

# *Celia* *Clinton*



***Parent & Student Handbook***

*2024-2025*




# THE HISTORY OF CCES

The school was named for the daughter of Lee and Sue Clinton, Celia, who died in early childhood.

The original school was located at 21st Street and Quanah Avenue on land donated by her grandfather, Charles Clinton. The land was annexed into Tulsa Public Schools in 1909. The building was abandoned as a school in 1939 and razed in 1952.

A school on North Harvard was named Celia Clinton to honor the agreement made with Lee Clinton and builder Walton Clinton, who, among his other good works, donated the Celia Clinton Elementary School (named for his daughter).





# **TULSA PUBLIC SCHOOLS VISION STATEMENT**

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



# CCES MISSION STATEMENT

Celia Clinton Elementary School's mission is rooted in a commitment to provide a high-quality educational experience to all students.

Through a collaborative effort involving our dedicated staff, engaged families, and unique student body, we work to uphold the values of integrity, inclusivity, and academic excellence.

We strive to ensure each student receives the support, resources, and opportunities needed to thrive in an ever-changing world.

At Celia Clinton, we provide ongoing support and development opportunities for our staff and families. We promote diversity, to foster a culture of mutual respect and empathy.

Together, with our families and community, we strive to empower every student to build a strong foundation for a bright future.

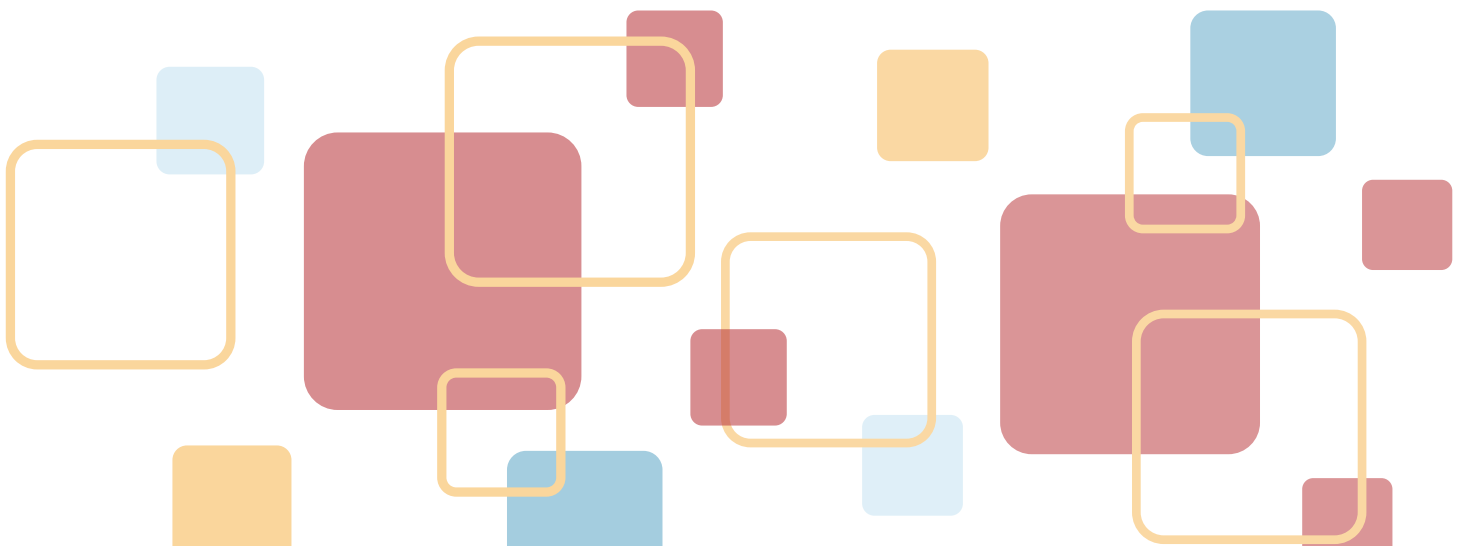
# 2024 - 2025 PRIORITIES

**Academic Excellence:** Ensuring rigorous standards and effective teaching methods to promote student success.

**Student Well-being:** Providing a safe and nurturing environment that supports the holistic development of every student.

**Professional Development:** Offering ongoing training and support to staff to continually enhance their skills and effectiveness.

**Family Engagement:** Cultivating strong partnerships with families to enhance student learning and well-being.





# SCHOOL HOURS

Doors open: 7:10

School starts: 7:30

Students are considered tardy if they are not in their classroom by 7:35.

School ends at 2:30

# BREAKFAST

Students who arrive between 7:10 - 7:40 will be provided free breakfast.

Students are considered tardy if they are not in their classroom by 7:35.

