

2025-26 Mayo Demonstration School Family & Student Handbook

English

Translations- Spanish

**Mayo Demonstration School
1127 S Columbia Ave
Tulsa, OK 74104
918-925-1500**

<https://facebook.com/MayoDemonstrationSchool>
<https://mayo.tulsaschools.org/>

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Welcome to Mayo Demonstration

"Where all the Mayo Magic happens!"

Welcome to Mayo Demonstration School. Our school is a very fortunate school due to the exceptional group of students, families and staff members we have each year. We are so excited to see our old friends and families and meet our new ones too!

As we move forward for excellence, we value the partnership between home and school. Parents are encouraged to be active participants in the education of their children. Our caring and highly qualified teachers and staff look forward to sharing a friendly, fun, and engaging student centered learning experience.

This handbook is provided to help students and parents understand our school policies, guidelines and practices. If you would like more information, have questions or concerns please feel free to contact the school.

Mission Statement

At Mayo Demonstration School, we provide the optimal learning environment to nurture the whole child and develop independent, creative thinkers who act with integrity and make a positive contribution to our world.

- Mayo is a diverse community grounded in a conceptual, integrated approach to learning
- We embrace innovative, educational practices and offer a rich, experiential academic curriculum that sparks imagination and the spirit of inquiry
- Our design provides a pathway for student achievement with an emphasis on social responsibility

Mayo Song

♪ Mayo (clap, clap) M-A-Y-O (clap, clap) M-A-Y-O-o, Ma-ay-o (x2) ♪
 ♪ The world's greatest kids making history, ♪
 ♪ Leaders of the future we'll be, we'll be. ♪
♪ Science and Technology, lots of opportunity here for You and Me ♪
♪ Mayo (clap, clap) M-A-Y-O (clap, clap) M-A-Y-O-o, Ma-ay-o (x2) ♪
 ♪ M-A-Y-O, Mayo, Mayo, Mayo, Mayo ♪
♪ Mayo (clap, clap) we are the world's greatest kids making history. ♪
 YEAH!

TPS Student & Family Success Guide

Before the start of school, we encourage all families to review the following guide:

 [TPS Student & Family Success Guide](#)

You will also receive a packet of forms at the beginning of the school year of forms that need to be returned to the teacher.

Please complete and return these forms to the teacher within the first week:

- Health History Form
- Field Study Authorization Form
- Parent-School Compact

We also ask that you fill out the “My Way Home” form, linked here, so we know how your child will be getting home each day after school.

If you have any questions or need assistance, please contact the main office at 918-833-9500.

We are here to help!

2025-2026 School Calendars

[English](#)

[Español](#)

Mayo Staff Contacts

We believe that strong relationships between home and school build a strong community for our Mayoans!

Below are the key contacts for Mayo Demonstration.

Staff can be reached by email or through the front office at 918-925-1500.

Administration

Margaret Daly - Principal
Erin Baumgarten - Counselor

dalyma@tulsaschools.org
baumger@tulsaschools.org

Office

Austin Breckenridge - Principal's Secretary
Gwendolyn Jeffrey-Dunbar - Clerk
Shavonna Rucker - Nurse

breckau@tulsaschools.org
jeffrgw@tulsaschools.org
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Pre-K

Jessica Bond
Suzanne Call
Deborah Pugh

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Kindergarten

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Brittni Webb
Traca Haslam

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Immanuella Senatus

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2nd Grade

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Elizabeth Bunch
Priscila Miller

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brummpr1@tulsaschools.org

3rd Grade

Robin Garcia
Nikki Stamper

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stampni@tulsaschools.org

4th Grade

Kay Lyles
Casey Wier

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wierca@tulsaschools.org

5th Grade

Hunter Najera
Elyse Smith

najerhu@tulsaschools.org
embryel@tulsaschools.org

Specials

Jennifer James - PE
Tara Harris - Art
Taron Pounds - Music
Sylvanna Botelho - Library

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botelsy@tulsaschools.org

Special Services

Jennifer Moreno - Gifted & Talented
Isaac Carter - Sped Teacher
Kara Rockholt - ELD
Noelle Coleman - Speech

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Teacher Assistants

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Scheduling Meetings with Staff

Families are welcome to email staff at any time.

