

PARENT-STUDENT HANDBOOK

MANUAL PARA PADRES Y ESTUDIANTES

2024-2025



HOME OF THE MUSTANGS

MITCHELL ELEMENTARY SCHOOL

733 North 73rd East Avenue
Tulsa, Oklahoma 74115

~

VISION:

Our vision at Mitchell Elementary School is one where all students have an opportunity to achieve and participate in personalized learning experiences to maximize their fullest potential. We are committed to providing a quality education in every classroom

*

Escuela Primaria Mitchell es aquella en la que todos los estudiantes tengan la oportunidad de lograr y participar en experiencias de aprendizaje personalizadas para maximizar su máximo potencial. Estamos comprometidos a brindar una educación de Calidad en cada aula.

Web - mitchell.tulsaschools.org

Introduction

Mitchell Elementary School

733 N 73rd E Ave · Tulsa, Oklahoma 74115-3199

(918) 833-8740 · Web- mitchell.tulsaschools.org

A MESSAGE TO OUR PARENTS

Dear Parents/Guardians:

Welcome to a new school year at Mitchell Elementary School. 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 it is important that we build a strong relationship to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent Teacher Conferences, PTO, Family Welcome Events, and Assemblies.

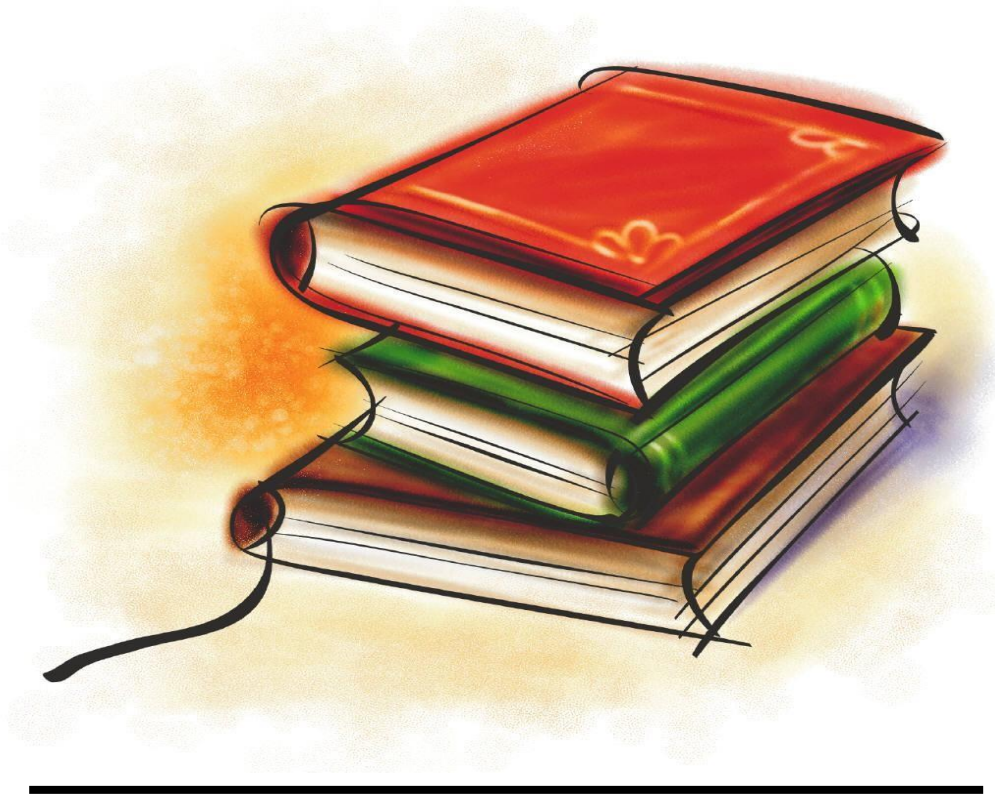
You will find in the Parent/Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (918) 833-8740.

