



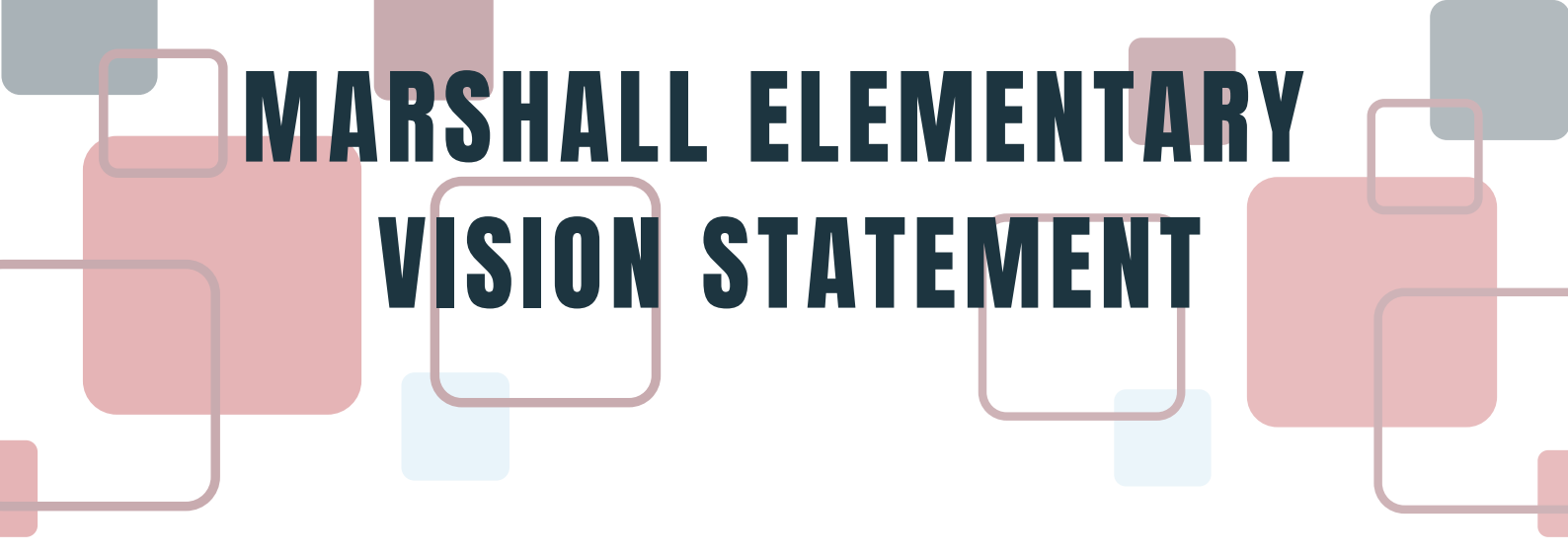
# ***Parent & Student Handbook***

*2024-2025*



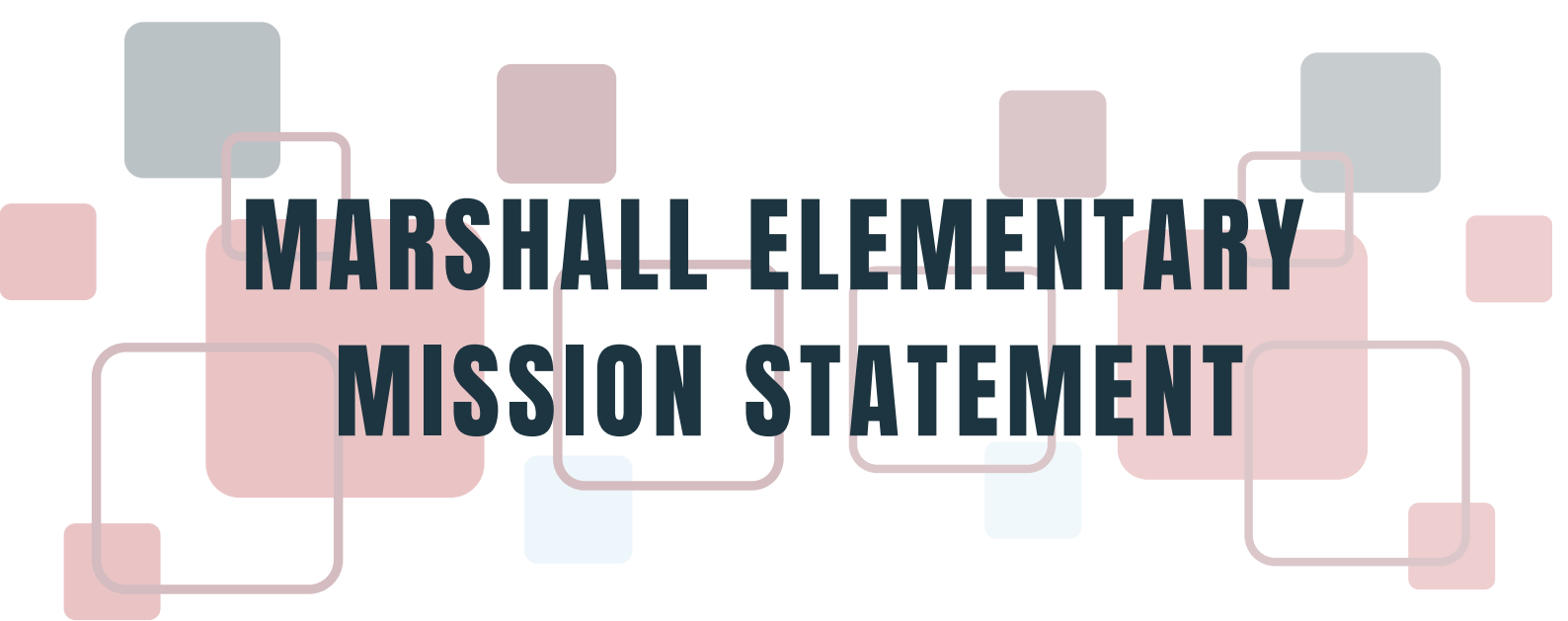
# TULSA PUBLIC SCHOOLS VISION STATEMENT

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.



# **MARSHALL ELEMENTARY VISION STATEMENT**

*The vision of Marshall Elementary is to develop a confident and responsible community of learners where every student will achieve at high levels.*



# **MARSHALL ELEMENTARY MISSION STATEMENT**

*The mission of Marshall Elementary is to empower a community of learners by cultivating a safe and supportive learning environment by partnering with families and delivering high quality instruction. We will intentionally hold ourselves and each other accountable to accomplish all academic, social, and personal goals.*