To schedule a conference or meeting, please email the staff member directly to request an appointment. We are unable to meet with families without an appointment.

Alternatively, you may stop by the front office to leave your name and phone number, and a staff member will contact you to schedule a meeting.

Please Note:

Staff members are off contract at 3:20 p.m. each day.

We appreciate your partnership and look forward to working together for your child's success!

Communications

All school, teacher and parent communication will be through TalkingPoints.

The weekly Mayo Message will come out on Friday afternoons with school related updates, grade level newsletters, PTA and Foundation news, and so much more! If you are not subscribed, please send an email to Mr. Austin (breckau@tulsaschools.org) to get signed up for the newsletter.

Arrival and Dismissal Procedures

Bell Times

Event	Time
School Begins	8:00 a.m.
School Ends	3:05 p.m.

Morning Drop-Off

- Students may not be dropped off before 7:35 a.m at the cafeteria door or 7:45 a.m. at the main front entrance.
- Car Drop-Off: Car line drop-off in front of the building on Columbia Ave. Main entry doors to the building open promptly at 7:45 am.
- Walking Drop-Off: Please park in the church parking lot to the south of the building or the Wilson parking lot to the north of the building if walking your child up to the building. **Do not park on the street and exit your vehicle as this causes disruptions to the flow of traffic and the pick-up/drop-off car line.**
- Tardy students, those arriving after 8:00 a.m., must be accompanied by a parent/guardian to the front office and signed in by the parent/guardian.
- Classes begin promptly at 8:00 a.m.

Breakfast

- Breakfast will be offered from 7:35–8:00 a.m.
Students arriving after 8:00 a.m. will not receive breakfast.
- Parents/guardians are not permitted inside the building during morning drop-off, unless joining their child for breakfast (please make sure you have a background check on file, an office breakfast pass and enter through the cafeteria door). Please send hugs and waves as students exit the car or walk inside.

Dismissal Procedures

- School day ends promptly at 3:05 p.m.
- To protect instructional time, we ask that parents **call the main office before 12:00 p.m. and do not pick up students after 2:00 p.m.** whenever possible.
- To make a permanent change to your child’s transportation, please visit the office and complete a new “My Way Home” form.

Pick-Up Option	Details
Car Pick-Up	Front of the school building (Columbia Ave.)
Parent Walk-Up	On the front lawn of the Mayo building

- Any students not picked up by 3:20 p.m. will be brought to the main office.
- Once students are brought into the main office at 3:20 p.m., parents/guardians will need to come into the office to sign out their students.
- For student safety, if a child remains at school after 4:05 p.m. and no contact has been made with a parent or guardian, Campus Police may be notified, and DHS may be contacted if there are ongoing concerns regarding supervision.

More Guidance

All adults and children are expected to observe the following arrival/dismissal procedures to ensure the safety of all children.

- Motorists are expected to use extreme caution and drive slowly while in the parking lot, car rider line and adjacent streets.
- While in the drop off or pick up line please avoid technology.
- Please assist your child(ren) closely during arrival and dismissal.
- The flow of traffic is expected to proceed smoothly if everyone follows the procedures. If the student is not at the pick-up area, the driver is expected to pull ahead if possible to wait and or follow duty teacher directives.
- Motorists are to never back up their vehicles while in the lanes of traffic or car rider line.
- Motorists are to travel in a single lane of traffic. Please do not pull around and pass other cars that are in the lane of traffic or car rider line unless directed by staff.

- Driver must remain in the car when using the car rider line for arrival and dismissal.
- Students being dropped off must be dropped off on Columbia Ave. There is no drop-off area on 12th street for entrance to the cafeteria. If your child will be entering through the cafeteria, please use the parking lots and our crossing guards will assist your child.
- If walking up to pick-up your child, please let your child's teacher know you are there to pick them up.
- Students should only enter cars in the designated loading car zone (by the orange cones).

