



Grit • Perseverance • Pride
Soaring Higher Together!

Parent/Student Procedure Booklet
2022-2023

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Hawthorne Elementary School
 1105 East 33rd Street North
 Tulsa, Oklahoma 74106
 (918) 925-1340



Dear Parents/Guardians,

Dear Hawthorne Family,

Welcome to Hawthorne Elementary School, home of the Hawks! I am beyond excited to have this opportunity to lead this charge of excellence! This is a journey I am glad I get to take with each and every one of you. I look forward to the 2021-2022 school year. I am confident our scholars will soar to new and higher heights. It is truly an honor to be the Principal of Hawthorne Elementary. Together as a family we will lead the charge and make sure our scholars are prepared to learn each and every day, that we have joy learning new and exciting concepts. We will succeed while paving the road for the future Hawks to come. We will strive to be college ready by giving it our all.

My goal as your principal, is to provide the leadership that will facilitate a joyful community of learning among students and staff. Creating equity and

opportunities for children has been, and will continue, to be my priority and I am deeply committed to making a positive difference in our children's future. I have no doubts that together we will meet students' needs and put them on a solid pathway to college. If you would like to contact me, feel free to email me at newsoka@tulsaschools.org.

Contained within this booklet is our Hawthorne Elementary School procedures. Please read and become familiar with the content. If you have questions, please contact me at 918-925-1340.

Sincerely,

Principal Nero

Goals

- 1) Teachers will implement a comprehensive literacy program Pre-kindergarten through 5th grade.
- 2) Teach and instill a respect for reading and writing in every child at Hawthorne Elementary.
- 3) Teach math skills to successfully problem solve and think critically in the real world. 4) To enhance student achievement by encouraging students and staff to use technology as a learning tool.
- 5) Teach every child at Hawthorne Elementary to understand they are accountable for their actions, to have respect for self and others.
- 6) To expose every child to the arts to enhance their creativity and thinking skills.

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.

Hawthorne Mission Statement

Hawthorne students joyfully engage in a rigorous curriculum that prepares students for middle school, high school, college, and careers.

Hawthorne Creed

Education is our way IN. Education is our way THROUGH. Education is our way OUT.
I WILL learn. I WILL persevere. I WILL show grit. I have PRIIIIIIIIIIDDEE!!!

Hawthorne Hawks Have PRIDE

Peace

Respect

Integrity

Do Our Best

Everyone's Safe

School Colors

Red, Black, Light Gray, White and Navy Blue

School Mascot

Hawks

COVID-19 Protocols and Policies

Due to the current state of the COVID-19 pandemic, the expectation is that all students and staff wear masks while in TPS buildings. Masks will be required while on school buses.

During school, students will be washing hands and sanitizing frequently. Students will be spaced out as much as possible in all areas of the school building. Sharing of supplies will be limited and teachers will sanitize between uses. School parties are allowed as usual with store bought, sealed and packaged treats. Teachers will distribute with gloves.

Should a student show signs of COVID-19 during the school day, parents will be notified immediately.

Hawthorne Parent Teacher Association

P.T.A. Officers 2022-2023 (All positions are open. We need parent volunteers)

President: Open position

Vice President: Open position

Secretary: Open Position Treasurer:

Open Position

P.T.A. Goals

1. Encourage a feeling of community togetherness by fostering the exchange of communication between Hawthorne Elementary, the P.T.A. Board, and the Hawthorne

parents and organizing activities that provide opportunities for these groups to come together.

2. Maintain the appearance of the interior and exterior of the school building and associated grounds during the 2022-2023 school year.
3. Promote school pride and spirit within the student body for the 2022-2023 school year.
4. Increase parent awareness and student support for Hawthorne Elementary within the 2022-2023 school year.

P.T.A. Events and Meetings

Parents and teachers are encouraged to become active members of the Hawthorne Elementary School P.T.A. Your membership entitles you to the opportunity to learn about the education, health, and wellbeing of children, and to have a voice in addressing these issues through a national network. Please join us TODAY!!!! Your attendance is welcomed at evening events and P.T.A. meetings.

