


Greenwood Leadership Academy

Parent/Student Handbook

2024-2025



 **Address:** 1789 W Seminole St, Tulsa, OK 74127

Phone: 918-833-8850

Table of Contents

Introduction

Letter from the Administratorpg. 4

School Overview

Mission Statementpg. 6

Vision Statementpg. 7

Beliefspg. 8

General Procedural Information

Attendance Procedurespg. 8

 Absenteeism Policypg. 8

 Late Arrivals/Tardinesspg. 8

Behavior Expectationspg. 9

 Conduct/School Rulespg. 9

 Dress-code.....pg.9-10

 Electronic Devices/Cellphonespg. 10

General Information.....pg. 10-12

 Bus Procedurespg. 10

 Change of Address/Phone Numberpg. 11

 Educational Records Requestspg. 11

 Field Tripspg. 11

 Library Servicespg. 11

 Lost and Foundpg. 12

 Releasing of Studentspg. 12

 School Hourspg. 12

 School Office Hours.....pg. 12

 Teacher Sponsored Activitiespg. 13

 Telephone Use.....pg. 13

 Valuablespg. 13

 Visitorspg. 13

Table of Contents

Healthpg. 13 – 14

Administering Medication on Field Tripspg. 13

Health Program.....pg. 14
 Limited Physical Activities.....pg. 14
 Medication Policy.....pg. 14
 School Lunches.....pg. 14 –15
 Wellness Policypg. 15

Parental Involvementpg. 16
 Fundraisingpg.16
 Parent Teacher Association (PTA)pg. 16
 Volunteeringpg. 16

Safetypg. 16
 Emergency Drillspg. 16
 School Closingspg. 16-17

Instructional Information

Instruction.....pg. 17-18
 Graded Papers.....pg. 17
 Grading Scale.....pg. 18
 Homeworkpg. 18
 Homework Assignmentspg. 18
 Parent Teacher Conferencespg. 19
 Protecting Instructional Time pg. 19
 Recommendation for Next Grade Level..... pg. 19
 Reporting Student Progresspg. 19

Calendars and Schedules

TPS Instructional Calendarpg. 21

Introduction



A MESSAGE TO OUR PARENTS

Dear Parents/Guardians:

Welcome to a new school year at Greenwood Leadership Academy. The faculty and staff are proud to partner with you in the education of your children.

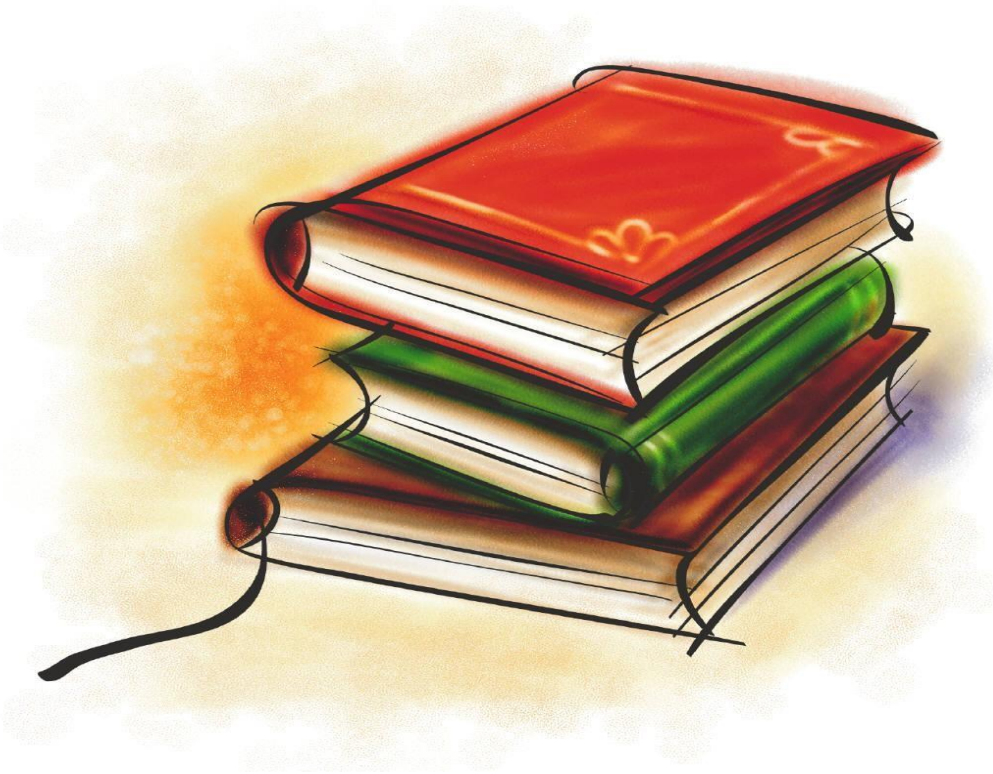
Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education, and we must build a strong relationship to best serve your children's educational needs. Therefore, we strongly encourage you to participate in Parent Teacher Conferences, PTA, Family Dinner Night, and Assemblies.