Attendance Expectations

Good attendance is essential to student success!
Starting strong attendance habits in preschool sets students up for success in school, college, and careers.

"Official attendance shall be reported and recorded in 'half-day' increments. Students must be present for at least two hours to be counted as present for one-half day."

— [TPS Board Policy 2204](#)

If your child cannot come to school, you need to report the absence and the reason for the absence to the school attendance office before 9:00 a.m. Please do this for every absence. If you do not contact the school for any absence it will be considered an unexcused absence. Our school clerk will call you to verify if you do not and will remind you to please call the absence in. The phone number for the attendance clerk is (918)925-1503.

School attendance is a very important part of the student's learning process. **Parents are, by law, accountable for their child's attendance.** Students attending elementary schools shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. Students' attendance records with less than 90% attendance of the scheduled instructional time may be recommended for retention. Transfers may be revoked for students who are not meeting attendance expectations.

Attendance problems requiring action: Students who have ten consecutive unexplained absences will be withdrawn. If the student returns to school, a parent must accompany the child. After 5 unexplained consecutive absences your child will be logged as truant and you will receive a letter. Excessive unexcused absences are grounds for interventions by school personnel and referral to the 3 District Attorney's office for non-compliance of State Laws regarding compulsory school attendance.

Students with excessive absences may have their transfer revoked and returned to their neighborhood homeschool.

The following are reasons for excusing absences:

- Student illness- Please provide the office with a doctor's note for documentation of office visits.
- Death in the immediate family.
- Observance of a religious holiday.

While attendance is important, sick children should not be sent to school. These guidelines may help parents determine if their child is too sick to come to school:

- Fever above 100° F. within the past 24 hours
- Continuous or frequent cough, vomiting, or diarrhea within the past 24 hours
- An unidentified rash
- Open, draining wounds. Minor abrasions should be kept covered with a clean dressing while at school.
- Head lice
- Any communicable disease
- Specific instructions or advice from your physician

Attendance Incentive and Awards Program To promote and reward regular attendance, each school will establish an incentive awards program. Some activities for such are:

- Conduct school-wide orientation assemblies at the beginning of the school year to review the attendance policy and promote the idea that good attendance is essential if students are to gain the maximum benefit of the educational program.
- Develop school-wide incentive programs to improve attendance.
- Develop and utilize positive rewards for students with exceptional attendance records during any one grading period and/or for the school year.
- Send quarterly commendation letters to students and parents/guardians for improved attendance.
- Issue certificates for good attendance. A direct relationship exists between attendance and academic progress. We hope that by working together we can maximize your child's potential for a successful school year. See TPS Policy 2204 for more attendance information.

Key Attendance Points:

- 16 or more absences in a school year (even excused) = chronically absent.
- Submit all doctor's notes to the clerk promptly, as they can not be accepted after the end of each quarter.
- Attendance is recorded accurately based on arrival and departure times.

How Families Can Support Strong Attendance:

- Set a regular bedtime and morning routine.
- Prepare clothes and backpacks the night before.
- Create backup transportation plans when needed.
- Schedule medical appointments outside school hours whenever possible.
- If your child feels anxious about school, talk with their teacher or our counselor for support

Tulsa Public Schools Attendance Policy

All absences must be explained by the parent or guardian within 48 hours of the student's return to school.

Explanations may be provided in writing or verbally to the school office.


Excused Absences (per state law) require documentation such as:

- Doctor's note
- Court document
- Funeral program or obituary

A parent's explanation alone will be recorded as "With Explanation (W)" but will not be classified as excused under state law.

Important:

- Explained absences are legally considered unexcused without appropriate documentation.
- Chronic absenteeism may lead to intervention by the district attendance office, and excessive unexcused absences could be reported to the District Attorney for truancy proceedings.

For more details, please review
 [TPS Board Policy 2204: Student Attendance](#)

Family Classes

We offer a multi-age social emotional curriculum aimed at teaching kindness to our students. Through this curriculum, students from each grade are placed into “family” groups, which meet three times per week to build relationships and learn about life skills. Younger students form friendships with older peers, and because students are assigned a new “family” each year, they develop a large network of relationships that will last them for years to come!