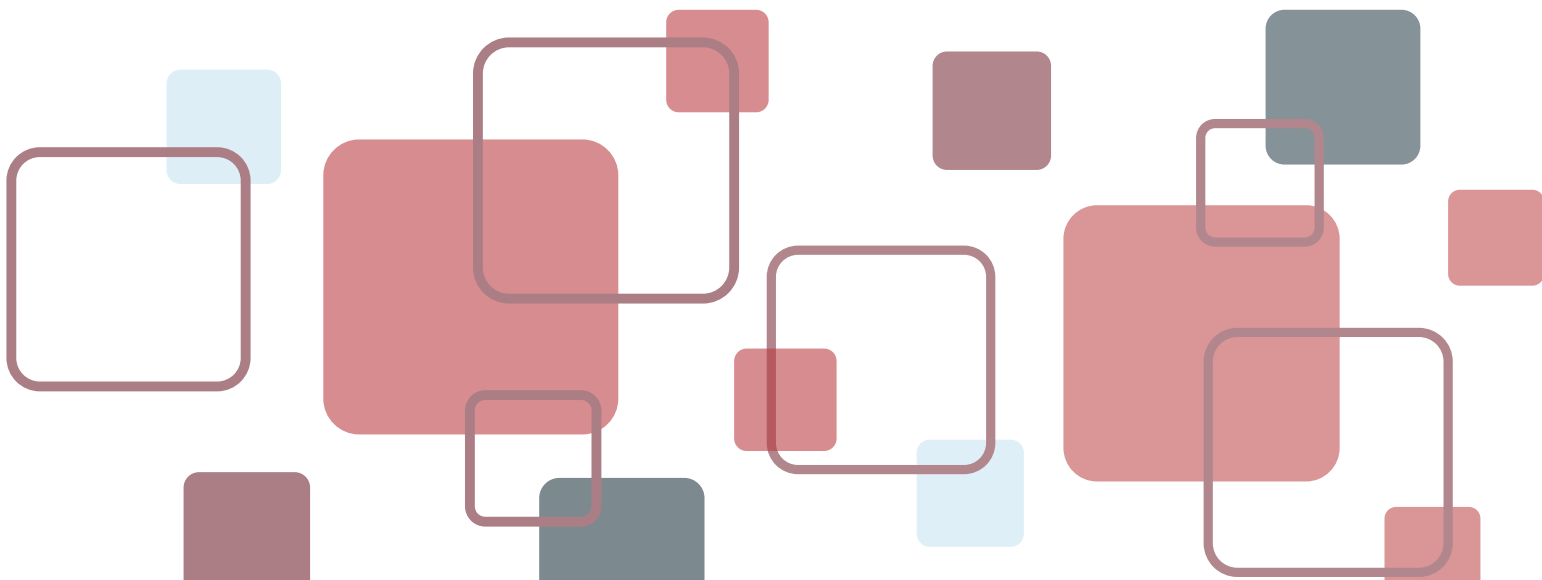
# 2024 - 2025 PRIORITIES

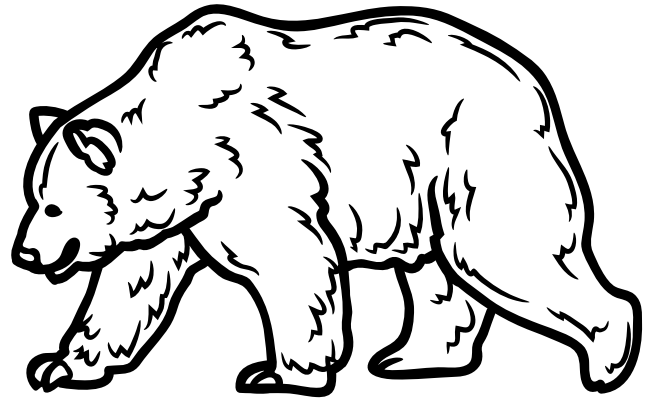
**Academic Excellence:** Ensuring rigorous standards and effective teaching methods to promote student s  
Marshall Elementary.

**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 at 7:10 for breakfast.

School starts: 7:30

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

School ends at 2:30

# BREAKFAST

Breakfast is served from 7:10 - 7:30. Students who arrive between 7:10 - 7:30 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 2:15.

Please be aware of this policy when making appointments.



