

Clinton West Elementary

Run with the P R I D E



**Parent Handbook 2024-2025
2224 W 41st St, Tulsa, OK. 74107
918-746-8670**

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

Dear Families,

Welcome to Clinton West Elementary! I am delighted to welcome each of you as we embark on another enriching school year together.

We believe in fostering a nurturing environment where every student can thrive academically, socially, and emotionally. Our dedicated staff is committed to providing high-quality education, guiding students toward success, and preparing them for the future.



We value the partnership between home and school, understanding that your involvement is crucial to your child's educational journey. Together, we can create a supportive community where students feel valued, inspired, and empowered to reach their full potential.

This handbook serves as a valuable resource to familiarize you with our school policies, procedures, and the various opportunities available to your child. Please take the time to review it carefully, as it contains essential information that will help ensure a successful and rewarding school experience for your family.

We look forward to working closely with you throughout the year and encourage you to contact us with any questions, concerns, or ideas. Together, we can make this school year one of growth, achievement, and memorable experiences for all.

Best,

E. Roshan Johnson, Principal

gibsoev@tulsaschools.org

Welcome to Clinton West!

Grades: PreK - 5th

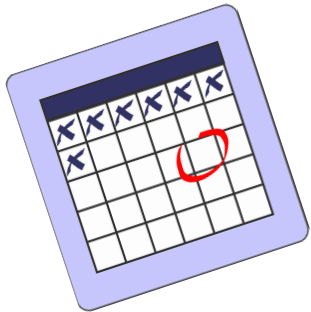
School Hours: 7:00 am – 2:35 pm

Office Hours: 7:00 am – 3:30 pm

School Calendar

Classes Begin: August 20, 2024
First Quarter: August 20 - October 10, 2024
Second Quarter: October 11 - December 20, 2024
Third Quarter: January 7 – March 14, 2025
Fourth Quarter: March 17 – May 21, 2025
Last Day of Classes: May 21, 2025*

*Any additional calendar days beyond May, naturally occurring or otherwise, will result in an extension of the calendar, or virtual learning days could be declared.



Classes will NOT be in session

Professional Days	October 15, 2024
Labor Day	September 2, 2024
Fall Parent/Teacher Conf.	October 8, 2024
Professional Day	October 15, 2024
Civic Engagement	November 4-5, 2024
Thanksgiving	November 25-29, 2024
Winter Break	Dec. 23 - Jan 3, 2025
Professional Day	January 6, 2025
Martin Luther King Jr Day	January 20, 2025
President's Day	February 17, 2025
Spring Parent/Teacher Conf.	October 10, 2024
Spring Break	March 18-21, 2025
April Holiday	April 25, 2025

ADMINISTRATION OF MEDICATION - Medication will be given to a student only with the written permission of either parent (if both parents have legal custody), the student's parent or person having legal custody, or the student's guardian. Prescription medicine must be in a currently dated prescription vial or properly labeled container that correctly states the patient's name, physician's name, and medication administration directions.

Oklahoma law provides that the school nurse, administrator, or other designated school employee shall not be liable to the student or parent or guardian of the student for civil damages for any personal injuries to the student that result from acts or omissions of the school nurse, administrator, or other designated school employee in administering any medicine under the provisions of the law except for acts or omissions constituting gross, willful or wanton negligence. All medications must be left in the Health Clinic. Medications may not be kept or carried in lunch boxes, pockets, purses, or school lockers. Cough drops must also be distributed through the Health Clinic. Any medication given to a child at school must be brought to the school by a designated adult.

Arrival - The school doors open at 7:00 a.m. Staff are only responsible for students after the doors open. You must park in the parking lot if you have business in the building.

Attendance/Arrival - When your child is absent from school, please call the office at (918) 746-8670 to notify us of the absence and state why. "A student missing over 90% of the instructional time in any semester may be subject to retention in the grade in which the student is enrolled." Read the Official Notice for more information:

The Tulsa Public Schools Board of Education Student Attendance code: Students attending elementary schools shall be in attendance a minimum of 90% of the instructional time scheduled for that school year and make satisfactory academic progress to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum, except those excused absences for religious holidays shall not be counted to determine a student's eligibility for promotion.

All absences must be explained in writing or verbally by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused. Excessive absences could affect the renewal of a district transfer from year to year.

Birthday Celebrations - To provide adequate instructional time for all classes, we request that no birthday celebrations be planned during the middle of learning. If you want to send in something for your child's birthday, please let your child's teacher know at least two days in advance.

