

# STUDENT HANDBOOK

## *Whitman Elementary*

*2025-2026*

*Sailing Into Success, Anchored in Excellence, Full Steam Ahead!*

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



3924 N LANSING AVE-TULSA, OK 74106- 918-925-1380

*Student School Day: 7:30 a.m. - 2:35 p.m.*

**Principal:** Colette Allen

**Dean:** Camrey Asberry

**Counselor:** Brian Abraham

**Principal Secretary:** Sandra Johnson

**Office Clerks:** Gwendolyn Wilson

**Attendance Facilitator:** Tewanna Napier

**Health Assistance:** Larzetta Moore

 **Whitman's Student Handbook (web)**

## **A Message from the Principal**

Dear Parents and Guardians,

Welcome to the 2025–2026 school year at Whitman Elementary! I am honored to begin my second year as your principal, and I am eager to continue working with our amazing students, staff, and families.

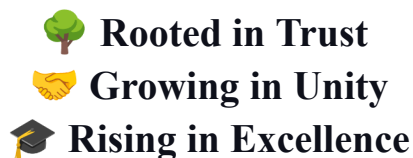
Over the past year, we experienced both achievements and challenges. As we move forward, my focus is on rebuilding relationships, restoring trust, and raising expectations—together. With a refreshed team and a deepened commitment to collaboration, I am dedicated to ensuring every student is seen, supported, and set up for success.

I truly believe that strong partnerships with families are essential to our students' growth and achievement. Your insights, encouragement, and involvement are invaluable in creating a joyful and nurturing environment at Whitman. I look forward to strengthening these connections throughout the year.

Please take a moment to review this Family Handbook—it's full of important updates on school policies, procedures, and resources. If you have any questions, concerns, or suggestions, my door is always open. Feel free to contact me directly at [allenco@tulsaschools.org](mailto:allenco@tulsaschools.org).

**Sailing Into Success, Anchored in Excellence, Full Steam Ahead!**

Warmly,  
Colette Allen  
Principal, Whitman Elementary



**Whitman Elementary School | 2025–2026**

# *Whitman Elementary School*

## **Tulsa Public Schools Vision Statement**

Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

## **Whitman Elementary School Vision Statement**

All students will reach and exceed their big goals, grow personally and academically and become advocates for their futures.

## **Whitman Elementary School Mission Statement**

Whitman Elementary School Mission Statement

In Partnership with parents and the community, and with the belief that all children are capable of success, we at Walt Whitman Elementary School commit to providing a quality learning experience for every student every day, without exception

## **SCHOOL CREED**

**I am a college bound student at Whitman Elementary,**

**I am preparing myself for the rewards of success.**

**I will reach for my dreams with ability, determination and hard work.**

**I am responsible for my choices, good or bad.**

**I refuse to let others predict what I might become.**

**My education will be a life-long endeavor.**

**I realize that if I want to succeed, the first step must truly be my own.**

**My destiny is in my hand and I will accept the challenge.**

**ENTER TO LEARN, EXIT PREPARED**

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## **1. Parent Contact**

\*Please update address/phone information when changes occur. For your child's safety, this is important should an emergency arise. Be sure we have multiple emergency contact numbers and keep these updated as well.

## **2. Whitman Uniform Dress Code 2025-2026**

Whitman Elementary School has a mandatory school dress code. Please ensure that your child arrives at school each day in their uniform. If you are in need of uniforms for your child, please reach out to the school and we can support you.

### **Polo Shirts**

- Polo shirts can be long sleeve or short sleeve
- No T-shirts, or sleeveless shirts. All shirts must have collars
- No writing, logos, stripes, or patterns
- All 3rd - 5th grade students will wear shirts tucked in
- Colors: orange, black, grey, white, navy
- **NO HOODIES**



### **Pants and Shorts**

- **No cargo pants/shorts**
- No jeans
- No leggings as pants
- Pants should fit properly in all areas.
- Shorts must extend below the fingertips when the child is standing with hands to their sides
- All 3rd - 5th grade students will wear a belt
- Colors: khaki, black, navy blue, or plaid





### Dresses, Skirts, and Jumpers

- 
- Length must extend below the fingertips when standing with hands to their sides.
- Jumpers must have a collared shirt underneath
- No writing, logos, stripes, or patterns
- Colors: khaki, black, navy blue, or plaid



### Shoes

- All shoes need to be athletic style shoes
- No sandals, flip flops, shoes with a heel
- Shoes with lights, games, or sounds are not allowed
- Any color

### Light Outerwear

- Sweatshirts, sweaters, should be a solid color or **consist of only Walt Whitman logo**
- Colors: solid orange, black, navy, and grey.