# 2024–2025 STUDENT CALENDAR

FIRST DAY OF CLASSES: AUGUST 20  
LAST DAY OF CLASSES: MAY 21\*\*

» 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

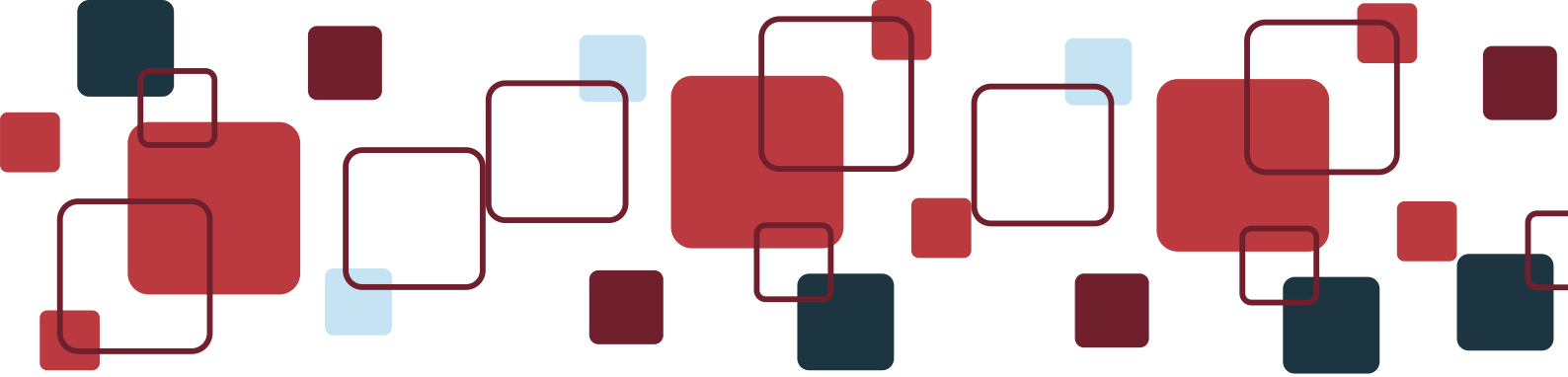
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## JUNE 2025

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## JULY 2025

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Dear Parents/Guardians,

Welcome to the new school year at Marshall 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 at Marshall Elementary, 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 [asberam@tulsaschools.org](mailto:asberam@tulsaschools.org).

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

Sincerely,

Mrs. Asberry - Principal

# QUICK INFO

**Mascot:** Bears

**School Colors:** Maroon and Navy

**Address:** 1142 E 56th St, Tulsa, OK, 74105

**Phone Number:** (918) 746-8740

**Grades:** Pre-k - 5th grade

**Principal:** Mrs. Asberry

**Dean of Students:** Mrs. McKinney

Counselor: Mr. Hill

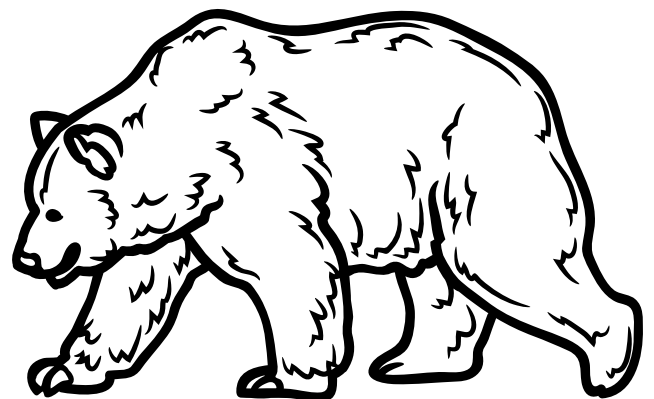
**Social Worker:** Mrs. Stubblefield

**Principal Secretary:** Ms. Marisa

**Attendance Clerk:** Ms. Judy

**Parent Facilitator:** Mrs. Bell

**Health Assistance:** Ms. Carson





# 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:



# Student Dress Code

## Shirts

- Long- or short-sleeved polos
- Polos can be any solid color. No patterns.
- A Marshall Elementary t-shirt may be worn instead of a polo shirt
- A Marshall Elementary sweatshirt may be worn as part of the Marshall uniform.

## Pants/Shorts/Skirts/Jumpers

- Khaki, navy blue, and black
- Jeans are allowed
- Shorts should be worn underneath skirts

## Leggings/Tights

- Leggings/tights can be worn under skirts or shorts
- Colors are student's choice

## Socks

- Colors are student's choice

## Shoes

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

## Students may not wear

- Hoodies
- Clothing with hoods
- Oversized coats/ jackets/sweatshirts
- anything prohibited by Tulsa Public Schools dress code policy
- Flip Flops
- 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.