# DISMISSAL

Dismissal begins at 2:30

To assist with a smooth dismissal - there will be no early checkout after 2:00.

Please be aware of this policy when making appointments.



# 2024-2025 STUDENT CALENDAR

» First Day of Quarter      Last Day of Quarter «  
 Parent Conference Days      Oct. 11, March 17  
 Commencement Week      May 12-18  
 Holiday/Break – No Classes

### CLASSES NOT IN SESSION

- Labor Day ..... September 2
- Fall Parent/Teacher Conferences\* ..... October 11
- Indigenous Peoples' Day ..... October 14
- Teacher PD day ..... October 15
- Civic Engagement ..... November 4-5
- Thanksgiving ..... November 25-29
- Winter Break ..... December 23-January 3
- Teacher PD day ..... January 6
- Martin L. King Jr. .... January 20
- President's Day ..... February 17
- Spring Parent/Teacher Conferences\* ..... March 17
- Spring Break ..... March 18-21
- April Holiday ..... April 25

\* 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.

The Enrollment Center is closed each Wednesday, February 17-21, and March 17-21.

## AUGUST 2024

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## SEPTEMBER 2024

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## OCTOBER 2024

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## NOVEMBER 2024

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## DECEMBER 2024

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## JANUARY 2025

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## FEBRUARY 2025

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## MARCH 2025

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## APRIL 2025

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## MAY 2025

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## JUNE 2025

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## JULY 2025

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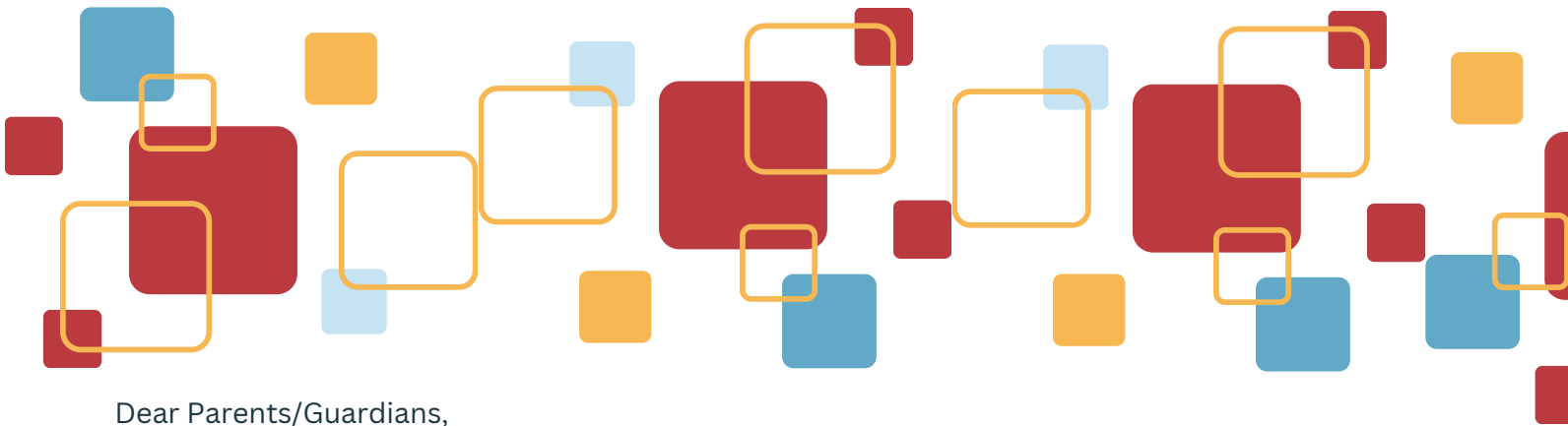
TulsaSchools.org

Tulsa Public Schools

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Tulsa Public Schools



Dear Parents/Guardians,

Welcome to the new school year at Celia Clinton Elementary School! As we embark on the 2024-2025 school year, I am excited about the opportunities and experiences that lie ahead for our students and families.

Our focus this year will be on achieving academic excellence while maintaining a joyful and supportive environment for all our students and families. We believe that a strong partnership between home and school is essential for student success, and we are committed to fostering a community where every child can thrive.

As your principal, my goal is to ensure that our students receive the highest quality education in a nurturing and inclusive atmosphere. We will continue to emphasize the joy of learning and provide the support needed for every student to reach their full potential. Our dedicated team of educators is passionate about guiding your children toward a bright and successful future.

Please take the time to read through the handbook, which contains important procedures and information about our school. It is essential that you familiarize yourself with this content to ensure a smooth and successful school year.

