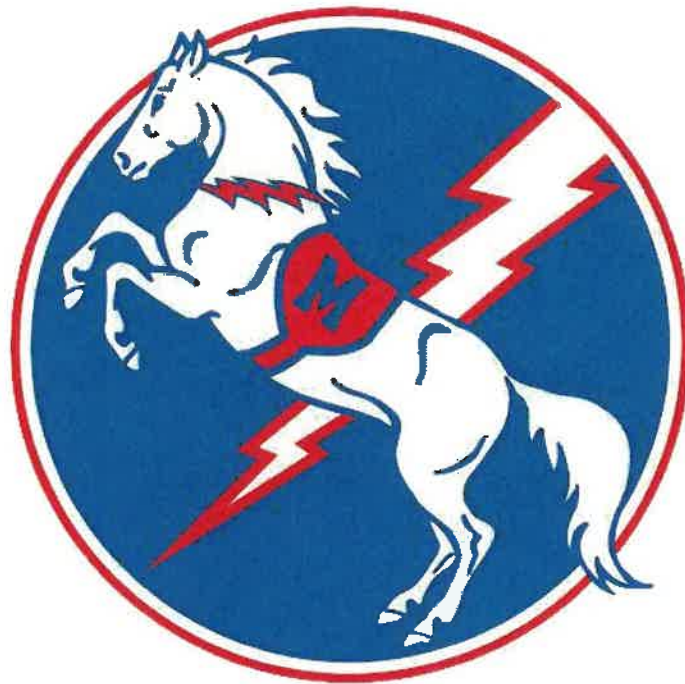


**Memorial Middle School**  
**24-25**  
**Student/Parent Handbook**



**7502 E. 57th St.**  
**Tulsa, Ok 74145**  
**Phone - 918-833-9520**  
**Fax - 918-833-9551**

**<https://memorialms.tulaschools.org/parents/back-to-school>**

## **Memorial Chargers Staff**

### **Administrative Team**

Principal - Megan Batrez

Assistant Principal - Chad Beesley

### **Leadership Team**

Dean of Students - Larry Lane

Dean of Students - Rasha McKnight

7th & 8th Grade Counselor - Steven Morgan

6th Grade Counselor - Veronica Jones

### **Office Staff**

Principal Secretary - Melissa Munoz

Attendance Clerk - Martha Chowning

Clerk/Receptionist - Alyssa Lundin

### **Parent Supports**

Parent Facilitator - Rob Lovelace

Health Assistant - Tabitha Price

Refugee Liaison - Tahera Abbasi

### **Support Employees**

Para - Stephanie Barton

Para - Tricia Mckee

Para - Gary Sylva

P.E. TA - Alphonso Pierce

Head Custodian - Abel Perez

Cafeteria Manager - Melanie Durbin

## **Memorial Chargers Teachers**

### **6th Grade Team**

Nolan Crowley - ELA  
Casey Dunsworth - Science  
Anna Gormley - Math  
Jennifer Handsel - Geography  
Tiffany Parks - ELA  
Vacant - MATH

### **7th Grade Team**

Tom Dotson - Math  
Clark Lowry - Geography  
Rechelle Petty - Science  
Megan Phillips - ELA  
Lisa Salamon - Math  
Tanisha Sanders - ELA

### **8th Grade Team**

Savannah Goggans - Math  
Aaron Goree - Science  
Cheryl Leach - Math  
Marcie Rutter - ELA  
Ronald Taylor - ELA  
James Tindle - U.S. History

### **Electives Team**

Abraham Kamara - Technology/Robotics  
Melissa Lamb - Band  
Heather Schroeder - Librarian  
Paige White - Gifted Talented  
Erin Wilson - Art  
Ray McKnight - PE  
Vacant READ 180

### **ELD Team**

Samuel Akibu  
Vacant ELD

### **SPED Team**

Elizabeth Hall - 6th Grade  
Deborah Lefler  
Jeff Maness - 7th & 8th Grade  
Carolyn McDonald - Autism  
Jana O'neal - I.D.  
David Payne - 7th & 8th Grade  
Enedina Martinez - M.M

## **PARENT COMMUNICATIONS**

**Memorial Middle School Website** - For update to information about Memorial Middle School, Please go to our website

<https://memorialms.tulsaschools.org/>

**Memorial Middle Facebook** - Follow us on Facebook to keep up with events for our Chargers

<https://www.facebook.com/MemMidTulsa>

**Talking Points** - You can download the Talking Points app for Parents and Families. This is how you will be able to communicate with your student's teachers. This is also where we will send out important announcements for parents.