Celebrations are a special part of our Family Classes and take place every two weeks in the gym. During this joyful gathering, all of our amazing students come together to recognize and celebrate what they’ve learned and experienced in their Family groups. We also enjoy a quick movement break, hear the latest *A/C Nibbler* letter from our cheerful HVAC rabbit friend (who keeps a close eye on all the great things happening around the school), and give a big birthday shoutout to everyone who’s celebrated over the past two weeks.

Child Nutrition

Mayo participates in Tulsa Public Schools’ Child Nutrition Program.
All students receive free breakfast and lunch daily.

If students bring a lunch from home, it must be a full meal.

We encourage every family whether your student receives a school lunch or brings a lunch from home to complete the Free and Reduced Meal Application, regardless of if your student eats a school meal or brings lunch from home. This form is essential for our school to make sure Mayo is adequately funded each and every year to provide all the necessary learning opportunities for our students.

Completing this form helps our school secure funding for:

- Student activities
- Teaching assistants
- Other important programs

For lunch menus, meal policies, and more information, visit:

 [TPS Child Nutrition Website](#)

Lunch Schedule

Grade	Lunch Time
Pre-K - 5th	Pre-K: 11:45-12:10 Kinder: 11:00-11:25 1st: 11:55-12:20 2nd: 11:10-11:35 3rd: 11:20-11:45 4th: 11:35-12:00 5th: 12:05-12:30

Reminder:

We do not accept DoorDash deliveries for students. Please **do not** have something ordered and delivered to your student.

We also can not reheat food for your student.

Lunch Visits

Parents and guardians are welcome to eat lunch with their students!

Please remember:

- A **background check** must be completed and on file in the school office.
- A **current ID** must be presented when entering the building.

- Please go directly to the cafeteria and return to the office after having lunch with your student to return the lunch pass, unless you have made prior arrangements with the teacher and principal to volunteer/visit the classroom.

Mayo PTA — Join the Fun!

We invite you to become a part of our Mayo PTA family!
Your involvement helps us create amazing experiences for students and strengthens our school community.

PTA sponsored fundraisers:

- Back-to-school uniform sale
- Mayo Mix
- Snack Sale (Tesla Fundraiser)
- Spirit wear

Learn more or get involved here:

 [Mayo Family and Friends](#)

Email: mayodemonstrationpta@gmail.com

Student Supplies

Mayo's school supplies are proudly and gratefully funded by the amazing Mayo PTA through each Mayo Way donation.

The Mayo Way fee (\$200) is optional, but highly encouraged for every family each school year. Here is a list of the things that your Mayo Way fee gets every student:

- All the daily classroom supplies
- Snacks for every student every day
- Field Study opportunities
- Yearbooks
- Overnight Field Studies
- And so much more!

The only things that parents/guardians are responsible for are: backpacks, lunch boxes (optional), and uniforms.

Mayo Foundation

This is a non-profit corporation whose purpose is to promote the advancement of educational excellence at Mayo. The Foundation provides funding for programs and projects at Mayo. Programs may include academic, cultural, athletic, and other activities that benefit the student body and faculty of the school.

Fundraisers:

- Jog-A-Thon
- Trivia Night

Dress Code Policy

Mayo follows the Tulsa Public Schools Dress Code Policy.

 [View the Full Uniform Policy Here](#)

Approved Clothing Items:

Shirts:

- Long or short sleeves - Red, Light Blue or Royal Blue or White
- Collared (unless Mayo PTA Spirit wear shirt)
- No logos, writing, stripes, or patterns (Mayo PTA spirit shirts permitted)
- Mayo uniform patch (not required, but encouraged)

Pants and Shorts:

- Khaki pants and shorts
- Jeans permitted
- Leggings only under skirts or shorts (uniform colors only)
- Solid-colored belts (black or brown) may be worn

Shoes:

- Athletic style and closed-toe shoes required
- Shoes with lights, sounds, or wheels are not permitted
- Any color of shoe is acceptable