If you have any questions or need to contact me, please feel free to email me at [HUDSOKR@TULSASCHOOLS.ORG](mailto:HUDSOKR@TULSASCHOOLS.ORG).

Thank you for your continued support and partnership. I look forward to a fantastic school year together!

Sincerely,

Kristin Hudson



# QUICK INFO

**Mascot:** Cougar/Puma

**School Colors:** Maroon & Gold

**School Partner:** Tulsa Rotary Club

**Address:** 1740 North Harvard Ave

**Phone Number:** (918) 746-9320

**Traditional Learning:** Pre-k - 5th grade

**Dual Language Learning:** Pre-k- 4th grade

**Principal:** Ms. Hudson

**Assistant Principal:** Ms. Beamer

**Dean of Students:** Ms. Evans

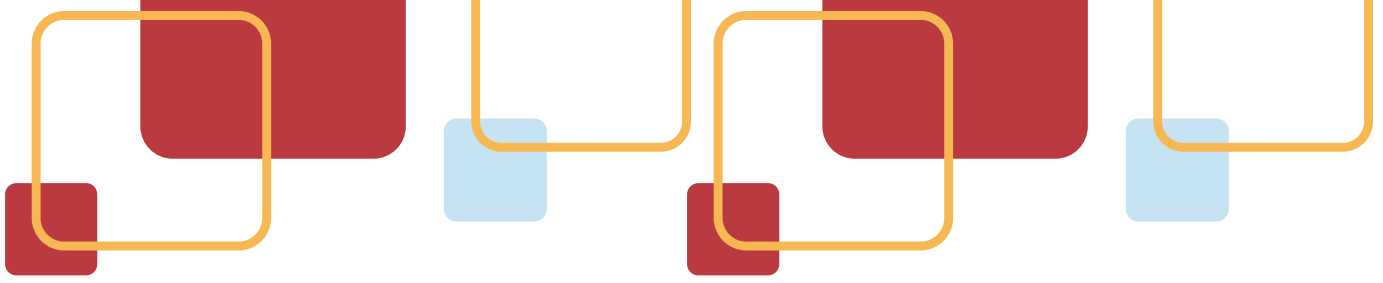
**Social Worker:** Ms. Evyn

**Principal Secretary:** Ms. Jimenez

**Attendance Clerks:** Ms. Lunsford

**Parent Facilitator:** Ms. Ramirez

**Health Assistance:** Ms. Ogans



# COMMUNITY ROOM

We are excited to announce the opening of our new Community Room at Celia Clinton Elementary in August 2024! Ms. Jenny's main office will be housed in our community room.

This room will serve as a valuable resource for our families, offering a variety of items parents can check out to help their students, including books in both Spanish and English. We will also offer Family Night Boxes to encourage family engagement and learning at home.

The Community Room will provide computers and free WiFi for our families to use during school hours, ensuring everyone has access to the digital resources they need. Additionally, we will connect parents to the Parent Resource Center for further services and support.

Soon, we will be offering tutoring hours in both Spanish and English to help our students excel academically. The room will also host parenting classes facilitated by community organizations and school employees, providing valuable guidance and support to our parents.

We look forward to seeing you in our new Community Room and working together to support our students and families!

# Communication

## Talking Points

- The quickest way to connect directly with a teacher is by using the Talking Points program.
- Sign-up by scanning here:



## Connecting with teachers:

- To protect the instructional day, parents are asked to make an appointment to meet with the teachers.
- Parents are encouraged to reach out to parents via talking points or email.
- Additionally, parents can schedule a time to meet the teacher by calling the main office.

- **Parent information update**

- Keep your phone numbers, emergency contacts, and address up to date to assist with our communication efforts.
- Update information by scanning here:



# Rules and Expectations for School Grounds

## 1. Respectful Communication:

- Please treat all staff and visitors with respect and courtesy. This includes using polite language, maintaining a calm demeanor, and refraining from raising your voice.
- Remember that our staff are here to assist you and support the needs of our school community. Mutual respect is essential for effective communication and problem-solving.

## 2. Calm Interactions:

- If an issue arises that causes frustration or upset, please take a moment to compose yourself before addressing staff or visitors.
- Should any behavior become disrespectful or disruptive, our staff have the right to step away until the situation has calmed down. Our goal is to ensure that all interactions are handled in a professional and constructive manner.

## 3. School Environment:

- Our school is home to many students who observe and learn from the behavior of adults around them. It is crucial that we model appropriate conduct and demonstrate respect for one another at all times.
- Please be mindful of your actions and words when on school grounds, as they contribute to the overall atmosphere and learning environment of our school.