**Powerschool** - Use the Powerschool app to check student's final grades and attendance. The office will give you a letter with the Username and Password for you to login.

**Canvas** - Log in to see class assignments and information directly from teachers.

**Main Phone number** - Parents are always welcome to call the main phone number 918-833-9520, and listen to the menu to be directed to the correct person to help you.

# MEMORIAL MIDDLE SCHOOL CHARGERS

## BUILDING HOURS & ADULT SUPERVISION:

- The school opens at 8:30am and closes at 4:35 PM.
- **THERE WILL BE NO ADULT SUPERVISION OUTSIDE THESE HOURS.**
- School begins at 9:15 a.m. Students are not to arrive on campus before 8:30 a.m. and are to be picked up by 4:35 p.m.
- Please do not arrive early or stay late unless you are participating in a planned extracurricular activity sponsored by the school.
- Students attending these district sponsored activities are supervised until the conclusion of the activity or event.

## MORNING ARRIVAL:

- Between 8:30-9:15am students should enter the building using the door under the awning (northwest).
- Bus riders will enter the building using the north doors (gym hallway).
- Students who arrive late (after 9:15am) must enter the building through the administrative office doors.
- **STUDENTS MUST HAVE THEIR ID VISIBLE AROUND THEIR NECK AND ELECTRONICS IN BACKPACKS BEFORE ENTERING THE BUILDING.**
- All students report to the cafeteria for breakfast between 8:30-9:05am.
- Students who have finished breakfast, and/or choose not to eat breakfast, will report to the auditorium.

## AFTERNOON DISMISSAL:

- Bus riders will be released at 4:15pm and must enter the girls gym **BEFORE 4:20pm.**
- Walkers and Car riders will be released at 4:20pm and exit out the awning doors (northwest).
- If a student is not picked up by 4:35pm, staff will attempt to contact family then will move forward with emergency protocols.

## ATTENDANCE PROCEDURES:

- **\*\*ALL STUDENT ABSENCES MUST BE REPORTED to (918)833-9533\*\***
- When you miss class, you are missing valuable instruction. Poor attendance can negatively impact your learning, your grades, and your ability to move on to the next grade.
- The law requiring children to attend schools states it is the duty of the parent/guardian to notify the school the reason for any absence of a school-age student.
- If you are absent for an appointment please provide a note to the school by delivering a copy to the attendance clerk or by faxing it to (918)833-9551.

## **TARDY POLICY:**

- All students should be on campus no later than 9:05 a.m. Students are to be in their first class of the day, seated, quiet, and ready to work by 9:15 a.m.
- Students arriving after 9:45 a.m. are to report to the office for a pass and may be considered absent from the first period unless they report to the office with a note from the doctor or dentist and are given an excused tardy pass.
- Students are given 5 minutes to pass to their next class. Students are expected to use their time wisely, using the restroom, getting a drink and retrieving all items necessary for their next class.
- Students who accumulate excessive tardies will receive progressive consequences that include parent calls, detention, TRAIICE, or other appropriate consequences determined by the deans.

## **Leaving school during the day**

- Students who need to leave school during the day **MUST BE CHECKED OUT THROUGH THE OFFICE.**
- Leaving school without permission is classified as truancy and is against the law.
- If you are sick, you must report to the school's health assistant/nurse or administrative staff who will assist with checkout.
- Students must be signed out by a Parent/Guardian in the school office. **ONLY ADULTS LISTED AS EMERGENCY CONTACTS/OK TO PICK UP in POWERSCHOOL can sign out a student.**
- Parents/Guardians must show proper identification when checking their students out. Students will only be released to authorized personnel with appropriate identification upon arrival in the front office.
- Students will not be released to wait in the office until a parent arrives.
- **Early dismissals stop at 3:40pm. No students will not be checked out after 3:40pm**

## **BUS INFORMATION:**

- Memorial Middle School bus schedules are available on the TPS Webpage [www.tulsaschools.org](http://www.tulsaschools.org).
- Information also may be obtained by calling the Transportation Customer Service Department at 918-833-8100.
- **Riding the bus is a privilege. If students do not properly follow bus riding expectations, they will lose the privilege to ride the bus.**
- All students are under the direct supervision of the bus driver and should follow the expectations of the driver at all times.