Hawthorne Elementary School Dates to Remember

August 16	Back to School Night (3pm -7pm)
August 18	First Day of School & 1st Quarter Begins
Sept 5	Labor Day Holiday
Sept 6	Teacher Professional Day (No Students)
October 4 & 13	*Parent Teacher Conferences (3:00 - 6:00 @ Hawthorne) *
Oct 17 - 21	No School - Fall Break
October 12	2nd Quarter Begins
October 31	*Fall Celebrations*
November 7	Teacher Professional Day (No Students)
November 8	Holiday Break
November 21-25	Thanksgiving Break - No school

Dec 19 - Jan 3	Winter Break - No School
January 4	3rd Quarter Begins
January 16	Martin Luther King Jr. Holiday - No School

February 20 -21	President's Day Holiday & Teacher Professional Day (No School)
March 9	Teacher Professional Day (No School)
March 10-17	Spring Break - No School
March 23	4th Quarter Begins
April 27 & 28	Teacher Professional Day & Holiday Break - No School
May 24	Field Day @ Hawthorne
May 25	Last Day of School

School Hours

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

School office hours: 7:00 a.m. - 4:00 p.m.

Student Enrollment

You will need:

- Proof of address in the Hawthorne boundaries (no handwritten lease will be accepted)
- A current utility bill (original bill must be dated within 30 days of enrollment)
- Or current letter from Department of Human Services with your address
- Current home telephone numbers for parents/guardians
- Birth certificate (pre-kindergarten and kindergarten)
- Current immunization records
- Social security card or number
- Parent or guardian must be present to enroll the student
- Students must be five (5) by September 1, 2022, to enroll in kindergarten
- Students must be four (4) by September 1, 2022, to enroll in the four-year old program (prekindergarten) the four-year old program is a full day program from 7:00 a.m. - 2:35 p.m.
- The four-year old program will start on August 22, 2022.

Chronic attendance problems or failure to observe school hours will result in dismissal of the student from the prekindergarten program

Uniforms

The standard Hawthorne uniforms consist of:

- Pants/Shorts/Skorts/Jumpers/Skirts: khaki, black or navy blue
- Polo Shirts: red, black, light gray, white and navy blue (No symbol/logo located on the shirt)
- Black or brown belts with standard silver and gold buckles
- Red, white, black, gray sweater or Hawthorne sweatshirt may be worn
- No flip flops, crocs, slides, high heels or unsafe shoes during the school day
- No hoodies or belts with spikes/embellishments

Please note: Polo shirts are considered to be a shirt with two or three buttons with a collar. Student's shirts must be tucked in. Pants must fit properly (no jeans). The term "shorts" refers to walking shorts. Parents will be called if students are not in appropriate uniform and will be asked to bring the appropriate uniform. During winter months students must wear red long sleeve shirts under red polo shirts. white long sleeve shirts under white polo shirts. and black long sleeves under black polo shirts. Parents will be asked to bring the appropriate uniform attire to school. Students who are not in uniform will not be permitted in class.

Arrival

There is no supervision provided for students until 7:00 a.m.

Students should not arrive at Hawthorne before 7:00 a.m.

Parents are to DROP OFF students in the front of the school.

Students must report to the cafeteria upon arrival. All students are to remain on school grounds after their arrival. (This applies to daycare van riders, walkers, or those providing their own transportation.) School hours for students are 7:30 a.m.-2:35 p.m. Students are considered tardy as of 7:31 a.m.

Students arriving after 7:31 are to report directly to the office with their parent/guardian or written notification from the student's parent/guardian, stating the reason for the tardiness and that day's date. All late students must get a classroom pass from the secretary to present to the classroom teacher for admittance into the room. If needed, the secretary or school personnel will escort students to class. Please

Dismissal

The school day for students ends at 2:35 p.m. All students must be picked up by 3:00 p.m. If students are not picked up by 2:55 p.m. and we are unable to locate a parent it will be necessary to notify the police to pick the child up.

For safety reasons all students will be dismissed from their classroom. We will begin dismissal procedures at approximately 2:30 p.m. Parents who walk to Hawthorne to pick up their child should wait outside the double doors for a staff member to call their child. For safety reasons, the front doors will be locked between 2:15 — 2:45. We will not allow anyone into the building during this time. Car riders will be dismissed from the front ramp starting at 2:25.

Please Note: Please note that the entrance into the school drive is a one-way thoroughfare for safety precautions. We ask that you please stay in your car during dismissal.