## 4. Consequences for Inappropriate Behavior:

- Any adult who exhibits unprofessional behavior may be subject to further action, including being banned from school property. Our priority is to maintain a safe and supportive environment for our students and staff.
- We ask for your cooperation in upholding these standards to ensure that our school remains a welcoming and respectful place for everyone.

# Celia Clinton

## DRESS CODE

### Shirts

Long- or short-sleeved polos

Polos can be **any solid color**.

A CCES t-shirt/sweatshirt may be worn as part of the Celia Clinton uniform.

### Pants/Shorts/Skirts/Jumpers

Khaki, navy blue, and black

Jeans are allowed

### Socks

Colors are student choice

### Shoes

Footwear with a solid backing or strap over the heel may be worn.

### Students may not wear

Hoodies / Clothing with hoods

Anything prohibited by Tulsa Public Schools dress code policy

Flip Flops or heels

*If your child gets cold in class please have them wear a long-sleeved shirt under their polo or wear a cardigan or pull over without a hood or big pockets.*



# Out of uniform

## **Students out of uniform (without a free dress pass)**

- If a student comes to school without wearing their uniform, the parent/guardian will be contacted to bring a uniform to the school.
- If a parent can not be reached, the student will be provided a uniform to wear for the day.
- Multiple infractions of being out of uniform could result in disciplinary action.

## **Uniform needs:**

- If your family needs support with uniforms or other clothing needs, please reach out to our Parent Facilitator Ms. Jenny at 918-746-9331.
- We will provide up to 3 uniform shirts to each student.
- The Tulsa Public Schools Parent Resource Center offers additional support to our families.





## Student Guide to Success

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

You can view the Student Guide to Success by scanning here –



## Suspended Students

In some cases, students may need to be suspended from school due to behaviors that are unsafe in an educational environment. If this occurs, parents are required to meet with student support staff member before the student returns to school. This conversation is to help set the student up for success as they re-enter the school environment. Suspended students cannot be on campus for any reason during their suspension

# Dismissal

## Walkers

- Walkers will be dismissed through the door facing Harvard Ave.
- Walkers is defined by students who are walking home, not waiting for a car to pick them up from the street.
- Walkers are expected to leave campus within 5 minutes of dismissal beginning.
- Any students left at the walker door after 5 minutes of dismissal will be taken back to their classrooms for car dismissal.
- Pre-K -2nd grade students may not walk home alone. They must be accompanied by an adult, or student 3rd grade or older.

## Car Riders

- Cars will enter the parking lot, single lane, on the right.
- Cars will line around the school next to the Educare building.
  - (No cutting through the road in front of the school.)
- **ALL STUDENTS WILL LOAD THROUGH THE RIGHT VEHICLE DOORS.**
- Drive slowly to prevent accidents
- Follow all procedures given by the staff working the car line.
- Parents remain in cars
- ONLY TPS employees will be allowed in the building during dismissal time.
- When your students are loaded you may safely exit in the left lane.
- Please drive slow and pull up to the car in front of you while you are waiting to load.

## Daycare

- Verified daycare organizations will be allowed to have pick up in the southeast parking lot.
- To be a verified daycare, the daycare must show proof of business in the main office at the beginning of the year.
- Parents can not use the daycare pick-up line.





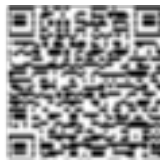
# Parent App Guide

## 1 Download The App

The Pikmykid app is available for download on your smartphone's app store (Google-Play, Apple Store). Each user will need to download and register on their own smartphone.  
App Store Download Links



iOS



Android

## 2 Register

Select "Create Account" or use your Google/Apple account. Follow the prompts to sign up. You will verify your email address and phone number to complete registration.

What's your cell phone number?

Please enter your cell phone number here. We'll send confirmation code to verify it.

USA

+1 (123) 123-1234

Need help?

Cancel

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What's your name?

Please enter full name here which is registered with the school as Parent or Delegate

First Name

Last Name

Need help?

Next

Or Continue With

Google Apple

Email

Need help?

Set a strong password

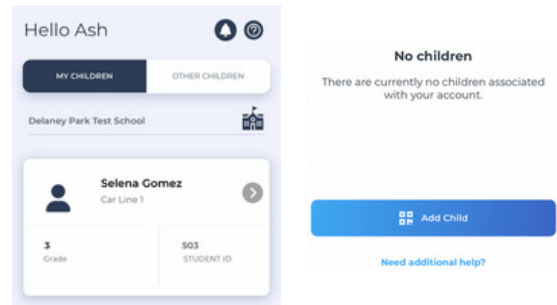
A strong password will have an uppercase, lowercase, character, a number, and special symbol

Enter Password

Confirm password

## 3 How To Add A Child

Schools might connect your children automatically! If you see the "No Children" on screen & the school gave one time Parent Connection QR code, then select "Add Child" to scan the code and add one child at a time, else tap on "Need Additional Help?" to reach our support desk.