Skirts, Skorts, and Jumpers:

- No writing or logos
- Must be khaki or “Mayo plaid”
- Must wear a uniform shirt underneath jumpers
- Skirts and skorts must be no shorter than three inches above the knee

Jackets/Fleeces:

- Must be a solid uniform color jacket or a Mayo Fleece (Mayo Fleece sold by the Mayo PTA)

Prohibited Items:

- Tank tops or spaghetti straps
- Pants with excessive holes or rips
- Non-uniform or non-spiritwear shirts
- Sandals, slides, flip-flops, or shower shoes

Labeling Personal Items

- To help reduce lost items and ensure belongings make their way back to the right student, we **strongly** encourage families to write their child's name on the inside of all personal items brought to school — including jackets, lunchboxes, backpacks, and water bottles.
- Items without names are much harder to return and often end up in the Lost and Found. At the end of each semester, there will be an opportunity to reclaim lost items. However, unclaimed items will be donated.
- A permanent marker and a two-second scribble can save a whole lot of stress later!

Clothing Closet

- Mayo maintains a clothing closet in the nurse's office to support students who need genuine assistance or are experiencing an emergency situation that requires an immediate change of clothes (such as a bathroom accident or significant spill).
- While we understand that minor accidents happen, the clothing closet is not intended for small spills (like water, juice, or milk) or comfort-based clothing changes. In situations where a student needs a change of clothes but it is not an emergency, a parent or guardian may be contacted to bring appropriate clothing. If a student is out of dress code, a parent or guardian will be called to bring a change of clothes. Using the closet for non-essential needs limits access for students who truly rely on it.
- It's always a great idea to send an extra set of clothes (including undergarments and socks) in your child's backpack if possible — especially for younger students. If a change of clothes is needed and none are available, a parent or guardian may be contacted to bring a fresh set to school.

Digital Access & Learning Tools

Grades and Powerschool Access

PowerSchool is the platform where families can monitor student grades, attendance, schedules, and more. We encourage all families to check it regularly to stay informed and involved in their student's progress.

For PowerSchool Login instructions (including Username and password) please contact the main office.

Important Note:

If multiple guardians choose to share a PowerSchool account, only one person can be logged in at a time. Multiple simultaneous logins may cause errors.

Important Note:

It is essential for your student to know their TPS Student ID number, as they will use it daily in the cafeteria and may need it when signing up for various school services or activities. Helping them memorize it early can make daily routines much smoother!

How to Log Into Canvas and Clever (Access to Amira, Zearn, Imagine Learning & More)

Students will use Canvas to access their daily assignments and learning programs like Amira, Zearn, Imagine Learning, and more. Here's how to get started:

Logging Into Canvas:

1. Go to tulsaschools.org/canvas
2. Click the "STUDENT" button.
3. You'll be redirected to a Google login page.


Your Login Info:

- **Email/Login:**
FirstName + LastInitial + BirthMonth + BirthDay (2-digit format)

followed by @student.k12.tulsaschools.org

Example: austinb0608@student.k12.tulsaschools.org

- Password:
Your student's 6-digit Student ID number

 Don't know your child's login info?

Ask their teacher or the front office — we're happy to help!

Once Logged In:

You'll land on the Canvas Dashboard, where your student can access:

- Class assignments
- Clever apps including Amira, Zearn, Imagine Learning, and more.

Keeping login info handy at home is a great way to stay connected to your child's learning!

Technology and Device Expectations

At Mayo, technology is an important part of student learning.

Students are expected to use all school-issued devices, including Chromebooks or tablets, responsibly and for educational purposes only.

Misuse, damage, or inappropriate online behavior may result in restricted access, disciplinary action, and/or financial responsibility for repairs.

Families are encouraged to talk with students about safe and respectful digital habits.

Headphones are provided to students at the beginning of the school year and kept at the school. Students are encouraged to take great care of the headphones that have been assigned to them as they are a crucial part of their studies during Amira.