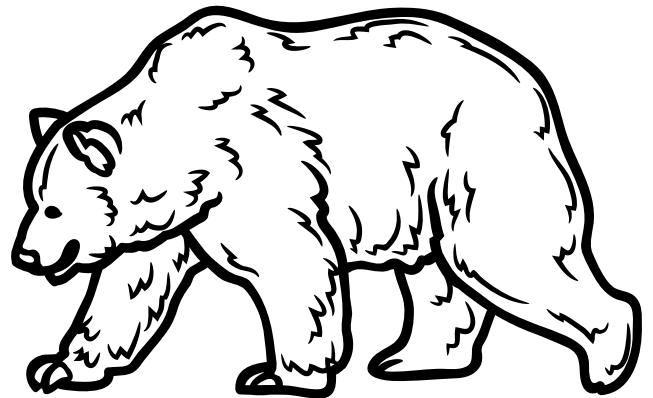
# Dress Code Cont..

## Students out of uniform

- 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 (if there is one available).
- 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, Mrs. Bell.
- 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 Marshall Elementary

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 or disruptive in an educational environment. If this occurs, the school may request a parent return with the student to meet with the Dean to support the student in returning to class successfully.

# Arrival Procedures

## Arrival

Doors will open for students to eat breakfast at 7:10. Students begin going to class at 7:20. School starts at 7:30. Students who are not in class by 7:35 are counted as tardy.

### Walkers

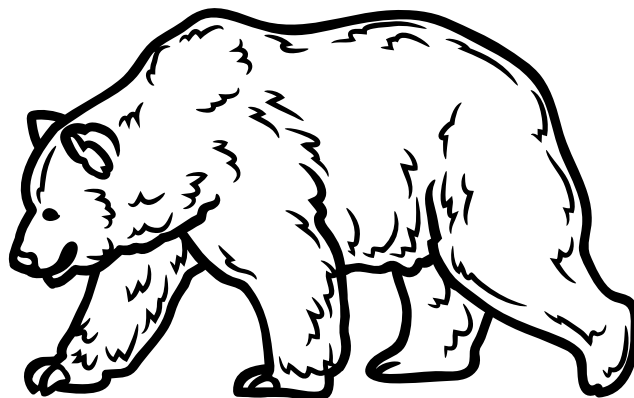
- All walkers will enter through the front door of the building.

### Car Riders

- Car riders will go through the car line and be dropped off at the gym door.
- Please drive slowly to prevent any accidents
- Stay in a single file line and do not attempt to pass a car in front of you
- Follow directions of school staff outside

### Walking students to class

- Pre-k and Kindergarten parents/guardians may walk students to class for the first week of school only. 1st - 5th grade students walk to class on their own. Thank you for understanding and adhering to this policy.
- Parents may not eat school breakfast



# Dismissal Procedures

***We will not check students out from the office after 2:15. At 2:15, we will ask you to please wait at your child's dismissal location for pick up.***

## Walkers

- Walkers is defined by students who are walking home or students who's parent/guardian/sibling walks to their door to pick them up.
- 3rd, 4th, and 5th grade walkers will be dismissed out of the two back doors of the building at 2:30.
- Pre - k and Kindergarten parents/guardians/siblings walk up to the northeast door by the fence. We will bring your child out to you.
- 1st and 2nd grade parents/guardians/siblings walk up to the east side door by the playground. We will bring your child out to you.
- Pre-K -2nd grade students may not walk home alone. They must be accompanied by an adult, or student 3rd grade or older.
- No students may exit through the front doors

## Car Riders

***Student safety is our top priority. No families may walk up to car rider door at dismissal. Please stay in your car and go through the car line. It goes quickly!***

- Cars will enter the parking lot in single file.
- 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, please wait for school staff to motion that it is safe to exit.



## 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 Marshall 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".

# Behavioral expectations:

At Marshall , 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 or gestures
- 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: Soda, energy drinks, coffee drinks, candy
- Parents are welcome to eat lunch with their child in the community room.



# 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 Marshall .

- 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.
- Marshall 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

- Information will be shared with families through Talking Points and School Messenger. It is very important that the office has the most up to date phone numbers and emails for parents/guardians all necessary information is received.