## Secure Way To Connect

Parents can use our website also – [parentapp.pikmykid.com](https://parentapp.pikmykid.com) to register and make pick-up changes, report student absences or checkins. **Note: Announcement is only available through the parent phone app.**

Need Help?



Email [support@pikmykid.com](mailto:support@pikmykid.com). Be sure to include the name of the school, the child's name, the dismissal ID, and your mobile phone number, with your questions.

4

## Schedule Pickup Changes

Choose the child from the children's tab (tap the green icon next to your school's name to make changes for multiple students). Choose the date or select the three-dot icon. You will be able to make single or recurring changes.

6

## Check In

On Check In tab, you will be able to complete the check in for you or your children. Contact App Support if the Check In tab is not available for you.

5

## Change Default Pickup

Select Default Pickup from this screen to change your child(ren) default pickup mode. The app will prompt a message if the schools have restricted this.

7

## Announce Your Arrival

The app's Pickup tab allows you to see your children, view their pickup mode, and announce your arrival.

### App Support

Go to the Account page (at the bottom of your home screen), and then select "Contact Support". Fill out and submit the form to be connected with a friendly customer service human or email [support@pikmykid.com](mailto:support@pikmykid.com).





# Parent App Guide

## Q How do I add a change to my child's dismissal schedule?

1. Choose the child from the children's tab (tap the green icon next to your school's name to make changes for multiple students).
2. Choose the applicable calendar date when you want the change to start OR select the three-dot icon on your bottom right corner.
3. Select Change Pickup.
  - a. Confirm the start date is correct.
  - b. Select one of the options to repeat the change if applicable and choose the last applicable day to be included.
  - c. Select the desired pickup option from the drop-down. Then select who is picking up.
4. Review the Pickup Summary and Confirm Change to save your selection – you will see a green notification on the top of the screen with the confirmation of the changes.

## Q How do I announce my arrival to the school?

1. Parents can only announce at school, during the set dismissal hours, if the school has the Announce feature enabled on the school portal.
2. Make sure your phone's location services are enabled on both your phone and your Pikmykid parent app.
3. Stop at the stop sign and select the GREEN ANNOUNCE button on your Pick Up tab.

\* If your school is using the hands-free announcement feature, review the option is enabled on the Account tab and that you have granted the correct location permissions.

## Q How do I manage my delegates?

1. Select Account at the bottom of your screen, then select Manage Approved Contacts.
2. Select the Create Contact icon (person with a plus sign) to create a new contact. You can also Edit, Delete, or Deactivate delegates as needed by selecting their names. \* Inactive delegates will be grayed out and they won't be visible on your list when adding a Delegation to your child's calendar.
3. When editing a contact, you can add photos to delegates, mark them as emergency contacts and select their relationship to each child in your app.

\* Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.



## On time pick-up

It is crucial to pick up your children on time after school.

Our school staff is not on contract after 3:00 PM, and it is important for the well-being of your child to be picked up promptly. Being left behind can cause unnecessary stress and anxiety for them.

If an emergency arises and you are unable to pick up your child on time, please call the office and inform us of the situation so we can assist.

If students are not picked up by 3:00 PM, we will contact the emergency contacts listed. If no arrangements are made, we will contact our campus police for support.

Your cooperation in this matter ensures the safety and comfort of all our students.

## Chronic Attendance

Regular attendance is vital for your child's academic success. Students who are absent more than 10% of the school year are considered chronically absent. Missing more than 15% of the school year puts students at risk of being retained. Additionally, students who miss more than 10% of the school year may lose their transfer status to Celia Clinton Elementary. We strongly encourage ensuring that your child attends school as much as possible to support their learning and growth.

## Doctor's notes

If a student is absent due to illness/appointment, a Doctor's Note must be provided to the Attendance Clerk in the office for the absence to be "Excused".



# Student Check-Out

School Board Regulation 2117-R

## STUDENT PICKUP DURING THE SCHOOL DAY

Student safety and security are primary goals in Tulsa Public Schools.

The following procedure is adopted to ensure all schools in the District deploy a consistent security process with regard to the early release of students to an authorized adult (over 18 years of age).

- Adults arriving to check out a student from school must sign in at the school's main office and produce valid, unexpired, photo identification to the office staff.
- Adults who are not able to produce valid identification will not be allowed to remove a child from school, regardless of whether the adult's name appears in the District student information management system as an emergency contact or authorized guardian.

### Early Check-Out Guidance:

Early check-outs can have a significant impact on the learning environment. When a student leaves early, it disrupts the teacher's lesson, the concentration of the students in the class, and the learning of your child.

