

D.O.B. ___________ Current mailing address: ________________________________

Phone number: _______________ Email address: _______________________________

Volunteer position/assignment sought: ________________________________

VOLUNTEER BACKGROUND QUESTIONNAIRE

Thank you for your interest in volunteering for Tulsa Public Schools! Because the safety of our school communities is of paramount concern to the district, we conduct criminal background checks on all volunteers. We also reserve the right to request a national criminal history record check through a third-party agency. To ensure everyone’s safety, you, like all volunteers, will need to clear the background check process before you may begin volunteering.

Please respond to the following questions truthfully and honestly. The disclosure of prior criminal history information will not automatically prohibit your ability to serve as a volunteer. Note: You are not required to disclose criminal records that have been sealed or expunged.

1. Are you a current employee of Tulsa Public Schools? Yes  No
2. Are you a former employee of Tulsa Public Schools? Yes  No

If you answered “yes” to either of the above, please provide dates of employment, position(s) held, location/school and your employee ID number:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Are you a current or former employee of another school district? Yes  No

If you answered “yes” above, please provide district name, dates of employment, position(s) held and location/school:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Are you a parent of a Tulsa Public Schools student? Yes  No

If you answered “yes”, please provide student name(s) _________________________ and school(s) _________________________
5. Have you ever entered a plea of guilty or no contest to a federal or state (any state) felony charge in a criminal proceeding? Yes No

6. Have you ever been convicted of or found guilty of a federal or state (any state) felony offense? Yes No

7. Have you ever been charged with a federal or state (any state) offense that was reduced to a misdemeanor offense to which you plead guilty or no contest? Yes No

8. Have you ever entered a plea of guilty or no contest to, or been convicted of, a federal or state (any state) misdemeanor charge including illegal chemical substance or illegal sexual activity? Yes No

9. Have you entered into a deferred prosecution agreement with a federal or state (any state) prosecutor? Yes No

10. Have you ever pled guilty or no contest to a misdemeanor offense that was originally a federal or state (any state) felony charge? Yes No

11. Have you ever been served with an Emergency Ex Parte Protective Order or any Protective Order in this or any other state for allegations of harassment, abuse, domestic violence, stalking or threats to any person? Yes No

If you answered yes to questions 5-11 above, please explain:


Please list your current state and county of residence and all states and counties of residence for the last ten (10) years:

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Please list all names, including middle names, by which you have ever been known:

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ACKNOWLEDGMENT:

I, ____________________________ (printed name), desire to volunteer my time and talents with Tulsa Public Schools and understand that the district will be conducting a criminal background check on me. I understand that, while a prior criminal history will not necessarily disqualify me, my ability to volunteer is contingent upon satisfactory background check results. I further represent that I am seeking to volunteer for the district for civic, charitable, and/or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, and that I am doing so freely and without pressure or coercion, direct or implied. If I am employed by the district as an employee, I further represent and agree that 1) I am a parent of a student and my volunteer activities will directly involve the education and participation of my child, or 2) the type of services I will perform for the district as a volunteer are different from those I perform in my employment. I understand that I am free to stop volunteering at any time.

Signature of Volunteer ____________________________  Today’s Date _______________
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

Oklahoma Department of Corrections www.okoffender.doc.ok.gov

Oklahoma Sex and Violent Offender Registry https://sors.doc.state.ok.us/svor/?p=119:1:

Sex Offender Registry National www.nsopw.gov

Local Police Department: www.tulsapolic.org

Referred to Talent Management for additional background check:

Results received from Talent Management:

Approved for Volunteering:

Principal's Signature

Date

Date Checked (___/___/___) by: ________

Date Checked (___/___/___) by: ________

Date Checked (___/___/___) by: ________

Date Checked (___/___/___) by: ________

Date Referred (___/___/___) by: ________

Date (___/___/___) by: ________
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.
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.
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 Statutes, 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.

Legal reference: "School Safety and Bullying Prevention Act, 70 O.S. § 24-100.2, et seq."; 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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**Tulsa Public Schools**

**2023-2024**

**CALENDARIO DE ESTUDIANTES**

**INICIO DE CLASES**: Agosto 17

**ÚLTIMO DÍA DE CLASES**: Mayo 21°

**Semana con los padres de familia**: Oct. 19, Marzo 15

**Vacaciones de primavera**: Abril 15-22

**Vacaciones de invierno**: Diciembre 18-enero 1

**Vacaciones de verano**: Marzo 5-8

**Festivos/Vacaciones - No hay clases**

**Se celebran dos veces por semestre**

**La orientación**

**La orientación**

**El primer día del trimestre**

**El último día del trimestre**
2023-2024 STUDENT CALENDAR

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

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

CLASSES NOT IN SESSION
Labor Day  September 4
Teacher PD day  September 5
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
Spring Parent/Teacher Conferences*  March 15
Spring Break  March 18-22
April Holiday  April 26

* Please check with your school for exact dates and times
** 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.
MCCLURE

MUSTANGS!