\*If your child gets cold in class please have them wear a long-sleeved shirt under their polo or wear a cardigan or jacket without a hood or big pockets.

### \*Students out of Uniform

If a student comes to school without wearing their uniform, the parent/guardian will be contacted to bring a uniform to the school.

### 3. Arrival and Dismissal Procedures

- Student hours are 7:30 - 2:35
- Students that are eating breakfast will enter at 7:00 in the **CAFETERIA**
- All students will enter through the cafeteria door and will eat breakfast in the cafeteria.
- Students will not be admitted before that time. There will not be outside supervision of students prior to 7:00 am.

Doors will be locked starting at 7:40am and students will be considered tardy. If you bring your child after 7:45 am, you will need to **drop them off at the front door** of the school. They will check-in with our attendance clerk and be sent to class.

*\*\*Students who arrive after 8:30 am will be marked as a half-day absence. Students who arrive after 11:00am are marked a FULL day absent for the day.*

*\*\*\*Students will not be released for early dismissal after 2:00 pm. If your child needs to be picked up early, please send a note so that we are prepared to dismiss them or call the school at least 30 minutes before you plan to pick up your child. If a child needs to be picked up early, it needs to be done BEFORE 2:00 pm. Student safety is our top priority. After 2:00 pm each day, students and teachers are finishing up on learning and beginning to transition and grouping to and for dismissal locations.*  
*Finding a student for check out disrupts the dismissal procedures and will not be allowed.*

The school day for students ends at 2:35pm. Students who walk home from school, will be dismissed from the front door of the school. Those students are expected to walk home from school, not be picked up at the front of the school.

\*\*Pre-K -2nd grade students can not walk home alone. They must be accompanied by an adult, or student 3rd grade or older.

**All bus riders** will board the bus at the (east) entrance of the school.

All other students will be dismissed from the back (east) entrance of the school. For families who arrive prior to 2:35pm,.

**ATTENTION PARENTS:**

**\*Please do not block the lane closest to the sidewalk, as our buses need to have access when picking up students.**

Parents remain in your car and do not send students across the parking lot. We will radio for your child to exit the building. We ask that you have patience, especially at the beginning of the school year, as we begin to recognize cars and after-school pick up vehicles.

**\*ONLY TPS employees will be allowed in the building during dismissal time.**

***\*Students not picked up by 3:00 will be in the dismissal area waiting for an adult to check them out.***

***\*Students picked up late more than one time may be released to Campus Police.***

#### **4. School Attendance**

- *Students should be in school by 7:30 am every day.*
- *Students should remain in school until 2:35 pm every day.*
- *Students who need to be picked up before 2:35 pm should inform the main office with good cause.*
- *If a student is absent due to illness/appointment, a Doctor's Note must be provided to the Attendance Clerk in the office for the absence to be "Excused".*

*If your child will be absent, please contact the office (918) 925-1380.*

*When your child returns to school, please provide a note or documentation that explains the absence. The following reasons will be considered excused absences:*

- *Student illness with a doctor's note*
- *Death in the family*

#### **5. Student Behavior**

At Whitman, we have high expectations for all stakeholders. In order for our students to reach their goals, it is vital that we hold students accountable for their choices. The following behaviors are not limited to this list, and will not be tolerated.

- Disrespect to staff or peers
- The use of profanity
- Threatening comments
- Fighting
- Bullying
- Refusal to follow directions
- Consistent classroom disruptions
- Leaving the classroom without permission

At Whitman Elementary School, we believe that all students deserve the opportunity to learn in a safe and distraction free environment. In order to minimize those distractions, we use a hierarchy of consequences. Within this hierarchy students are given support and reminders about what the behavior expectations are at Whitman Elementary. Students are given multiple opportunities to adjust their behaviors and parent contact is included within this hierarchy. We ask for your support when teachers reach out to help redirect your child and get them back on track for learning. Should behaviors continue to take away from learning or put others at risk, the "Support Team" (principal, dean, counselor and social worker) will intervene and potentially implement consequences.