We understand that there are times when early check-outs are unavoidable; however, we ask that you limit these instances to only when absolutely necessary. Please note the following policies regarding early check-outs:

- A valid ID must be provided for check-out.
- There is no early release/check-out after 2:00 PM.
- Parents must come in and check out their student during school hours.
- Checking students out early daily to avoid the car line will not be permitted. .

# HOMESWORK

**\*\*New Homework Initiative at CCES:\*\***

This year, Celia Clinton Elementary School is introducing a new initiative that will require homework for all students. Homework plays a crucial role in reinforcing classroom learning, promoting responsibility, and fostering academic growth. It also provides an opportunity for students and families to work together to support learning outside of school hours.

Your child's classroom teacher will provide more specific information about their homework requirements, including how homework will be assigned and its importance in their educational journey. We look forward to partnering with you to ensure every student's success at CCES.



## Behavioral expectations:

At Celia Clinton, we have high expectations for all students. In order for our students to reach their goals, it is vital that we hold students accountable for their choices. The following behaviors are not limited to this list, and will not be tolerated.

- Disrespect to staff or peers
- Threatening comments
- Fighting
- Filming fights
- Bullying
- Stealing
- Refusal to follow directions
- Leaving the classroom without permission



## Food in Cafeteria

- Lunch is provided for all students
- Students are allowed to bring lunches from home.
- Students may not share or trade cafeteria or snack food during lunch.
- Items not allowed at school: energy drinks, coffee drinks,
- Parents are welcome to eat lunch with their child in the community room.



## See. Hear. Share

You can help keep your school community safe.

If you see or hear something concerning, call

918-480-SAFE, text 480SAFE,

[E-Mail share@tulsaschools.org](mailto:share@tulsaschools.org), or share it with  
a trusted adult.

Our See.Hear.Share hotline is staffed around  
the clock

### SOCIAL MEDIA THREATS

We urge parents and families to talk with their children about the importance of good digital citizenship and the severity of the potential consequences for bad decisions made online.

Students who make threats to schools on social media are subject to serious and potentially life-altering consequences.

Regardless of the original intention of a social media post - whether it was a joke or an expression of frustration – students can face long term suspension, arrest, and criminal charges.



# Student Cell Phone Policy

While we understand that some students need a cell phone for safety reasons and to communicate with you, we have established the following expectations around cell phones at Celia Clinton .

- Students are prohibited from using cell phones during the academic school day including during lunch, recess, and dismissal; whether inside or outside the building. This includes field trips.
- During school hours, cell phones must be turned off and put into locker or given to their teacher.
- If you would like to bring a lock for your locker you may. The student is responsible for giving the teacher the lock combination.
- Any cell phone confiscated by staff due to students not following the school cell phone policy will be held in the office for parent/guardian pick up.
- Celia Clinton Elementary and staff are not responsible for any broken, lost, or stolen cell phones.

## Classroom Birthday Parties

- Your child's teacher should be consulted in advance for any birthday celebrations
- No Peanut Butter
- Treats must be store bought & enough for all students in the class.
- Treats for a birthday party can be shared with the class at 2:00.

# School Communication

## Parent Teacher Conferences

- Parent teacher conferences are required for all families.
- During parent teacher conferences, the teacher will discuss student progress and learn more about him/her from you.
- Attending these conferences ensures you are well-informed about your child's education and can collaborate with teachers to help your child succeed.

## PowerSchool Parent Portal

We strongly recommend that all parents have a PowerSchool login and regularly review their child's grades. To keep up with your child's academic performance, including reading MAP scores and math MAP scores, you must access the PowerSchool Parent Portal. PowerSchool is the district-wide program for checking your child's grades.

If you have not accessed your account this year or have never logged in to PowerSchool, you may request your Access ID and Access password at the front office. We will print your information, but you must come into the school to pick it up.

You can visit the PowerSchool Parent Portal at  
[www.tulsaschools.org/3\\_Parents/power\\_school\\_main.asp](http://www.tulsaschools.org/3_Parents/power_school_main.asp).



If you need instructions on how to create an account using your Access ID and Access password, please see the school Parent Facilitator.

# Report Cards

- Please note: Physical report cards are no longer used.
- Parents should log into Powerschool Parent Portal to view their child's grades weekly.
- Grades Pre-Kindergarten through 5th use a report card with specific objectives listed.
  - Certain symbols for the following objectives/stages are used to communicate your child's progress:
    - Prekindergarten- Kindergarten:
      - M-Mastery,
      - P-Progressing Adequately,
      - N-Not Making Progress
      - Blank-Skill not assessed at this time.
    - Grades 1-2:
      - 1 Meet or Exceeds Standard,
      - 2 Progressing Toward Standard,
      - 3 Area of Concern,
    - Grades 3-5:
      - Grades 3, 4, 5 use traditional report cards with letter grades of A, B, C, D, F.