## Parent Teacher Conferences

- Parent teacher 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.
- Fall Conferences: October 7 & October 9
- Spring Conferences: March 11 & March 13

## 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 have the PowerSchool Parent Portal. PowerSchool is the district-wide program for checking your child's grades.

If you have not used your account this year or have never logged in to PowerSchool, you may request your user ID and 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).

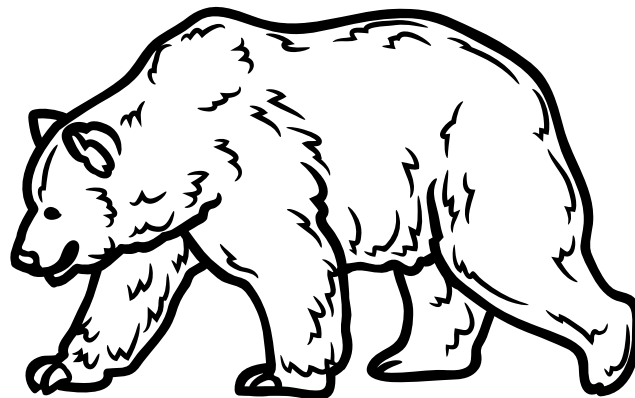


If you need instructions on how to create an account using your ID and password, please see the school Parent Facilitator.

# 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

In addition to the MAP assessment, we will have a benchmark assessment called the MAP Fluency Assessment for K – 5. This assessment will provide a clearer view of skills individual students need to work on to grow and reach their academic goals. Teachers will use this data to address individual needs in the classroom. Dates for these assessments are as follows:

- September 25 – October 6
- December 4 – December 15
- March 4 – March 15
- May 6 – May 17

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, science, and social studies. 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

- 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.

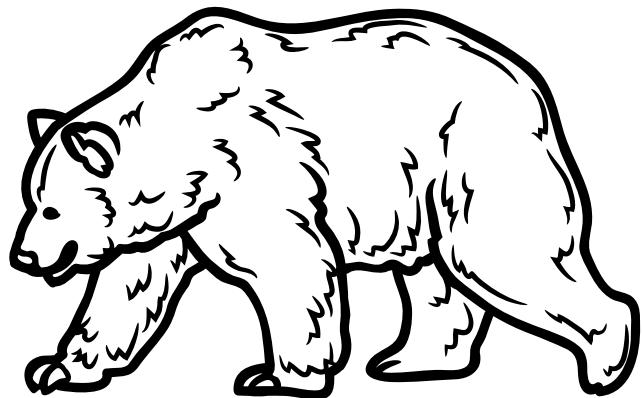
# Student Illness

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.

Please Note: After a child has been sent home for lice, the health assistant or other designee must check the student for lice before he/she may return to class.



# 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 Marshall Elementary. 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

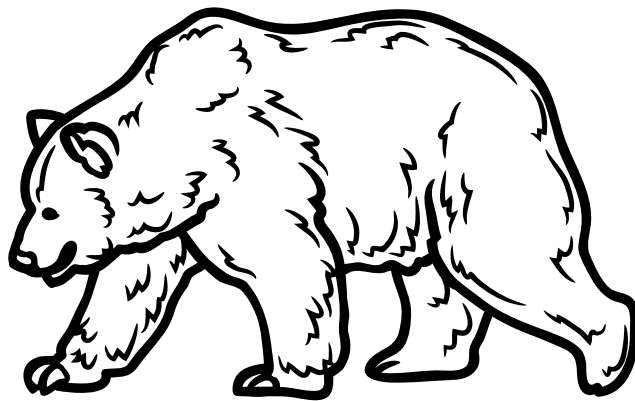
At Marshall Elementary School, we collaborate with two counseling agencies: Family and Children Services and Dayspring Counseling Services. If you would like to sign your student up for counseling, please reach out to our counselor, Mr. Hill.





## Chromebook Use for Students

- Students are only allowed to use 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.
  - 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 generic 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.
- Field trip chaperones, parent/guardian volunteers, etc. will not be able to ride the school bus to attend a field trip.

## 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.