Our hope is 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,

Kristy Stolz, Principal

School Overview



Brief History of Mitchell

Since its establishment in 1965, Mitchell Elementary School has proudly continued to display General Billy Mitchell's namesake as we, too, strive for visionary greatness. General Mitchell was an Army officer who assisted General John J. Pershing in forming the American Expeditionary Forces' aviation program. This program later became the United States Air Force. General Mitchell was a visionary who advocated critical thinking skills by planning and thinking ahead. He personified bold imagination and clear vision which has historically been the hallmark of America's greatest military airmen. Go Mustangs!



Mitchell Quick Facts

School Mascot	Mustang
School Colors	Blue & White
School Motto	“Ride into Knowledge, Conquer New Frontiers”
School Song	
Mitchell Song <i>(To the tune of “You’re a Grand Old Flag”)</i> Mitchell School is grand. It’s the best in the land, And we’re happy to be students here. It’s where everyone has lots of fun. Our spirit is so far and near. Every heart beats true To the white and the blue, Never failing to do our best. Good students rule at Mitchell School, Soaring high above the rest!	

Mission Statement

The staff of Mitchell Elementary 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.

Mitchell Elementary 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 Mitchell Elementary School is one where all students have an opportunity to achieve and participate in personalized learning experiences to maximize their fullest potential. We are committed to providing a quality education in every classroom.

Mitchell Elementary Vision: Mitchell Elementary 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, challenged, included, and valued.

Beliefs



We are committed to:

- Promoting high achievement and academic success through collaboration and shared 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

Attendance Procedures

ABSENTEEISM POLICY

If your child is going to be absent, please notify the school at (918) 833-8470. In order for an absence to be considered excused, a written note must accompany the student to the first day back in class. The note should include the date returning, child's name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused. Excessive or unexcused absences from school are detrimental to the educational process. Students having more than 18 absences for the year may, on the authority of the principal, be denied promotion. The procedures for unexcused absences are as follows:

MITCHELL PUBLIC SCHOOLS PROCEDURES

1. Make a reasonable effort to contact parent/guardian to verify knowledge whenever a student fails to report to school and maintain contact log information.
2. **2nd unexcused absence** – Clerk continues attempts to make contact with parent/guardian to give notification of the number of unexcused absences and obtain written documentation.

3rd unexcused absence – Clerk will send letter to parent/guardian informing them of the student's attendance record, possible consequences, and the need for a response.

5th unexcused absence – Clerk will initiate attendance referral and forward to Principal/designee. **The Principal/designee** will schedule conference with parent/guardian regarding unexcused absences and document on the back of the attendance referral:
3. **6th unexcused absence** – The Principal/designee will ensure follow-up on identified building level interventions.
4. **Support** - *Our school is committed to your child's education. Seek support from school staff if you need support with transportation, on going health problems, or safety concerns. On time, everyday is our goal!*

LATE ARRIVALS/TARDINESS

Students arriving late (after 7:30 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 a plan for improvement.



Behavior Expectations

CONDUCT/ SCHOOL RULES

Schools provide an environment conducive to learning and to 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 the first day of school.

Student Discipline and Suspension

The Mitchell Elementary School staff recognize the students as individuals of dignity and worth and encourages the development of positive self-concepts that will enable students to demonstrate social behavior necessary to become an effective member of the student body. It is to be expected that students will from time-to-time exhibit behavior which is detrimental to themselves, others, or general classroom procedures. Certain kinds of behavior, of course, cannot be allowed and steps must be taken to control and prevent inappropriate behavior from influencing students' educational programs.

When it is necessary to modify inappropriate behavior, an attempt to correct the behavior will be made by using a variety of disciplinary measures. These may include individual and group conferences, detention time, disciplinary writing assignments, telephone calls to parents, parent

conferences, and/or suspension. Suspension of students from school is an extreme disciplinary measure.

Dangerous Weapons

Weapons of any type including toy “look-alikes” are banned from district property, including buses. At no time will weapons such as knives, clubs, guns, etc. be in students’ possession while on school property, in their cars on school property, in lockers, or on school buses. Weapons are also banned from all extra-curricular activities and field trips. Law enforcement will be notified by the school administration in every case.