### **End of Day Bus Rider Procedures:**

- Bus riders will be released at 4:15pm and must report to the girls gym before 4:20pm.
- There will be designated areas for each bus number. Students are to sit in the correct bus section and wait for the bus to arrive.
- When the bus arrives, students will be escorted to load the bus at the north doors (gym hallway).

### **SafeStop Mobile App**

- SafeStop is a 'parent App' whereby parents of bus riders can download and create an account that can be accessed for bus stop arrival times and track the bus while en route to and from their respective schools.

### **CAFETERIA/RECESS PROCEDURES:**

- ★ Students will be escorted to the cafeteria by their teacher.
- ★ Students will go directly to a lunch line and proceed to get their lunch.
- ★ Students can choose their seat but should remain seated while eating.
- ★ There should be no moment throughout the cafeteria after students receive their lunch.
- ★ If a student needs to get up from the table, they should raise their hand and wait for the supervisor to give permission.
- ★ Students should not touch one another and or throw anything in the cafeteria.
- ★ Students should throw all trash away before leaving.
- ★ The supervisor on duty will give the ok for students to get out of their seats and walk outside and/or to the auditorium for recess.
- ★ Students are to stay inside the boundaries set by the administration. Refusal to do so will be handled by students giving up the right to go to recess.
- ★ When the supervisor calls for students to line up, students are to line up in their advisory lines. Teachers will walk students back to class.
- ★ There will be no restroom and or water stops on the way back to class.

### **LOCKERS:**

- Each student at Memorial MS is issued a locker at the beginning of each school year.
- Students will be asked to memorize their combination and to **NOT SHARE** it with any other student.
- Students are responsible for maintaining a locker free of marks, stickers, decals, etc. Students should not hit, kick, or slam their lockers.
- All bags should be placed in lockers at the beginning of the school day. Backpacks/bags are not allowed in classrooms.

## **CELL PHONES AND ELECTRONICS:**

All cell phones and electronics should be locked up in the students locker. Students will not be allowed to have their phones and or electronics out during class. In the case that a student does have their phone or electronics out in class, the student will be required to return to their locker to place the device in the locker and a phone call home to the parent will be made.

This policy will follow the Behavior Response Plan, with students possibly being assigned Lunch Detention, TRAICE, and or possible Suspension. Students who do not comply with staff redirection for cell phone usage, or electronic devices will be asked by school staff to submit their electronic devices to be stored for the remainder of the school day with site administration. Students will be able to retrieve their devices at the conclusion of the school day. Guardians will be required to retrieve cell phones, electronic devices from Memorial Middle School in situations where students have had multiple electronic student infractions.

## **Chromebook Procedures**

- All students will be assigned and checked out a chromebook during class periods. Students will be responsible for their chromebook throughout each class period.
- Students and parents will be required to sign and return a chromebook contract, before being checked out for home usage.
- Students will return their chromebooks to their teacher prior to the end of each class.

## **DISCIPLINE:**

- Memorial Middle School is a community of support and belonging. If a student does not respect the learning environment, they will be asked to take responsibility for their actions. There are many responses that staff may use to assist students with learning what is appropriate behavior in school.

Some of these responses include:

- private conversations to remind them of expectations
  - calling parents
  - assigning a clipboard violation
  - assigning a behavior referral
- It is the goal of faculty and staff at Memorial Middle School to help students learn and grow from mistakes. We are committed to finding fair, consistent, and ethical ways to help students correct behaviors. Consequences for actions are a natural part of growing up and are a vital part of keeping young people safe.



**\*\*\*Any behavior that puts the safety and wellbeing of others at risk will be dealt with swiftly. The safety of our Memorial family is a top priority and will be taken seriously at all times.\*\*\***

- Formal administrative consequences for students that fail to meet MMS expectations can include:
  - Student/Parent/Teacher conferences
  - Lunch detention
  - TRAICE Intervention (In School Suspension)
  - Out of School Suspension
  
- The [Tulsa Public Schools Behavior Response Plan](#) is the overall guide for behavior management in this district. It is available online at the Tulsa Public Schools website in the Students and Family Support Services tab click the **STUDENT AND FAMILY GUIDE TO SUCCESS**. It will also be available to students in printed form at the beginning of the school term. If you need assistance accessing this plan please contact the office.