You will find in the Parent/Student Handbook some valuable information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference.

We hope that the partnership you develop with your children's teachers and the school will reflect a positive feeling about education and together we unlock each child's potential.

Sincerely,

Patricia Reames, Principal



School Overview

Mission Statement

The staff at Greenwood Leadership Academy believes that all students can learn and achieve mastery of the essential curriculum. Our school's purpose is to educate all students to the highest level of their academic performance. We accept this responsibility to provide a positive climate that empowers individuals to reach their maximum growth potential.

GLA's Mission: Students, parents, and educators will work together to ensure that all students are safe, heard, respected, challenged, included, and valued every day to prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

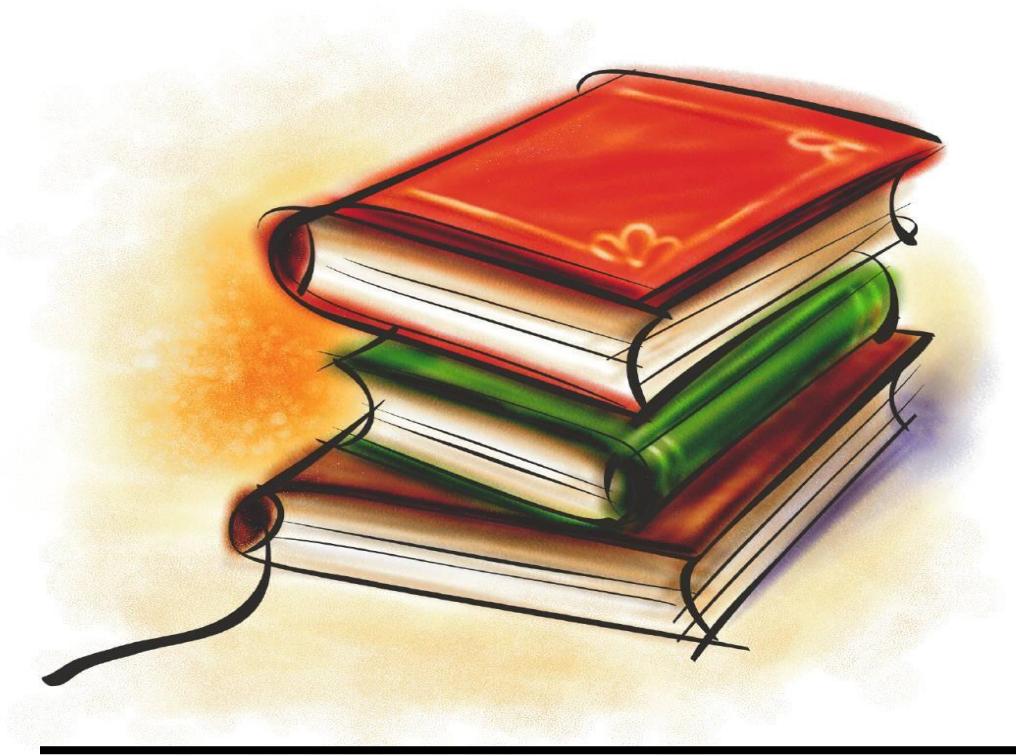
Vision Statement

Our vision at GLA is that all students have a chance to achieve and participate in personalized learning experiences to maximize their potential. We are committed to providing a quality education in every classroom.