- Treats must be store-bought.
- Your child's teacher should be notified if birthday treats will be brought.
- Treats for a birthday party can be shared with the class at 2:00.

If you send invitations to school for parties, one must be given to each child in your child's class; otherwise, the invitations will be sent home and undistributed to students.

Breakfast - The doors will open at **7:00 a.m.** for students who eat breakfast. The students will eat breakfast in the cafeteria, which will be served until **7:25 a.m.**

Bullying - At Clinton West, the safety and well-being of our students are our top priorities. We are committed to creating a positive, supportive, and inclusive environment where every child can thrive. We will discuss the important topic of bullying with our students to ensure that they understand the impact of their actions and know how to seek help if needed. Bullying in any form—whether verbal, physical, or online—will not be tolerated in our school. If your student informs us that they are being bullied, a “Bully Investigation” has to be performed by our Dean and/or Counselor. Based on the evidence, we will determine if Bullying has been confirmed and then provide additional steps if needed.

Bus - TPS will use a new GPS tracking system for students riding the bus this year. Each student will receive a Z-Pass identification card that they will need to scan when they board the bus and exit. The Z-Pass system allows for real-time location of students based on which bus they are on. Students who ride the bus must have their Z-Pass with them each day. Please ensure your child boards the bus with it each day and does not lose it when they return home. Guardians will also have access to the SafeStop app, which will allow them to see the location of their child's bus in real-time. Information will also be sent home to families with bus riders.

The same type of conduct is expected of students in the classroom while waiting for and riding the bus. Behavior that creates disorder on a bus can distract the driver and threaten the safety of all passengers. Misconduct on a bus may result in a conduct report to the school. Depending on the seriousness of the misconduct, bus privileges may be suspended after a single offense. Video cameras are routinely used on all school buses, and all bus students are subject to video recording. A school bus suspension is not a suspension from school attendance and does not provide a legal excuse for non-attendance. Parents would be expected to arrange alternative transportation if a student is suspended from the bus. You must complete the required paperwork for your student(s) to ride the bus to ride the bus.

Cell Phones - Students cannot have their cell phones on them during school hours. Students are to turn their cell phones in daily to their homeroom teacher. The homeroom teacher will return the cell phone at the end of the school day. Any student caught with their cell phone during school hours, their cellphone will be confiscated and turned in to the front office. The first time, the cell phone will be returned to the student at the end of the day. The second time, a parent or guardian may pick the phone up at the front office. The third time a student has their phone taken, the parent must pick up the cell phone at the Education Service Center, 3027 S New Haven Ave, Tulsa, OK 74114. Phone: (918) 746-6800. Students can face disciplinary actions for unwillingly giving their cell phones to an adult and repeating the offense of cell phone expectations.

Communication - We prioritize the safety and well-being of our students and believe that effective communication with our families is vital in achieving this goal. We must have your current phone numbers on file to ensure we can reach you promptly in case of emergencies, important announcements, or updates regarding your child's education. Please keep your phone numbers updated throughout the school year.

Curriculum - Our district has carefully developed a comprehensive curriculum to provide all students with a well-rounded, challenging, and engaging educational experience. The curriculum is aligned with state standards and reflects our commitment to fostering critical thinking, creativity, and a love for learning in every student.

Core Subjects - Our curriculum includes rigorous instruction in English Language Arts, Mathematics, Science, and Social Studies. These subjects are designed to build a strong academic foundation and prepare students for future success.

Social-Emotional Learning (SEL) - In addition to academic content, we are committed to supporting our students' social and emotional development. Our Counselor will teach lessons on empathy, resilience, and positive relationships, helping students develop important life skills.

Ongoing Assessment and Support - We will regularly assess student progress and provide support to ensure all students succeed through differentiated instruction, small group learning, and/or tutoring.

Dismissal - School ends at 2:35 p.m.; please pick your student(s) up promptly or make prior arrangements for a daycare provider of your choice. All staff members are off duty at 3:05. Any child left unattended and without notice after 30 minutes is subject to being surrendered to the Tulsa Public Schools Campus Police Department or the Tulsa Police Department and will be recorded as a Child in Need of Supervision with a referral to the Department of Human Services."

Dress Code - Uniforms are not required but may be worn. The Tulsa Public Schools dress code is still to be observed.

Expectations:

- Clothing shall be clean and in good repair.
- Shirts/blouses must be appropriately buttoned.
- Zippers on pants and shirts must be zipped
- Belts must be fastened
- Approved garments must be of a length and fit suitable to the student's build and stature.