Bullying Policy

Mitchell Elementary School is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity, and equality among students. We are committed to creating and maintaining a learning environment that is free from bullying, intimidation, and harassment.

Definition of Bullying:

- Bullying is aggressive behavior or intentional harming.
- Bullying can be physical, verbal, emotional, sexual, or social.
- Bullying is carried out repeatedly over time.
- Bullying occurs with an interpersonal relationship characterized by an imbalance of power.

Student Search and/or Property

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion and scope, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if possible.

DRESS CODE



Tulsa Public School students shall not wear the following items:

- Grooming and dress at Mitchell Elementary School must not constitute a distraction or interfere with the educational opportunities of students.

Items not allowed at school:

- Tank tops or spaghetti straps
- Graphic Tees
- Hoodies
- Shirts with logos
- Jeans with holes
- Shorts shorter than fingertip length
- sweatpants

Students will be required to wear uniforms at all school sites. Uniforms for Mitchell include polo shirts in any color; khaki or blue pants/skirts/jumpers; and closed toe shoes. Spirit shirts may be worn each Friday with jeans. We will have special dress up days or spirit weeks throughout the year.

Students may also wear jeans every day of the week. These jeans will not have holes or rips.

Here is guidance for school uniforms:





ELECTRONIC DEVICES/CELLPHONES

Students are allowed to bring cellular telephones onto school property. Students are to turn in their cell phones to an approved staff member, teacher, at the beginning of the school day. They will be locked away and returned at the end of the day. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day and on the school bus shall have the device confiscated.

We are not responsible for lost, stolen, or broken cellular devices.

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 that have been 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 to the office clerk at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.



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 week before the trip 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 are allowed to check out 3 books/magazines at a time. Electronic books are limited to 10 at a time. Students are responsible for handling the books with care and not losing the books. If books are lost or past due, the parents will be notified and the student's book check out privileges, student records and report cards 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 be 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 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 **7:25 AM to 2:30 PM**.

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. **Please do not drop off students in the street or in the parking lot area.**

Dismissal: Begins at 2:30 PM

Student Pick Up: Parents will be given tags with their child's name to place in their car. Students will remain in their classroom until dismissed. Parents/guardians should please note the following:

- Except for emergency situations, parents should not regularly come to the office to pick up their children.

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

Student Walkers: All walkers are dismissed through North 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, TPS Security may be contacted for assistance.





SCHOOL OFFICE HOURS

The school office is open Monday-Friday from 7:10 AM to 4:00 PM. If you need to contact the school before or after these hours, you may call (918) 833-8740 and leave a message. Someone will return your call, during our normal school hours.

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.



TELEPHONE USE

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

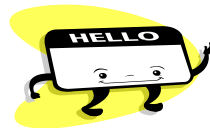


VALUABLES

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

VISITORS

Parents are welcome to eat lunch with their child. There is a designated parent/child eating area in the cafeteria. Please sign in at the office upon arrival. This ensures the safety of your children from strangers wandering through the building. Visitors are not allowed on the playground to ensure the privacy of all students. We do not allow students to invite other students to join them when eating with parents. This is to avoid hurting the feelings of those not invited.



ADMINISTERING MEDICATION ON FIELD TRIPS

Health

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 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 who is 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 an extended period, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short 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

Each Mitchell Elementary student has a meal account that he/she may use at any time. Hot lunches, including milk and/or juice, are available each school day. All students are expected to buy (free/reduced) or bring lunch. A menu will be available online 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/reduced lunches are available TPS website, or you can call our parent facilitator for guidance.



Parental Involvement

FUNDRAISING

During the school year there will be opportunities for parents/guardians to 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 ORGANIZATION (PTO)

The PTO at Mitchell Elementary is a very important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. Please join the PTO and help us have 100% parent participation. Membership is \$7.00.

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 serving as a volunteer, complete and return the volunteer form that will be sent home the first day of school.

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.