For more information, please visit: [Chromebook Handbook](#)

Cell Phones

A new state law is now in effect that prohibits the use of cell phones by any student during the school day. For elementary and middle school students, this is a continuation of the procedures Tulsa Public Schools enforced last year that require phones and other personal electronic devices to be put away for the entire school day. This will mean new policies beginning on the first day of school for high school students, where devices may not be used at all during the school day.

If you want to learn more about the law, you can. If you [access it here](#). If you have questions or concerns about the new law, please reach out to the principal.

A violation of any part of this policy will result in the wireless device being confiscated by the teacher or administration and other discipline as warranted. The first offense, student may pick up the device at the end of the school day. Second offense, the confiscated device must be picked up by the parent/guardian and will not be released to any student. Further offense, student may be disciplined under other categories in the Behavior Response Plan as appropriate.

Student Behavior and Expectations

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

Children with recurring discipline problems may be placed on an individualized behavior plan agreed upon by the teacher, parent, child, and principal. Severe disruption or extreme behavior may result in immediate removal or suspension of a student.

Items brought from home that are not allowed at school will be confiscated and held until a parent picks up the item. If there are further occurrences, the item will not be returned.

All children at Mayo are expected to follow these rules:

1. Mutual respect
2. Attentive listening
3. Trustworthiness
4. Truthfulness
5. Encourage/No put downs
6. Right to pass
7. Success

Weapons are defined by Tulsa Public Schools as anything that creates a threat to the safety and well-being of students or school staff. Guns, knives, weapons, facsimiles of weapons, or lasers are never allowed.

Student behavioral expectations shall apply to all students at all times on Mayo property, including:

- in school buildings
- on school grounds
- in all school vehicles
- at all school, school-related, or school activities, including but not limited to school study trips

Levels of Interventions and Consequences for Violations of the TPS Behavior Response Plan As with any incident of student behavior, the school administrator must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/ or the TPS Behavior Response Plan. The tiers (1, 2, and 3) guide administrators to use progressive interventions to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed.

Levels of consequences and options for progressive interventions follow. Repeated chronic or cumulative offenses may require higher levels of interventions/consequences. For serious violations, interventions/ consequences may begin at a higher level.

*The above policies and procedures are in compliance with the Policies and Procedures that have been developed by Tulsa Public Schools. The TPS Behavior Response Plan and Student Rights and Responsibilities booklet provides more detailed information. It is distributed to each student at the beginning of the school year or upon enrollment during the school year.

Bullying

Students are strictly prohibited from engaging in any kind of harassment of any student, employee, or visitor at Mayo. Harassment includes repeated verbal and physical conduct including name-calling, slurs, gestures or graffiti, even in a joking manner, directed toward a person because of race, color, religion, gender or disability. What may seem harmless or "all in fun" to one person may be offensive to another person. Reports can also be made in person or on the phone by any student, parent or patron and through the district's TIPS (Threat Assessment, Incident Management and Prevention Services) online reporting system found on the district's website or by telephone at 918-480-7233 or text 480SAFE. See *the TPS Student and Family Guide to Success for additional information.*

Bus Behavior

Bus transportation may be provided to students who live within the Mayo attendance area. The TPS Transportation Department determines eligibility. Qualified students who desire bus transportation are required to have an approved transportation form on file in the office. Children who are not regular bus riders and do not have an approved transportation form on file are not allowed to ride the bus.

Riding the bus to and from school is a privilege. Children are expected to exhibit appropriate behavior while riding the bus and at the designated bus stops. If a child exhibits inappropriate or disruptive behavior on the school bus or at the bus stop, the driver will inform the principal by completing a bus conduct report stating the problem. The principal will inform the parent via the bus conduct form. Bus riding privileges can and will be revoked for inappropriate behavior. The safety of all children is of primary importance. Bus riders are NOT allowed to walk home or ride another bus without a written note from the parent/guardian, which has been approved by the principal.