### **SUSPENSIONS AND IN SCHOOL SUSPENSION:**

To reduce suspensions and keep students in school, TPS has instituted TRAICE(In-School-Intervention) for all secondary campuses. It is a self-contained classroom with a full-time supervisor. Students will work on their class work and perform light community service. Assignments to ISI are for 1-10 days. Failure to comply with the rules in ISI will result in suspension or other consequences.

Continuous and willful refusal to complete school tasks, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for placement in ISI or suspension from classes. The rules, regulations, procedures, and disciplinary actions are outlined in the TPS Behavior Response Plan found on the TPS website.

Lengthy placement in ISI and/or suspension will be determined by the administration and will reflect the offense committed. Students who are suspended from school are still responsible for missed assignments.

### **MAKE UP WORK:**

- Students who miss class must communicate with their teachers and be responsible for completing missed assignments.
- Classwork can be accessed through the online platform CANVAS.
- Each class that a student is enrolled in has a class CANVAS page with a calendar of assignments.
- You can also directly message teachers through the Canvas platform.

## **GRADES:**

- Classwork assigned by teachers is directly connected to Oklahoma state standards and the Tulsa Public Schools curriculum.
- Students should expect at least two graded assignments per week connected to the learning.
- Makeup work is allowed but students are expected to communicate with their teachers about this in a timely manner.
- If there is a question about a grade, the student should first speak directly with their teacher. If the question persists, a student/parent can request more information or a meeting with the teacher and/or leadership team member.

## **NURSE/CLINIC PROCEDURES:**

- School clinic hours are 8:30 a.m. until 4:35 p.m. each school day.
- A pass is required from your teacher for clinic visits unless you have scheduled prescription medications which are taken at the same time every day.
- Persons with medical emergencies will be treated without a pass.
- All medications, including over-the-counter medication, will be dispensed according to the policy of the Tulsa Public Schools without exception. These must be brought from home and the parent must sign the appropriate form for dispensing.
- All medications must be kept in the clinic unless you have a form on file from your physician stating you must carry the medication on your person.
- No student will dispense medication to another student at any time.
- When you arrive to the nurse's office you should sign in on the nurse visit log.
- When you return to class from the nurse, you must get a pink pass timed and signed by the nurse.
- Vision, hearing, and scoliosis clinics will be scheduled throughout the year as well as other services.

## **SCHOOL CLOSINGS:**

In the event that inclement weather or other conditions make attendance questionable, students and parents should tune to local television stations, visit the Tulsa Public Schools Website, or visit the Tulsa Public Schools social media pages. Announcements of school closings will be made to these locations.

## **NOTICE ANNUAL ASBESTOS:**

Regarding ASBESTOS-CONTAINING MATERIALS in ALL buildings OWNED, LEASED/RENTED, or USED by Tulsa Public Schools. All Tulsa Public School Buildings have been inspected for asbestos containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors. Results of inspections, samples and subsequent analysis are available for your review in the Asbestos Management Plan on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77th E. Ave., Tulsa and can be viewed during normal

office hours. Contact person: Charles Noland, Tulsa Public Schools Maintenance Center, 1555 N. 77th E. Ave., Tulsa, OK 74115, 918- 833-8006.

### **SCHOOL PROPERTY:**

#### **Tulsa Public Schools Board of Education Policy 2621**

“Students and their parents will be held responsible for any damages to school property, equipment, textbooks, furniture, and building as stated by the Tulsa Public School Student and Family Guide to Success or Behavior Response Plan (BRP).”

“All school property assigned to students is the property of TPS. The student is given temporary right of use of the property, and this right may be revoked at any time. School property will not be used to store any contraband or other prohibited materials, objects, etc. that are in violation of school rules. The school principal or designee may at his/her discretion authorize the search of any school property without the permission or presence of the student. Students have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.”

### **SEARCHES:**

#### **Tulsa Public Schools Board of Education Policy 2602-R**

“Any individual entering a TPS facility may be subject to scans by either walk-through or hand-held metal detectors. Except for a metal detector search, there must be reasonable suspicion by school authorities to believe the student is in possession of an item, the possession of which constitutes a crime or a school rule violation. Refusal to submit to a search, when reasonable suspicion exists, may result in change of placement and/or suspension.”