GLA Vision: GLA will create environments, curricula, and instructional methods that validate and reflect the diversity, identities, and experiences of all students ensuring all students feel safe, heard, respected, included, and valued.

BELIEFS: We are committed to....

- Promoting high achievement and academic success through collaboration and decision-making with stakeholders.
- Creating a nurturing, safe, and supportive atmosphere.
- Providing data-driven instruction.
- Differentiating instruction to meet the needs of all students.
- Seeking and implementing innovative teaching techniques to promote academic excellence.
- Implementing research-based best practices that support critical thinking and problem solving.
- Utilizing current technology to enhance the quality of instruction.



General Procedural Information

ABSENTEEISM POLICY

<https://resources.finalsite.net/images/v1666021872/tulsaschoolsorg/xspeyOwlg6pdjaqmj0l/2204.pdf>

Please visit the link above for detailed information.

GLA will use the district-approved communication tool named Talking Points

LATE ARRIVALS/TARDINESS

Students arriving late (after 7:35 AM) to school must report to the office with their parent/guardian to be counted in attendance before going to class. A note from the parent/guardian explaining the reason for the late arrival is required. Parents of students who have 10 or more tardies in a semester will be required to meet with the principal/designee to discuss the reasons for the tardies and to develop an improvement plan.



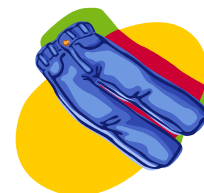
Behavior Expectations

CONDUCT/ SCHOOL RULES

Schools provide an environment conducive to learning and the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the [School Code of Student Conduct](#). This handbook lists the student's rights and responsibilities, parents' rights and responsibilities, dress code, and the school board policy and discipline consequences. A copy of the Code of Student Conduct is sent home on the first day of school. Please review the policies outlined in the Code of Student Conduct with your child/children, sign and return the form to GLA.

DRESS CODE



Tulsa Public School students shall not wear the following items:

- Clothing, pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, violent, or gang-related messages, themes, designs, or pictures;
- Clothing, pins, jewelry, accessories, or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- Clothing pins, jewelry, accessories, or other items of adornment depicting bawdy, salacious or sexually suggestive messages.
- Clothing that is transparent or exposes the midriff, navel, or cleavage.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outer garments or clothing that exposes underwear (including stretch spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
- Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips, or holes in the garment.

- Accessories which could pose a danger to the wearer or others and/or could be used as weapons (including two-or-three finger rings, chains hanging from clothes, picks, hair chop sticks).
- Clothing that is too tight and/or is inappropriate in length as determined by the building principal/designee.
- Inappropriate footwear (including shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures).
- Head coverings or accessories not related to or required by student's bona fide religious practices (including stocking caps, do rags, wave caps, scarves, or bandanas).
- Items intended for outdoor use (including hats, caps, and similar head coverings, scarves, jackets, and coats).

ELECTRONIC DEVICES/CELLPHONES

Students can bring cellular telephones onto school property. The device must always remain off and out of sight until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day and/or on the school bus shall have the device confiscated.

District Confiscation Policy

Cellular telephones are not to be visible during school hours. Students found in violation will have them confiscated and returned to a parent. When the parent/guardian picks up the confiscated item he/she will be required to sign the General Confiscation Form acknowledging that if the same or similar item is confiscated a **second time** it will be kept until the end of the semester; and if confiscated a **third time**, the device will be kept until the last **calendar day of the school year**. The school must be contacted to schedule a pickup time.

General Information

BUS PROCEDURES

Bus routes for individual schools are also listed on the TPS web site. Copies are also available at the school. The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules established by the Tulsa School Board. When a child's conduct is excessively disruptive or endangers the others riding the bus, he/she will be excluded from the bus until the school can be assured of acceptable behavior.



CHANGE OF ADDRESS/PHONE NUMBER

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

EDUCATIONAL RECORDS REQUESTS

Requests by parents/guardians for information regarding their children's educational records should be made at the enrolment center. This includes requests for student transfers.



FIELD TRIPS

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught. A field trip permission form will be sent home on the first day of school and must be completed by the parent/guardian.