- 1) Car Riders: All students being picked up in cars will exit through Hawthorne's front doors.
 - a. When you are in line to pick up your student(s), a staff member will come to your vehicle to ask for your student's name.
 - b. Two lines will need to start forming along the front of the school.
 - c. Parents are not allowed to park in the "Bus Lane." (Closest to building/awning).
 - d. After the staff receives the names of students, they will call students from the classroom using a walkie talkie. Student(s) will walk out to your car. All students in your lane must be loaded before your line can be dismissed out of the loading zone. If your child is not ready for car rider dismissal, you will be asked to pull forward. We cannot hold up traffic while you wait for your child.
 - e. When all students are safely loaded, a staff member will signal you to move forward to exit the parking lot. For the safety of all children, no passing or changing lanes will be allowed unless signaled by a staff member.
- 2) Daycare van riders only: All daycare van riders will pull up on the south side of the school. Students will be dismissed through the cafeteria doors on the east side of the school.
- 3) At 2:35 the "walkers" are dismissed to the south hallway behind the gym. They will exit through the south doors.

It is expected that students will have departed from school grounds by 2:55 p.m. Exceptions to this may be those students involved in clubs, activities or completing make-up work under the direct supervision of a sponsor or teacher. School ends at 2:35 p.m. Any child left unattended and without notice after 30 minutes is subject to be surrendered to the TPS Police or Tulsa Police Department and will be reported as a Child in Need of Supervision with a referral to the Department of Human Services.

If early pick up is necessary, a written request and/or a telephone call from the parent/guardian stating the reason and time shall be given to the secretary. Parents can use the QR code to check their child out from school early. This is located on the front doors.

The student is to check out with the secretary when leaving the building and check in upon his/her return. In order to ensure the safety of our students, parents or guardians picking up a student must enter the building, check in with the office staff, present identification to the office staff, and sign the student out. The secretary will call the student to the office. Students must not leave the school building or grounds before the close of school unless approval is granted from the office. Early pick up should not be a regular practice. Early pickup affects your child's attendance. Your child misses valuable instruction and does not receive full educational benefit if you pick him/her up early.

There will be no early pick up after 1:45 p.m.

In order for a student to participate in an after-school activity, it is required that the student be present at school for a minimum of four hours on the day of the activity.

Attendance

If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian must call the secretary at (918) 925-1340.

If telephoning is not possible, the student should return to school with a parent/guardian or written notification from the parent/guardian, stating the reason for the absence and the days missed from school.

If you do not contact the school, the absence will be considered an unexplained absence.

Principal will contact parents/guardians if student has 3 or more absences. If absences or tardiness become a pattern, the case will be referred to the district truancy officer and truancy court. Students with excessive absences may be retained and Special Transfer will be revoked. Students who have ten consecutive unexplained absences will be withdrawn from school. If the student returns to school a parent must accompany the student and complete the entire enrollment process again.

Explained absences are granted for the following reasons:

- 1) Student illness (if a student is absent 3 days or more, a doctor's note should be brought to the nurse's office before the child can be admitted to class),
- 2) Death in the family, Family emergencies, and
- 3) Head lice/nit removal (2 days maximum for lice/nit removal).

Moving During the School Year

You may take your child to your new neighborhood school and enroll in the new school, or you may choose to remain at Hawthorne for the remainder of the school year. If you choose to remain at

Hawthorne, you will need to provide transportation and complete special transfer forms. Your child will need to be on time and maintain a good attendance record or special transfer will be revoked.

Emergency Procedures and Safe House

Emergency procedures have been developed and are in place to cover any foreseeable problems. Those procedures are practiced monthly. In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe house, Educare or Crossover Health Facility. Parents or guardians of the designated emergency contact person may pick up students at our safe house.

Change of Address/Phone Number

It is very important that every student maintain an up-to-date address and telephone number recorded in the school office. Notify the school immediately if you have a change of address, cellular telephone number, home telephone number, or work telephone number during the school year.

Breakfast/Lunch Program

Nutritional breakfast and lunch are served at Hawthorne. Breakfast is served from 7:00-7:25 a.m. in the cafeteria. Please make every effort to have your child at breakfast on time. Breakfast will be over at 8:00 a.m.

Lunch is served from 10:50 a.m. to 12:55 p.m. Lunch forms for free and reduced lunches are sent home at the first of each school year. It is very important that each family complete a form. We receive funding for the school based on the free and reduced forms. Due to the large number of students qualifying and a 100% return rate for all forms, whether students qualify or not, we have been able to offer free breakfast and lunch for ALL children. Please help us reach the goal by returning the form whether you think you will qualify or not. We have to have 100% return of forms from ALL students. Lunch prices for visitors are \$3.00. If you have questions regarding the status of your child's lunch account, contact the cafeteria cashier at (918) 925-1340.