Please know that safety is our number one priority and we will continue to work towards ensuring that all students have a safe and healthy learning environment each and every day. It is a collective effort between the school and home to ensure that students understand the importance of their behaviors at school and towards classmates and staff.

## GUIDELINES FOR SUCCESS

Staff and Students at Walt Whitman Elementary are ‘Going from *Good* to *Great* with Hornet Pride!

**Purposeful**..... We are goal-oriented and intentional in our urgent delivery of rigorous, data-driven instruction.

**Respectful**..... We treat others with politeness, consideration, and appreciation.

**Integrity**..... We adhere to the highest standards of professionalism, ethics, and personal responsibility.

**Determination**..... We relentlessly do whatever it takes to achieve our goals.

**Exemplary**..... We provide the highest quality education placing student mastery above all else.

### **6. Student Cell Phone Policy**

While we understand that some students need a cell phone for safety reasons and to communicate with you, we have established the following expectations around cell phones at Whitman.

- Students are *prohibited* from using cell phones during the academic school day including during lunch, recess, and dismissal; whether inside or outside the building. *This includes field trips.*
- During school hours, cell phones must be turned off and put into lockers.
- Any cell phone confiscated by staff due to students not following the school cell phone policy will be held in the office for parent/guardian pick up.
- Whitman Elementary and staff are not responsible for any broken, lost, or stolen cell phones.

### **7. Food in Cafeteria**

- Lunch is provided for all students
- Students are allowed to bring lunches from home.
- Students may not share or trade cafeteria or snack food during lunch.
- Items not allowed at school: *Soda, energy drinks, coffee drinks, sports drinks.*

### **Breakfast/Lunch Program:**

Breakfast and lunch will continue to be provided free of charge to all elementary students this school year. **All will eat breakfast in the cafeteria.** Students who are late will be able to receive breakfast up until 7:40 am. Students will be served a combination of hot and cold options that

they may choose from. Additionally, Whitman will continue to participate in the fruit and vegetable program, which provides fresh fruits and vegetables 3-4 times a week during the school day.

Students will be served a combination of hot and cold options that they may choose from. Additionally, Whitman will continue to participate in the fruit and vegetable program, which provides fresh fruits and vegetables 3-4 times a week during the school day.

Students who only bring a snack will be required to take lunch from the cafeteria. For those who bring lunch from home, students will keep their lunch in their locker. They will not be able to heat up or refrigerate their meals during the day.

### **8. Classroom Birthday Parties**

If you would like to send in something for your child's birthday, we ask that you let your child's teacher know at least two days in advance.

- Treats must be store bought
- Your child's teacher should be notified in advance if birthday treats will be brought.
- Treats for a birthday party can be shared during your child's lunch time" (in the cafeteria).

### **9. Meeting with a 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 reach out to you.

### **9b. Visitors and Volunteers:**

Based on current district policies, this year we will allow visitors and volunteers into the building. In order to volunteer with students, family members must be 18 years of age or older and have passed a background check. Please reach out to 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.*

## **10. Field Trips**

- Students must have a permission slip signed by parent/guardian to attend. A generic permission slip will be given at the beginning of the year to sign that allows your child to attend all field trips throughout the year.
- In some cases, parents/guardians may be required to accompany students due to safety issues.
- 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 money with your student on field trips.
- Guardians must complete a background check at least 1 week before a field trip in order to attend with their student's class.
- Field trip chaperones, parent/guardian volunteers, etc. will not be able to ride the school bus to attend a field trip.

## **11. Classroom Distractions**

- “Spinners” are not permitted in the classroom unless this intervention is part of a formal Behavior Intervention Plan.
- Pokemon or similar trading cards are not permitted at school. They will be returned to the parent if confiscated by the teacher.
- Toys of any kind are not allowed at school. The occasional exception would be a special event planned by the teacher. Parents will be notified of this.
- Technological devices are not allowed at school. The school is not responsible for loss or theft.