The following is not allowed:

- Symbols, mottoes, words, or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words, or acronyms advertising tobacco, alcohol, illegal drugs, or drug paraphernalia.
- Symbols, mottoes, words, or acronyms identifying a student as a member of a secret or overtly antisocial group or gang
- Excessively large or baggy clothes

Shoes: Rubber-soled shoes with a heel no higher than 1 inch are uniform. Athletic, oxford, or Mary Jane-style shoes are also uniform. Shoes MUST have a closed toe and a closed heel. Slip-on shoes (including sandals, Crocs, and mules) or shoes with wheels are NOT uniform.

Backpacks: wheeled backpacks are NOT allowed as they do not fit in lockers.

Jackets: While we do not have uniform jackets, it is against TPS policy to wear any outerwear, including jackets and hooded sweatshirts, in the classrooms. Jackets, sweaters, or sweatshirts may not be worn around the waist. This is also a TPS policy.

STUDENTS NOT CONFORMING TO THE TPS DRESS CODE WILL BE PROVIDED WITH CLOTHING FROM THE SCHOOL (WILL ITEMS LAST) OR PARENTS WILL BE CONTACTED TO BRING THE APPROPRIATE CLOTHING.

Emergency Care/Injured Student - If your child is injured or becomes ill at school, every reasonable effort will be made to care for him/her. We are permitted to render only simple first aid at school. If the parent, child's physician, or other person cannot be contacted, the child will be taken to the emergency room at one of the local hospitals. However, the hospital must have parental consent before treating a minor, and Tulsa Public Schools does not assume responsibility for paying hospital or doctor bills. We urgently request that you list the telephone number on your child's enrollment sheet where you, a relative, or a neighbor can be reached during the school day.

Field Trips

- Students must have a permission slip signed by a 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.
- Parents/guardians may sometimes be required to accompany students due to safety issues.
- Students will only not be permitted on a field trip if they have had no more than 1 office referral for behavior a week, on average.
- Do not send extra spending money with your student on field trips.
- Guardians must complete a background check at least one week before the field trip to attend with their student's class.

Fighting - Safety is one of our number one priorities! Fighting is unacceptable and is not allowed at our school. Fighting poses a severe risk to the safety of our students and staff and disrupts the educational process.

To ensure a safe learning environment, we have implemented strict policies regarding fighting. Students involved in physical altercations will face disciplinary actions, which may include detention, suspension, or expulsion, depending on the severity of the incident.

We understand that conflicts can arise, and we are dedicated to helping our students resolve disputes peacefully. Our school offers various support services, including counseling and conflict resolution programs. We encourage students to seek assistance from teachers, counselors, or administrators if they are experiencing difficulties with their peers.

We appreciate your support in reinforcing the importance of respectful and non-violent behavior with your children. Together, we can create a safer and more positive school environment for all our students.

Freckles Friday - Your student may purchase ice cream during their lunch break every Friday. The cost is \$1.00. These funds will help enhance our school programs, support extracurricular activities, update classroom resources, and ensure our students have the best learning experience.

Gifted and Talented - Every child in Tulsa Public Schools who shows evidence of high-performance capability in areas such as intellectual, creative, artistic, or leadership capacity or specific academic areas and who requires learning opportunities or experiences not ordinarily provided by the school to develop such capabilities entirely is eligible for nomination and referral for participation in the Gifted and Talented Program. This is an attempt to locate these children to assist in providing the services to which they are entitled. If you know a gifted or talented child needs differentiated instruction, please contact the principal or school counselor to initiate the identification process.

Grades - Grades are one way we assess your student's understanding of the material and overall class performance. They provide insights into your child's strengths and areas where they may need additional support. Teachers are required to input two grades per week for all subjects. Your student's grades can be viewed on PowerSchool. Contact the main office if you are unaware of how to access your student's grade.

Homework - Homework is an essential part of your child's learning process. It helps reinforce the concepts taught in class, encourages independent learning, and develops important study habits. Your student may or may not receive homework based on his/her teacher. This Homework Policy is subject to change.

Lunch - Tulsa Public Schools offers elementary students a complimentary breakfast and lunch program. The program is called the Community Eligibility Provision (CEP), a USDA program that provides the funds. All elementary students may participate in the School Breakfast and National School Lunch Program, receiving a healthy breakfast and lunch at no charge.