If you have any questions about your child's grades, please visit with his/her teacher.





# Student Assessment Dates

Students in K - 5 will be assessed throughout the year in the areas of reading and math using our Measures of Academic Progress (MAP) assessment. This assessment provides a students proficiency level as well as their academic growth. Dates for these assessments are as follows:

- August 21 - September 1
- January 8 - January 19
- April 1 - April 12

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Oklahoma State Testing will be conducted for students in the 3rd - 5th grade. 3rd and 4th graders are assessed in the areas of reading and math. 5th grade students will be assessed in the areas of reading, writing, math, and science. The window for these assessments are as follows:

- April 15 - May 15

Please talk to your child about doing their best on the assessments! These assessments give teachers vital information to help each student grow and succeed in school.

# Medical Information

- **School nurse/health assistant**

- A health assistant provides health services.
- They are primarily responsible for the care of the ill or injured students or faculty members.
- A district registered nurse is on call for emergency care as needed at all times. Students and parents/guardians are requested to inform the school nurse/health assistant of any health conditions or regular medications which may warrant special attention.
- State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given the opportunity to obtain the necessary immunizations.
- NOTE: This is by law---Students who fail to meet the immunization requirements will be excluded from school.

## **Dispensing Medication**

- Parents of students who take prescribed medicines are to bring the medication in the original container to the nurse's office for safekeeping with the needed information on the container.
- The information needed is as follows: date, student's name, medication name, number of tablets in the container, time medication is to be consumed, physician who prescribed the medication, any side effects or concerns, and a telephone number where parent/guardian may be reached in case of questions. Medications that do not meet these criteria will not be given.

# Student Illness

If the illness warrants that the student is dismissed from school, the nurse (or her designee) will telephone a parent/guardian to make the necessary arrangements. Students will be excluded from school for the following:

- Fever of 100 degrees or higher
- Common childhood disease
- Chicken Pox
- Undiagnosed rashes
- Vomiting and/or diarrhea
- Head lice
- Fainting
- Red-Inflamed eyes (pink eye)

Please Note: Students must be without a fever for 24 hours before returning to school.





# Money

To avoid potential problems, please do not send students to school with extra money in their pockets. In case of an activity or emergency, place the money in an envelope with the amount and your child's name. Please instruct your child to give the envelope to the teacher.

## Weapons and Tobacco

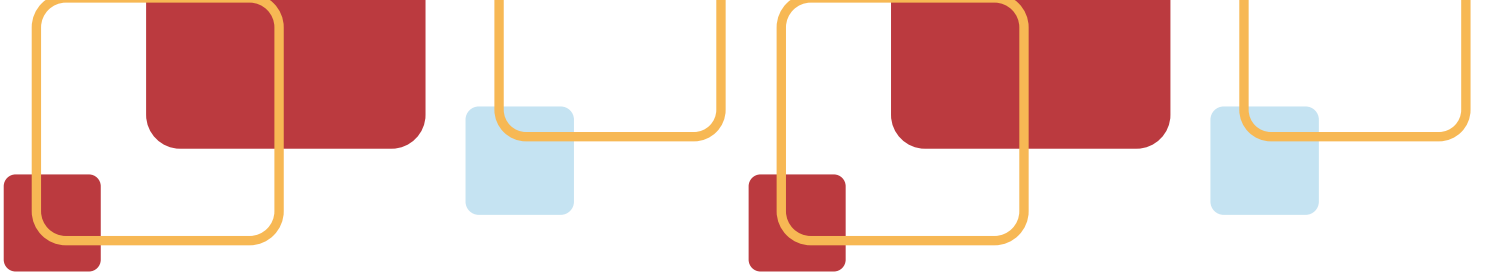
Tulsa Public School Policy does not allow for weapons, drugs or any tobacco products to be on school grounds at any time. Parents may not use tobacco products on field trips.

## Accountability System

To keep track of our students' behavior throughout the day, we use an accountability system at CCES. Every day, the students begin on green and may earn clips up for exceeding expectations (following procedures and directions without reminder, helping a friend, etc.) or clips down for not meeting expectations (hitting, ignoring procedures and directions, etc.).

Your student is able to earn points each day based on the color they earn. If they earn a certain amount of points at the end of the month, they get to attend a special party.

Encourage your student(s) to show excellent behavior every day to earn their party!