- ❖ Parent/guardian will be notified of each field trip.
- ❖ Some field trips may require a nominal fee for student participation.
- ❖ Parent/guardian may be required to escort a child on a field trip due to his/her behavior.
- ❖ In some cases, a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.



LIBRARY SERVICES

Students can check out 2 books at a time. Students are responsible for handling the books with care and not losing the books. If books are lost or past due, parents will be notified, and the student's book check-out privileges will be limited until the book is found or the replacement fee is paid.

LOST & FOUND

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each month will be discarded or donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.

RELEASING OF STUDENTS

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student **MUST** be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding the placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen (**18**) **years of age** during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds. Identification will be required.

SCHOOL HOURS



School hours are from 7:30 AM to 2:30 PM.

If you need to contact the school before or after these hours, you may call (918) **918-833-8850** and leave a message. Someone will return your call, during our normal school hours.

Arrival: 7:00 AM - 7:30 AM

PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 7:00 AM. There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:00 AM to eat breakfast in their classroom. Students enter the school through the main entrance and go directly to class.

Dismissal: Begins at 2:30 PM

Student Pick Up: families will be given tags with their child's name/number to place in their car. Students will remain in the gym until they are dismissed. Parents/guardians please note the following: • Except for emergencies, parents should not regularly come to the office to pick up their children.

- Parents of students picked up early regularly will be contacted by the principal/designee to discuss the reasons and develop a preventative plan.

Student Walkers: All walkers are dismissed through the main entrance doors at 2:30 PM.

Please Note: When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, Campus Police or Child Protective Services may be contacted for assistance.

TEACHER SPONSORED ACTIVITIES

There are times during the year when teachers offer before and after-school activities for students. Some examples of these activities are celebrations, tutoring, and chorus/play practice. Permission slips will be sent to the parent/guardian when these activities are offered.



The office telephone is for business calls. Students may use the office telephone only in case of an emergency and with written permission from the teacher. Also, parents should avoid calling the school and requesting to speak with students.

VALUABLES



Please do not allow your child to bring substantial amounts of money and/or other valuable items to school. Greenwood Elementary School is not responsible for lost or stolen items.

VISITORS

If you would like to visit, please set appointments through the front office or your child's teacher. Background checks must be done prior to your visit. Fridays are set aside for parents to eat lunch with their student(s). Please give at least 2 days' prior notice so that we can accommodate.

ADMINISTERING MEDICATION ON FIELD TRIPS

If your child is administered medication at school daily, when attending a field trip, the nurse will send a single dose of the medication with the teacher or instructional assistant who has received training from the school nurse. If your child uses a multi-dose inhaler at school, the one you provided will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.

Epinephrine Pen (Epi-Pen) – If your child has a severe allergy that requires use of the epi-pen while on a field trip, they will have to go to the hospital emergency room for follow-up care. The student's emergency form will cover ambulance transportation; however, an adult, who is related to the student, will have to provide authorization for the emergency room to treat your child. For



for this reason, it is requested that you or another responsible adult family member accompany the student on the field trip. If this is not possible, a school employee who is trained in anaphylaxis and epi-pen administration will be assigned to accompany the student on the field trip.

Insulin Dependent Diabetes- If your child has insulin dependent diabetes, it is requested that you or another adult family member accompany the student on any field trip when blood sugar testing or insulin administration may be needed. If this is not possible, a school employee trained in insulin/glucagon administration will be assigned to accompany the student on the field trip.



HEALTH SERVICES

The school clinic is operated by a school nurse and health professional. Parents are called if their child has a fever or appears to be suffering from an illness or injury. **To ensure prompt notification it is critical that all emergency forms are current.**

LIMITED PHYSICAL ACTIVITIES

If a health condition prevents a student from participating in physical activities over a long time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a brief period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

MEDICATION POLICY

Medication must be kept in the clinic and administered by the school nurse, or the person designated by the principal to give medication in the nurse's absence. Over the counter medications are not permitted. Guidelines for administering prescription medication within school are as follows:



1. A Request for Medication Administration form must be completed and signed by the student's parent/guardian.
2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal's medical designee by the parent/guardian of the student.
3. Medications must be brought to school by the parent/guardian and not the student.