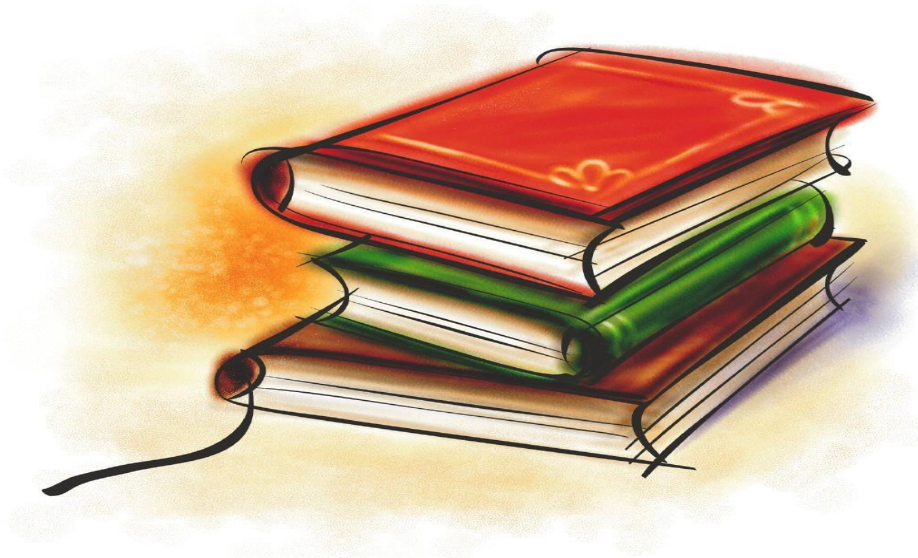
Safety

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 Mission Church on Admiral.

SCHOOL CLOSINGS

The Superintendent is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be 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.



Instructional Information

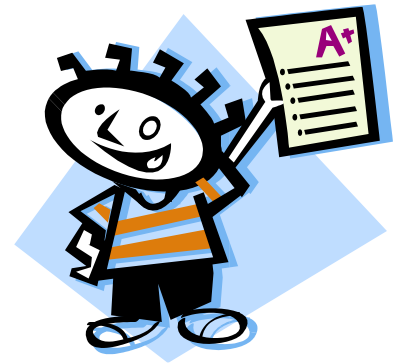
Instructional

Students enrolled in Mitchell Elementary are taught reading, language arts, mathematics, science, social studies, art, music, physical education, and library skills.

GRADED PAPERS

Graded papers will be sent home to parents every week in a Mitchell Teacher...Parents Communicator folder. **Students will receive an average of two grades per week per course. students receive letter grades.**

A	93-100	
A-	90-92	A Outstanding progress, superior work
B+	87-89	B Good, better than average accomplishments
B	83-86	C Average progress and accomplishments
B-	80-82	D Poor, but passing.
C+	77-79	F Unsatisfactory
C	73-76	Additional codes for grades may include:
C-	70-72	E - Excellent
D+	67-69	S - Satisfactory
D	64-66	U – Unsatisfactory
F	<64	Parents can monitor their children's grades and work online through Canva 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 serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility. Homework is decided by each individual teacher.

Please read with your child a minimum of twenty minutes each night at home.

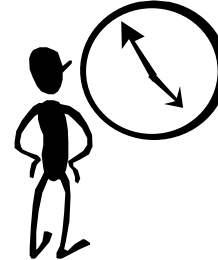
PARENT TEACHER CONFERENCES

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 7:25 AM – 2:30 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) 833-8470 to arrange an appointment. Parents should be prompt for their appointments.



PROTECTION OF INSTRUCTIONAL TIME

Between the hours of 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 greatly impacts your child’s achievement. It is an expectation, as well as a 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, in order 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. Informal reports and graded papers are also sent home by the classroom teachers on a regular basis. Teachers should be contacted immediately if parents have questions concerning their children's progress.



Special Education Services

Special education services are provided to students with identified disabilities. Placement into special education and the labeling of children as disabled requires serious consideration by teachers and specialists. Placement is made only after analyzing a variety of data. Thorough documentation in the form of teacher records, observations, and special testing is required. Documentation or pre-referral intervention is required before individual testing can be done.