*Discipline is handled in accordance with district policies. For more details, please review the

 [TPS Student and Family Success Guide](#)

Student Problems

If students have a problem related to discipline, security, personal welfare, or vandalism, the student should:

1. Tell the nearest teacher or adult staff member. Tell him/her exactly what happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
2. Talk to the principal or school counselor right away.
3. Then get the feelings out. It is natural to feel worried and upset. Talk to someone who will listen and understand- perhaps a peer helper, teacher, counselor, or an adult mentor. It is important to talk to a neutral party who can be trusted.
4. A school counselor can help one learn ways to deal with problems to ensure safety and comfort when faced with similar problems in the future.
5. When the student has alerted school personnel, he/she should tell the parents about the problem if necessary.

Student Personal Problems

For help with personal problems which may affect student school life or activities:

1. If possible, discuss the problem with one's parents/guardians.
 2. If a student and his/her parents/guardians cannot solve the problem, there are a number of persons in the school who may be able to offer additional help. If one knows of a teacher whom one feels he/she may speak freely, contact the teacher.
 3. The school counselor is trained to offer help with personal problems. He/she can lead the student to other resources he/she may not know about,
 4. The principal will be able to discuss the problem with the student and attempt to work out a solution. If they are unable to do so, they have others to assist.
-

Immunizations, Illness, and Injuries

All children must present, upon initial entry to school, a certified immunization record indicating the date and type of immunization received, unless there is an exemption on file. A licensed physician or an authorized public health representative must sign this record. Students who are currently receiving immunizations are required to maintain the schedule as directed by the physician or Health Department until requirements are met. Immunizations must be kept up-to-date.

If a child is injured or becomes ill, every effort is made to contact the parent. Parents are expected to provide accurate and up-to-date telephone numbers and addresses of where they may be reached during the school day. The names and phone numbers of others who may be contacted for an emergency are also required. If the parent or other designated person cannot be reached in the event of a severe medical emergency, an ambulance may be called to transport the child to a hospital or emergency center. The cost for this service will be the responsibility of the parent or legal guardian.

Students who are injured and unable to participate in physical education will need to have a doctor's statement explaining the reason and when the student may resume physical activity. The note should be taken to the nurse and then to the physical education teacher. Students not participating in the gym will observe class from the sidelines so they will not miss instruction.

Medications

All medications are to be kept in the school clinic. Medication will be given to the student only with the written authorization on the Administration of Medications Form provided by TPS Health Services. Prescription medications must be in a currently dated vial or properly labeled container, which states the name of the patient, physician and directions for administering. Non-prescription medications must also be properly labeled with the child's name and specific instructions for administering. No aspirin products will be given unless prescribed by a physician. The parent is required to bring all medications to the clinic. Students are not to bring the medications to school. Please do not send more than a week's supply of all medication unless the Tulsa Public School's Registered Nurse has authorized a longer time.

Visitors and Volunteers

All visitors, volunteers and parents are required to sign in at the office and state the reason for the visit whenever they are in our school. This policy applies at all times, including dismissal times. Visitors will be given a visitor sticker, badge or ID to wear while in the school. Please return to the office when leaving. This policy is in place to provide for the safety of all persons in our school. There are a few times that someone may need to visit a class to observe a specific student or activity; such a visit must be arranged in advance with the principal and the teacher.

Unscheduled conferences before school and during class times are not allowed because they interfere with the teaching-learning process for students. It is not our intent to appear unwelcoming to people in school, but it is our purpose to protect the instructional time of all students.

Throughout the year, students will have the opportunity to go on an overnight field study and multiple other field studies. During these times, parent/guardian volunteers are highly encouraged and appreciated. Volunteers should have a background check on file with the school before volunteering for any school activity or field study. Siblings should not be in attendance during field studies or overnights. We also ask that parents/guardians do not visit or purchase anything from any gift shops during field studies to protect the equity of every student.

We value the school volunteers who perform valuable services for students and staff. They assist children in the classrooms, during field studies and other school and classroom activities. All volunteers are required to fill out a volunteer form and turn in to the attendance clerk by email or in person. Prior to volunteering, you will complete a background check.