### **WEAPONS:**

#### **Tulsa Public Schools Board of Education Policy 2602**

“No student attending a school-sponsored event may conceal on his/her person or in a purse or bag of any kind a weapon, narcotic, dangerous drug, alcohol, or any other substance or object that is in violation of local or state ordinances or school rules. The principal or his/her designee may authorize the search of a student’s person or personal property and seize illegal or harmful items in his/her possession.

“Any individual entering a TPS facility may be subject to scans by either walk-through or hand-held metal detectors. Except for a metal detector search, there must be reasonable suspicion by school authorities to believe the student is in possession of an item, the possession of which constitutes a crime or a school rule violation. Refusal to submit to a search, when reasonable suspicion exists, may result in change of placement and/or suspension.”

## **UNIFORMS: SY 23-24**

### **Spirit Wear**

**Memorial Middle School will sell spirit t-shirts and sweatshirts. The sweatshirts and t-shirts are approved uniform items for any day throughout the school year. Parents will be notified when the school has items for sale.**

**Students must conform to the dress code set forth by Tulsa Public Schools Board Policy. Non-compliance will be subject to disciplinary actions as defined by the Tulsa Public Schools Behavior Response Plan.**

**School administrators reserve the authority to determine any specific dress code issues.'**

### **General Rules:**

**Students must wear clothing including a shirt with pants, shorts, leggings, or a skirt and shoes.**

**Tops: Shirts that fully cover a student's torso (including stomach, back, and shoulders). Clothing must conceal undergarments.**

**Bottoms: Clothing that fully covers a student from the waist down to at least mid-thigh.**

**Permitted garments shall be clean and in good repair.**

**Shirts and dresses must have fabric in the front, bottoms, and sides.**

**Students may wear hoodies or hooded sweatshirts in school buildings. (hoods should not be pulled up ) Students' faces must be completely visible at all times.**

**Accessories: Jewelry and other accessories shall not convey prohibited messages as defined below. Jewelry/accessories that pose a safety concern for the student or others are prohibited.**

**Footwear: Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, and on school transportation. No Heelys (wheels on sole)**

**Outerwear: Students should store outerwear (coats, hoodies, hats, gloves, scarves, etc.) in their lockers (if applicable) upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors, or other areas of the school buildings after arrival unless authorized by the school's administration.**

**Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.**

**Specialized courses may require specialized attire, such as sports uniforms or safety gear.**

**School team apparel or school organizational uniforms are allowed on days as approved by the school's administration.**

**All students participating in approved school activities are expected to comply with the required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.**

**Prohibited Dress & Grooming:**

**Fabric should not be see-through or made of mesh.**

**Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, vapes, marijuana, or other controlled substances.**

# **MEMORIAL MIDDLE SCHOOL ATHLETICS**

**PROGRAM OVERVIEW** - The primary function of the athletic program is to promote and rally school spirit and support for Memorial Middle School and our Charger community. All members are to be positive examples at all times for Memorial Middle School.

## **ELIGIBILITY -**

- Attendance Eligibility will be in place for the school year 2024-2025. Students are considered eligible when they have a 90% average daily attendance. Students who do not meet the 90% ADA requirements will be deemed ineligible due to lack of attendance.
- Academic performance is a top priority for the Memorial Middle School Athletic program and all student-athletes should be committed to maintaining high academic standards for both grades and classroom behavior.
- Eligibility for participation will be determined weekly using OSSAA guidelines. The student-athlete will receive written notification from the athletic director on Monday morning of any F grades.
- Student eligibility is on a weekly basis and runs from Sunday to Sunday. If a student-athlete manages to earn a sufficient grade during the middle of the week, the student-athlete cannot be removed from the ineligible list until the next required grade check is conducted.
- For the first week that a student appears on the ineligible list with an F, he/she will be notified by the athletic director and placed on probation. If the student receives an F for a second week in a row (in any class); the student will be notified by the athletic director.
- It is the student's responsibility to share the information with the parent. The student may not wear his/her uniform to school. The student may resume activity as soon as his/her name no longer appears on the ineligible list.

## **Memorial Middle School Sports Contacts**

Athletic Director - Bobby Allison [allisro@tulsaschools.org](mailto:allisro@tulsaschools.org)

### **Sports offered for 2024-2025**

Girls	Boys
Volleyball	Football
Cheer	Boys Basketball
Girls Basketball	Wrestling
Girls Soccer	Boys Soccer
Girls Track and Field	Boys Track and Field
Wrestling	



# MEMORIAL MIDDLE SCHOOL



# CHARGERS