SCHOOL LUNCHES

Hot lunches, including milk, are available each school day. All students are expected to buy (free/reduced) or bring a lunch. A menu will be sent home at the beginning of each month. Menus are also located on the Tulsa Public School website at tulsaschools.org.

Lunch boxes must be marked with the child's name and room number. In an emergency, students will be allowed to charge for their lunch. Applications for free and reduced lunches are available in all school offices and on the TPS Website. Families are welcome to eat lunch with their child on Fridays.

The prices for lunch are as follows:

- ❖ Elementary Lunch- Free
- ❖ Adult Lunch \$2.85

SEL

Wellness: Greenwood Elementary recognizes the link between student learning and a healthy lifestyle.

Social Emotional Learning

RULER -Recognizing Emotions
 -Understanding what your body is telling you
 -Labeling that feeling
 -Expressing your feeling -
 Regulating those feelings

SUPPORT

Our attendance clerk/counselor and dean team will make regular phone calls to support student and family well-being. We believe that with strong social emotional skills, our students will be able to set and achieve positive goals, feel, and show empathy for others, establish, and maintain positive relationships, and make responsible decisions.

CLASS Monthly classes that focus on self-regulation and social skills

Parental Involvement



FUNDRAISING

During the school year, parents/guardians will support the school through fundraising activities. For the safety of students, fundraising activities which involve door to-door solicitations by students are prohibited.

PARENT TEACHER ASSOCIATION (PTA)

The PTA at Greenwood Elementary is an important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the school's mission. Please join the PTA and help us have 100% parent/teacher participation. Meetings will be held the 2nd Thursday of every month. Membership dues are \$25.00 per family quarterly.

VOLUNTEERING

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programs. If you are interested in volunteering, complete a volunteer form at the front office.

TPS District Volunteer Policy

Parents are welcome to volunteer in their children's schools. However, if parents are going to be working in the classroom on a regular basis, they will need to complete a background check before they are allowed to begin.

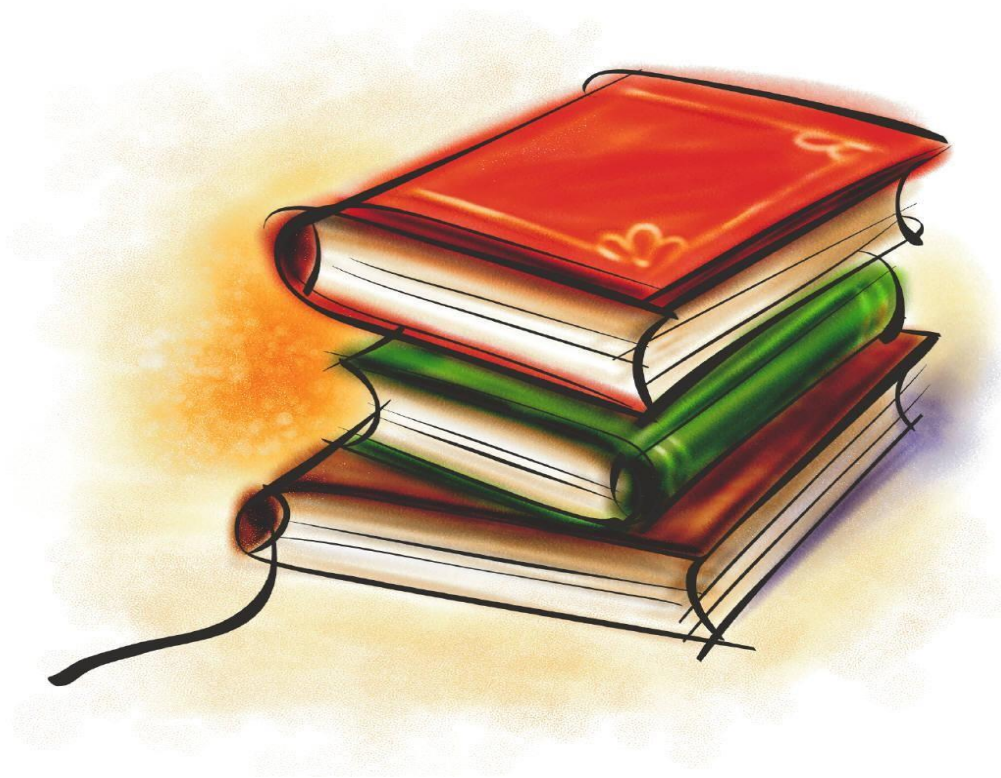
Safety

EMERGENCY DRILLS

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted monthly from September through June. These drills prepare students in the event of an emergency. Specific drill information is posted in each classroom and the rules of safety are reviewed regularly. In the event of a school evacuation, students will be escorted by school staff to the Gilcrease Hills Clubhouse located west of the school.