Emergency Procedures

Student safety is our top priority. Mayo takes proactive steps to ensure students are prepared for emergencies. We regularly conducts safety drills to prepare for emergencies, including:

- Fire drills
- Tornado drills
- Lockdown procedures
- Atmospheric Releases

In the event of an actual emergency, the school will follow all TPS safety protocols, and families will be notified through the district's official communication system.

If you have any questions about safety procedures, please contact the front office.

SEE.HEAR.SHARE

If you see or hear anything that might make our school(s) unsafe:

- Tell a trusted adult
- Call 918-480-SAFE; 918-480-7233
- or Text 480SAFE

STUDENT INFORMATION /EMERGENCY INFORMATION

All students are required to have a completed and accurate information form on file in the office. This information is to be kept current at all times. Please log onto the parent portal to updated information or notify the school office immediately of any changes in home or work phone numbers, addresses or other emergency information. This is vital in the event of an emergency while the child is at school.

Community Resources and Family Support

At Mayo and Tulsa Public Schools, we are committed to supporting the needs of every student and family — both inside and outside the classroom.

Below are important community resources available to assist families with mental health support, crisis intervention, addiction recovery, and basic needs services.

Emergency and Crisis Services

- **COPES Crisis Line (24/7):** 918-744-4800
Community Outreach Psychiatric Emergency Services — emotional support for children and adults in crisis.
- **National Suicide Prevention Lifeline:** 1-800-273-8255
- **Oklahoma Mental Health & Substance Abuse Crisis Line:** 800-566-1343
- **Child Abuse Hotline:** 1-800-522-3511
Coordinated services through the Child Abuse Network of Tulsa.
- **Sexual Violence Crisis Line (Tulsa):** 918-743-5763
- **Reach Out Helpline (Heartline):** 1-800-522-9054

Mental Health and Counseling Services

- **Counseling and Recovery Services of Oklahoma:** 918-492-2554
Community mental health support for children and adults.
- **True Blue Neighbors Behavioral Health Clinic:** 918-631-3342
Affordable services for children and families in the Kendall-Whittier and surrounding neighborhoods.
- **The Tristesse Grief Center:** 918-587-1200
Professional grief counseling and telehealth services for anyone experiencing loss, anxiety, or depression.
[Visit the Grief Center Website https://www.thegriefcenter.org/](https://www.thegriefcenter.org/)
- **Mental Health Association of Oklahoma:** 918-585-1213
Assistance connecting to mental health services; support groups available virtually in Tulsa and Oklahoma City.

- **Indian Health Care Resource Center of Tulsa:** 918-588-1900
Comprehensive behavioral and mental health services.
 - **Morton Comprehensive Health Services:** 918-587-2171
Mental and behavioral health support for children and adults.
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Addiction Recovery Services

- **12&12 Addiction Recovery Center:** 918-664-4224
 - **Alcoholics Anonymous (Eastern Oklahoma):** 918-627-2224
 - **Narcotics Anonymous (Eastern Oklahoma):** 918-747-0017
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General Support Services

- **Oklahoma 2-1-1:** Dial 2-1-1
Connects families to mental health, food, housing, childcare, and basic needs resources across the state. Visit: [2-1-1 of Eastern Oklahoma](https://www.navigateresources.net/tulh/)
<https://www.navigateresources.net/tulh/>
- **Tulsa Area United Way Community Resources** (*general family resources, basic needs, childcare*):
Visit: [211EOK](https://211eok.org/) <https://211eok.org/>
- **SAMHSA Facility Directory** (*national directory for mental health providers*):
Find a Local Provider [SAMHSA Treatment Locator](https://findtreatment.gov/) <https://findtreatment.gov/>

Stay Connected

 **Mayo Demonstration Elementary**

1127 South Columbia Avenue, Tulsa, OK 74104

 Main Office: 918-925-1500

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

Key Contacts

Role	Name	Email
Principal	Margaret Daly	dalyma@tulsaschools.org
Counselor	Erin Baumgarten	baumger@tulsaschools.org
Principal's Secretary	Austin Breckenridge	breckau@tulsaschools.org
Clerk	Gwen Dunbar	jeffrgw@tulsaschools.org