Meeting with the Teacher

- Contact your child's teacher to arrange a meeting. This must be arranged at least 24 hours in advance.
- When calling to speak with a teacher, the office will take a message for a return call from the teacher. Teachers cannot be interrupted during instruction time. The office will notify the teacher by email immediately, and the teacher will contact you.

Parent/Teacher Conferences - Conferences are generally scheduled on two evenings in October before fall break from 3:00 p.m. to 6:15 p.m. and two evenings in February/March from 3:00 p.m. to 6:15 p.m. Clinton West's teachers are always willing to confer with parents about a child's progress. If you would like to request additional conferences, please make an appointment with your child's teacher by calling the main office.

Personal Belongings - Please ensure all clothing and school supplies are marked clearly with your child's name. Remind your child to check the "Lost & Found" when an item is missing. Students are to leave the following items at home: candy, gum, toys, and other articles that can cause distraction or cannot be replaced. Any item construed as a weapon should NOT be brought to school.

PowerSchool Parent Portal - To stay updated on your child's academic performance, including reading and math MAP scores, you can access the information through the PowerSchool Parent Portal. PowerSchool is our district-wide platform for checking grades.

If you haven't accessed your account this year or have never logged in, you can request your Access ID and password at the front office. Please note that you must pick up this information in person per our policy.

Additionally, you can link all your children to one account, eliminating the need for multiple usernames and passwords. For instructions on creating an account with your Access ID and password, please contact the school Parent Facilitator.

For more details, visit - [PowerSchool Parent Portal](#).

PTA - As the new school year begins, we invite you to join our Parent-Teacher Association (PTA). The PTA plays a vital role in fostering a strong school community, enhancing the educational experience for our children, and supporting our dedicated teachers. The cost to join is \$6.00 per year.

By becoming a member of the PTA, you'll have the opportunity to:

- Collaborate with other parents and teachers to create a positive and enriching environment for our students.
- Have a voice in decisions that impact our school community.
- Volunteer for school events, activities, and initiatives that directly benefit our children.
- Stay informed and connected with what's happening at school.

Report Cards - Please note: Physical report cards are no longer used. Parents can log into the PowerSchool Parent Portal to view their child's grades. Every effort is made to communicate the progress of your child (ren) regarding their academic and social growth.

Grades PreK - 5th use a report card with specific objectives listed. Certain symbols for the following objectives/stages are used to communicate your child's progress:

PreK- Kindergarten: M-Mastery, P-Progressing Adequately, N-Not Making Progress and Blank-Skill not assessed at this time.

Grades 1-2: 1 Meet or Exceeds Standard, 2 Progressing Toward Standard, and 3 Areas of Concern, E-Excellent, S-Satisfactory, N-Need to Improve, and U-Unsatisfactory

Grades 3-5: 1-Outstanding, 2-Satisfactory, 3-Making Progress, 4-Area of Concern, and Blank-Skill not assessed this quarter. Students will receive letter grades. Grades 3, 4, 5 use traditional report cards with letter grades of A, B, C, D, and F. If you have any questions about your child's grades, please visit with his/her teacher.

Snack Trolley - We are excited to announce our upcoming PTA fundraiser and need your support to make it a success! This is a wonderful opportunity for our school community to support and raise essential funds that benefit our students. The Snack Trolley is available to all students every Tuesday, starting at 1:15. The Snack Trolley is filled with delicious snacks that your student loves to eat. The cost of the snacks ranges from .50 - \$1.00.

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:

- A 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.

Talking Points - Talking Points is a powerful tool for parents to communicate and empower them to be effective partners in their students' education. Talking Points is the main platform that Clinton West uses to communicate with families. It is the most effective platform for families to stay connected with the school, which enables the school to be transparent and build trust with our families. Download the TalkingPoints App today.

Telephone - Students will not be permitted to accept phone calls unless there is an emergency.

Visitors and Volunteers - We will allow visitors and volunteers into the building this year based on current district policies. Family members must be 18 or older to volunteer with students and have passed a background check. Please contact the office for more information about how to begin that process. Please note: our visitor policy is subject to change throughout the year, depending on guidance from the district.

Weather Alerts - Tulsa Public Schools will NOT dismiss school early if school is in session due to inclement weather. Listen to your radio or television in the morning for school closings. Also, the SCHOOLWAY app for your cell phone will provide school notices of closing due to weather, etc.

PLEASE KEEP THIS HANDBOOK FOR REFERENCE THROUGHOUT THE YEAR