## **12. School Communication**

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

## **13. Clinic**

A health assistant provides health services. They are primarily responsible for the care of the ill or injured students or faculty members. A district

registered nurse is on call for emergency care as needed at all times. Students and parents/guardians are requested to inform the school nurse/health assistant of any health conditions or regular medications which may warrant special attention. State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given the opportunity to obtain the necessary immunizations. **NOTE: This is by law---**Students who fail to meet the immunization requirements will be excluded from school.

**Dispensing Medication--Students who take prescribed medicines are to bring the medication in the original container to the nurse's office for safekeeping with the needed information on the container.** The information needed is as follows: date, student's name, medication name, number of tablets in the container, time medication is to be consumed, physician who prescribed the medication, any side effects or concerns, and a telephone number where parent/guardian may be reached in case of questions. **Medications that do not meet these criteria will not be given.**

**Student Illness**--If the illness warrants that the student is dismissed from school, the nurse (or her designee) will telephone a parent/guardian to make the necessary arrangements. Students will be excluded from school for the following:

- Fever of 100 degrees or higher
- Common childhood disease
- Chicken Pox
- Undiagnosed rashes
- Vomiting and/or diarrhea
- Head lice
- Fainting
- Red-Inflamed eyes (pink eye)

**Please Note: Students must be without a fever for 24 hours before returning to school.**

#### **14. Parent-Teacher Conferences:**

*There are two formally scheduled meetings between guardians and teachers during the school year. During early October we will host our first PTC meeting and in early March we will host our second PTC meeting. During parent teacher conferences, the teacher will discuss student progress, MAP assessments data, and learn more*

about him/her from you. Your child's teacher will attempt to schedule a time that is convenient for you.

## **15. Report Cards and Checklists**

**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) in regards to their academic and social growth.

1) Grades Pre-Kindergarten through 5<sup>th</sup> use a report card with specific objectives listed.

Certain symbols for the following objectives/stages are used to communicate your child's progress:

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

**Grades 1-2:** **1** Meet or Exceeds Standard, **2** Progressing Toward Standard, and **3** Area 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.

2) **Students will receive letter grades.** Grades 3, 4, 5 use traditional report cards with letter grades of A, B, C, D, F. If you have any questions about your child's grades, please visit with his/her teacher.

## **16. PowerSchool Parent Portal**

If you want to keep up with your child's academic performance (reading MAP score, math MAP score, etc.) you may access it through PowerSchool Parent Portal. PowerSchool is the district wide program to check your child's grades. If you have not accessed your account this year or have never logged in to PowerSchool you may request your Access ID and Access password in the front office. We will print your information, but our policy is that you must come into school to pick it up.

[http://www.tulsaschools.org/3\\_Parents/power\\_school\\_main.asp](http://www.tulsaschools.org/3_Parents/power_school_main.asp) You may combine all the children of your family to one account instead of having multiple usernames and passwords. If you need instructions to create an account using your Access ID and Access password, please see the school attendance clerk.

## **17. Student Assessment Dates**

Students in K - 5 will be assessed throughout the year in the areas of reading and math using our Measures of Academic Progress (MAP) assessment. This assessment provides a students proficiency level as well as their academic growth K-3 reading MAP test addresses state Strong Readers ACT requirements.

Dates for these assessments are as follows:

**The 2025-2026 NWEA MAP Growth testing schedule is not publicly available yet.**

Computer Intervention Platforms will be used throughout the year to check student reading growth.

Teachers will use this data to address individual needs in the classroom. Dates for these assessments are as follows:

**Dates not available yet**

Oklahoma State Testing will be conducted for students in the 3rd - 5th grade. 3rd and 4th graders are assessed in the areas of reading and math. 5th grade students will be assessed in the areas of reading, writing, math, science, and social studies. The window for these assessments are as follows:

April 1 - May 15, 2026

## **18. Money**

To avoid potential problems, please do not send students to school with extra money in their pockets. In case of an activity or emergency, place the money in an envelope with the amount and your child's name. Please instruct your child to give the envelope to the teacher.