SCHOOL CLOSINGS

The Superintendent is authorized to close schools immediately in case of inclement weather or any other emergencies hazardous to the health or safety of students, teachers, or the school plant/site. The Superintendent and designated staff personnel will assess weather and travel conditions prior to 5:00 a.m. When a decision is made to close or delay schools for the day, parents and staff will be notified by phone. Local television and radio stations will also be notified.



GRADED PAPERS

Graded papers will be sent home to parents every week, in a teacher. **Students will receive an average of two grades per week per course.**

Instruction

GRADING SCALES

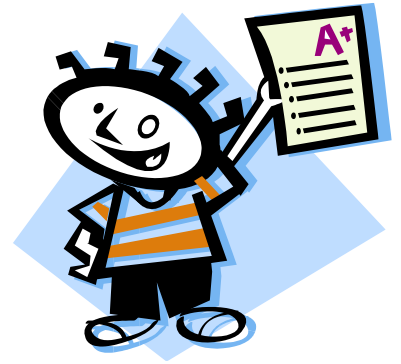
All students receive letter grades.

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	64-66
F	<64

- A** Outstanding progress, superior work
- B** Good, better than average accomplishments
- C** Average progress and accomplishments
- D** Poor, but passing.
- F** Unsatisfactory

Additional codes for grades may include:

- E-** Excellent
- S** - Satisfactory
- U** – Unsatisfactory



Parents can monitor their children’s grades and work online through Canvas and PowerSchool.



HOMEWORK

Homework is a vital part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school. Homework provides essential practice in needed skills, enriches, and extends school experience, and promotes growth and responsibility.

HOMEWORK ASSIGNMENTS

Pre-kindergarten – 2nd grade will have homework weekly. Students will have 20 minutes of reading each night and 15-20 minutes of homework M-Th.

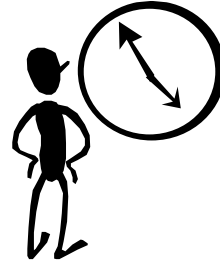
Grades 3-5 will receive homework weekly. Students will have 20 minutes of reading each night and 10-30 minutes of homework Monday-Thursday.

PARENT-TEACHER CONFERENCES

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and “peek-ins” during daily instructional time. The teacher belongs to the students from 7:20 AM – 2:35 PM. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing or sending a note to your child’s teacher or by calling the school at (918) 833-8850 to arrange an appointment. Parents should be prompt for their appointments.

PROTECTION OF INSTRUCTIONAL TIME

Between 7:30 AM and 2:30 PM classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time impacts your child's achievement. It is an expectation and requirement that we protect instructional time from unnecessary interruptions and other distractions.



RECOMMENDATION FOR NEXT GRADE LEVEL

Students in grades K-5 are expected to pass reading, language arts, mathematics, science, and social studies at their present grade level. However, for some students to be successful in the next grade, summer school may be recommended for remediation.

REPORTING STUDENT PROGRESS

Communication between school and home is encouraged. Progress reports and report cards are sent to parents/guardians during every six-week grading period to inform them of the students' progress. Please sign and return the reports promptly to the school the following day. Informal reports and graded papers are also sent home by the classroom teachers regularly. Teachers should be contacted immediately if parents have questions concerning their children's progress.



2024/2025 TPS Calendar



TULSA PUBLIC SCHOOLS

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							SEPTEMBER 2024							OCTOBER 2024						
SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	»20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER 2024							DECEMBER 2024							JANUARY 2025						
SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	»7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

FEBRUARY 2025							MARCH 2025							APRIL 2025						
SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA
						1						1			1	2	3	4	5	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	»17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

MAY 2025							JUNE 2025							JULY 2025							
SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	
					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			