Any food item brought to school is to be stored in a container not made of glass. Students will not be allowed to bring individual bags of chips, soda, etc. to eat with school lunch. All food will be consumed in the cafeteria during the student's lunchtime. At this time, due to COVID-19, parents will not be able to join their child for lunch. In addition to all other school policies, students are expected to observe the following cafeteria expectations:

- 1) Use an "Inside Voice" and respectful language 2) Walk
- 3) Clean table and floor areas
- 4) Raise their hands if they need assistance
- 5) Sit appropriately in assigned areas
- 6) Put all unwanted food in the trash
- 7) Stay seated until dismissed

Media Center/Library

The media center/library is located across from the gym. Books may be checked out for one week and renewed for another week, if necessary. Lost and/or damaged books shall be the responsibility of the student checking out the book. Students have an assigned "check-out" day. Please speak with your child's teacher for more details.

School Counselor

Students are encouraged to become familiar with the counselor. Students and parents/guardians are also encouraged to take advantage of counseling opportunities to discuss behaviors or academic support. To make an appointment, call or report to the office.

School Publicity

Information will be shared with families via Hawthorne's Facebook page and using Talking Points. Please update the front office if your phone number changes so that you continue to receive all necessary information.

Textbooks & Computer devices

The school district provides textbooks to all students. Reasonable wear is expected as a result of daily use. If a textbook is misused, lost or damaged, the student and his/her parents/guardians will be held responsible. Computer devices are considered instructional tools. They are to be cared for and kept clear of food, drink or damage.

Electronic Policy

There are to be no electronic devices out during the school day. Students may turn cell phones off and leave in their lockers during the school day. Hawthorne Elementary nor TPS is responsible for lost or stolen devices.

Consequences

1. Verbal Warning
2. Teacher will take it for the day - parent phone call
3. Turned into Admin. Will release to parent ONLY - parent conference (scholar no longer allowed cellphone in the building).

School Nurse

A registered nurse/health assistant provides health services. They are primarily responsible for the care of the ill or injured students or faculty members. The 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 diseases
- * undiagnosed rashes * chicken pox * head lice
- * vomiting and/or diarrhea * strep throat * fainting * impetigo (contagious skin condition) * red-inflamed eyes (pink eye) Please Note: Students must be without a fever for 24 hours before returning to school.

Homework Tips

- 1) Set aside time to complete homework.
- 2) Find a special place free from excessive noise and other distractions in which to work.
- 3) Organize time so homework can be completed without rushing.
- 4) Place completed homework in the homework folder and return to school. 5) Homework will be given to students Monday- Thursday.

School/Home Communication

We pride ourselves on consistent and frequent communication with each student's parent/guardian concerning his/her progress. Parents play a critical role in the growth of our students, and we encourage them to contact the school whenever concerns arise to obtain information about their child's progress. Teachers will notify parents if their child is receiving a 70% or below in any subject. Creating an atmosphere for ongoing communication between teachers, students and parents/guardians provides an opportunity for success.

Please Note: You may contact your child's teacher at (918) 925-1340.

Parent/Teacher Conferences

We require ALL parents to attend parent/teacher conferences. At the first parent/teacher conferences (October), the teacher will discuss your child's progress in school and learn more about him/her from you. During the student-led parent/teacher conferences (February), your child will lead the conference and inform the parent/guardian of their academic progress. Your child's teacher will attempt to schedule a time, which is convenient for you. We require 100% participation from our families.

Report Cards and Checklists

Please note: Every effort is made to communicate the progress of your child (ren) in regard to their academic and social growth.

1) Grades Pre-Kindergarten through 5th 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.

Power School 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.tulaschools.org/3 Parents/PowerSchool main.asp](http://www.tulaschools.org/3%20Parents/PowerSchool%20main.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 Parent Facilitator.

Custody of Children

Custody of children is a very difficult decision. Many times, it is a problem determining whether or not a child can go with a particular parent or relative. If there is a situation in your family in which a child is not allowed to go home with a particular parent or individual, please notify the school office immediately. Please note that a parent must have legal custody of a child before he/she can request denial of another parent to have equal access to the child. Custody papers should be kept on file at the school.