## **19. Weapons and Tobacco**

Tulsa Public School Policy does not allow for weapons, drugs or any tobacco products to be on school grounds at any time. Parents may not use tobacco products on field trips.

## **20. School-wide Behavior system**

 Dear Whitman Families,

We are excited to launch our new “Set Sail to Success” school-wide behavior system this year!

### **Walt Whitman Elementary School**

*Sailing into Success, Anchored in Excellence, Full Steam Ahead!*

#### **Parent Information Letter “Set Sail to Success” Behavior System**

Dear Walt Whitman Families,

At Walt Whitman Elementary School, we believe that every Baby Hornet has the power to grow, achieve, and stay on course toward success. This year, we are excited to launch our school-wide Set sail to Success behavior system to help all students learn, grow, and celebrate positive choices together!

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#### **How the System Works**

- Daily Points: Students earn positive points for demonstrating respect, responsibility, and great choices.
  - They may also receive correction points when they need reminders to get back on track.
  - All points are tracked in ClassDojo, our online classroom tool that families can view anytime.
  - Teachers will update student status each week and celebrate students who stay “on course.”
  - Students can check their progress daily with their teacher and see their status on the classroom Ship Chart (Green, Yellow, or Red).
-

## Celebrating Success

At the end of each month, students who earn enough **Net Points** (positive points minus corrections) will be invited to our special “**Whitman Baby Hornets Voyage Celebration**” as a reward for staying on course!

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## How Families Can Help

- ✓ Stay connected by checking your child’s ClassDojo points regularly.
  - ✓ Talk with your child about their goals and what they can do to earn positive points each day.
  - ✓ Celebrate their effort, improvement, and success at home!
- 

## Thank You

Together, we are **anchored in excellence** and ready to set sail for a successful year. Thank you for partnering with us to help every **Baby Hornet** grow, thrive, and succeed!

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*If you have any questions, please contact your child’s teacher or the front office.*

*Sailing into Success Anchored in Excellence, Full Steam Ahead!*

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## Walt Whitman Elementary School

Orange & Black — *Home of the Baby Hornets*

## Whitman Elementary — Baby Hornet Voyage Behavior Expectations

At Whitman, we *Sail Into Success* by being **Respectful, Responsible, and Safe** wherever we go!

### Where

**Classroom**

### Respectful

Listen, use kind words

### Responsible

Be ready, follow directions

### Safe

Keep hands & feet to

			self
<b>Hallway</b>	Quiet voices, stay in line	Go straight to your place	Walk on the right side
<b>Cafeteria</b>	Good manners, say please & thank you	Clean up, follow adults	Stay seated, walk
<b>Restroom</b>	Respect privacy	Use time wisely, keep it clean	Wash hands, walk
<b>Recess</b>	Include everyone, play fair	Line up when called	Stay in safe areas
<b>Bus/Arrival/Dismissal</b>	Kind words & actions	Be on time, take care of things	Stay seated, follow directions

- When students follow these, they earn Positive Points!
- If they do not follow it, they may get Correction Points.
- If they earn enough points, they'll join our [Baby Hornet Voyage Celebration!](#)

## 21. **Practice Work (formerly Homework)**

At Walt Whitman Elementary School, homework will now be referred to as Practice Work. This change supports our commitment to reinforce and extend learning in a supportive, meaningful, and manageable way.

### Purpose

Practice Work is designed to help students strengthen and apply skills taught in class. It will not introduce new material but will provide students with an opportunity to practice what they have already learned.

### Expectations

- Practice Work will be brief and focused — typically 3 to 5 questions or tasks that align with the day's lessons.

- Practice Work will not be graded. Its purpose is to help teachers check student understanding without adding stress.
- Practice Work will be sent home regularly to support skill building and encourage family involvement.

### Guidelines

- Practice Work will be clear, meaningful, and directly connected to classroom learning.
- Instructions and any needed materials or examples will be provided.
- Teachers will use insights from Practice Work to plan future lessons and provide additional support as needed.

By focusing on practice rather than grades, we aim to help students build confidence, grow academically, and strengthen the partnership between school and home.

### **Student Reminder**

***Stay steady. Be kind. Stay On Course. Sail Into Success!***