## Lost and Found

- Please label all your child's coats, jackets, lunch boxes, and water bottles with their full name.
- **Items without names that are turned into Lost and Found will be donated to Goodwill if unclaimed after 2 weeks.**

## Lockers

- Each student must be assigned a locker.
- Students are not allowed to share lockers.
- Students can decorate the inside of their locker but no stickers are allowed to be on lockers.

## Counseling Services





## Chromebook Use for Students

- Students are only allowed to access approved websites on their Chromebooks.
  - If students choose to visit other websites, they risk losing their Chromebook privileges and facing additional consequences.
  - Students should not take their Chromebooks home.
  - Parents can request to check out their child's Chromebook for academic work through our Community Resource Room.
  - If a student intentionally damages their Chromebook, the parent/guardian may be charged a fee for repairs.
- Please talk to your child about the importance of taking care of their Chromebook to ensure it remains in good working condition.





## Field Trips

- Students must have a permission slip signed by parent/guardian to attend.
- A year long permission slip will be given at the beginning of the year to sign that allows your child to attend all field trips throughout the year.
- In some cases, parents/guardians may be required to accompany students due to safety issues.
- Do not send extra spending money with your student on field trips.
- Guardians must complete a background check at least 1 week before a field trip in order to attend with their student's class.

## Classroom Distractions (items)

- Spinners or other handheld fidgets are not permitted in the classroom unless this intervention is part of a formal Behavior Intervention Plan.
- Pokémon or similar trading cards are not permitted at school. Items will be turned into the office to be picked up by an adult.
- Toys of any kind are not allowed at school. The occasional exception would be a special event planned by the teacher. Parents will be notified of this.
- Personal technological devices are not allowed at school.
- The school is not responsible for loss or theft of personal items.



# Emergency Procedures

Ensuring the safety and well-being of all students and staff is our top priority. Below are the procedures and protocols for various emergencies, as well as important contact information to keep in mind.

## Emergency Drills:

- Fire drills are conducted quarterly to ensure that students and staff are familiar with evacuation routes and procedures.
  - Upon hearing the fire alarm, students should line up quickly and quietly and follow the teacher's instructions.
  - Teachers will lead students to the designated evacuation area outside the building.
  - Attendance will be taken once safely outside, and the all-clear signal will be given before returning to the building.
- Lockdown drills are practiced periodically to prepare for potential intruders or other threats.
  - During a lockdown drill, all classroom doors are locked, lights are turned off, and students are instructed to stay quiet and out of sight. Teachers will provide specific instructions and ensure that students remain calm and follow procedures.
- Tornado drills are held to prepare for severe weather conditions.
  - Students will be instructed to move to the designated safe areas within the building, usually interior hallways on the lowest floor, away from windows.

## Emergency Situations

- In the event of an actual emergency, the following procedures will be followed:
- Notification: Parents will be notified as soon as it is safe and practical to do so. Notifications may be made through the school's communication platform.
- Please ensure that the school office has your current contact information, including phone numbers and email addresses, so that we can reach you quickly in case of an emergency.



# Weather Information

Ensuring that students are able to get to school on time every day means that they need to be able to travel safely between home and school. On inclement weather days, we announce emergency closings or delays no later than 5 a.m. on the impacted day. When possible, we attempt to make the notification by 10 p.m. on the night prior to the weather event. If there is no announcement by 5 a.m. on the impacted day, school is in session. We use three guiding principles to make decisions about postponing or closing schools for inclement weather:

- Time spent in the classroom is integral to preparing students for academic success.
- Students and staff must be able to get to and from school safely.
- Parents and guardians must have adequate time to make arrangements for transportation or childcare.

School closings or delays are communicated widely through our website, social media, text message, and local news outlets.



# 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:**

State	County	State	County
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

First	Middle	Last
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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** \_\_\_\_\_



# TULSA PUBLIC SCHOOLS BACK TO SCHOOL FORM 2024-25

**GET READY FOR THE FIRST DAY  
OF SCHOOL BY COMPLETING  
OUR BACK TO SCHOOL FORM.**

**All families must complete this form.**

**By updating your information:**

You help us continue providing  
free meals to all students;

—  
Ensure that Tulsa Public Schools receives the  
correct resources to support students; and

—  
We can connect you with additional services  
and resources that you may be eligible for.



To complete the form, visit  
[TulsaSchools.org/BTSform](https://TulsaSchools.org/BTSform)  
or scan this code.



**You will need to know your student's ID number  
(aka lunch number) to complete the form.  
If you do not know your student number:**

Contact your school or

—  
Reach out to our Enrollment Center at  
**(918)746-7500** or [enroll@tulsaschools.org](mailto:enroll@tulsaschools.org).



***Celia***



***Clinton***

***Parent & Student Handbook***

*2024-2025*