Student Placement Procedures

Each spring, the principal is responsible for compiling class lists for the upcoming year. The placement of students is done with great care to ensure all classrooms are balanced regarding academic ability and achievement, special education students, number of boys and girls, cultural diversity, leaders, personalities, etc. The staff at Hawthorne is capable of educating all children.

Gifted Talented Program (GT.)

The GT program is offered to students in grades 2-5. This program is a multidisciplinary curriculum stressing high levels of thinking, problem solving, and questioning. Elementary students qualifying for the GT program attend classes at Hawthorne one day a week. In order to qualify for the program, a student must score a certain criterion on an individual cognitive (IQ) test. If the criteria are met, the student qualifies for the program.

Visitors/Volunteers

We welcome visitors/volunteers at Hawthorne, however due to COVID-19 we are encourage visitors to be cautious. Any parents, guardians, or other interested parties are encouraged to visit our school. The office personnel will make arrangements for visitors/parents to speak with a student or teacher. We do require that all visitors enter through the front door, register at the office, and wear the provided visitor's badge for security reasons and the safety of the children.

If you plan to volunteer, visit your child's classroom, eat lunch with your child or for any other reason you need access to any area of the school building, you will be asked to wear a badge identifying you as a visitor. Any visitor without this badge will be asked to report to the office to receive one. When you leave the building, report back to the office, check out and leave our badge. Teachers are not available to visit with parents during instructional time. Please call to make an appointment if you would like to discuss concerns about your child. Students and/or parents may not bring siblings and/ or school-aged visitors from other districts to Hawthorne during the school day for any reason (parties, field day, etc.). If you wish to be a school volunteer, you must contact our parent facilitator, complete a volunteer application and complete a background check. Once we receive and review your application you will be contacted, and we will determine where you will be best utilized.

Background Check

All volunteers/mentors must complete a name search background check at the beginning of each school year. The Board of Education will pay the fee for the background check. You can pick up and return the form to the school office.

Assemblies

Assembly programs are an extension of classroom learning situations. Students are expected to conduct themselves at assembly programs as they would during any other classroom activity. Out of school guests are frequent visitors during assembly programs and the behavior of the student body during such a program reflects favorably or unfavorably on the school and the student body.

- 1) Each class will be assigned a section in which to sit.
- 2) Find a seat in your section as quickly as possible.
- 3) Give your undivided attention to the person or persons who have the floor.
- 4) Get quiet as soon as the person in charge raises their hand/clap.
- 5) Do not talk, boo, etc. when you should applaud.
- 6) Leave in an orderly manner, one class at a time (no pushing).

Room Parties

Three dates are scheduled for room parties. Any snacks brought for the class must be store bought, individually wrapped, and completely sealed when brought to school. Opened packages or homemade items will not be permitted.

Room party dates are as follows:

- ** Fall Celebration— October 29, 2021
- ** Winter Holiday Celebration— December 17, 2021
- ** Valentine Celebration—February 14, 2022

Classroom Birthday Parties

Students may bring treats to share with their classmates on their birthdays. Birthday parties are held at 2:00 and must be scheduled with the classroom teacher. At this time, due to COVID-19, parents may not attend. If this policy is to be lifted, we will notify parents. Younger siblings or family members may not attend. Please consult your child's teacher regarding the number of treats needed and time of party. Individually wrapped treats must be used to reduce health risks. All items must be store bought and sealed.

Party Invitations

Invitations to personal parties may not be given out at school. Feelings can be hurt and students upset if they are left out or can't attend.

Pictures of Students and Yearbooks

Fall school pictures will be taken in the fall. Orders must be preselected and prepaid. Orders will be taken for yearbooks in the spring of the year.

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.

Lost and Found

Clothing, tote bags, and other student belongings should be clearly marked with the child's first and last name. Articles found in and around the school will be placed in lost and found.

Field Trips

For the safety of your child, a permission slip must be signed in order for your child to attend the field trip. All students attending a field trip must ride the school bus to and from the designated field trip. Your child's behavior will determine his/her right to attend a field trip. All field trip volunteers must complete a volunteer application and a name search background check before being able to attend any field trip. Classroom chaperones may not bring any children, since they are needed to oversee other students in the class.

Text Messages

Talking Points is our texting system to communicate with parents. Please make sure you update your phone number if it changes as this will be a regular method of communication with families regarding events and activities that are happening at Hawthorne.

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.

Discipline Hierarchy

Ist Offense — Verbal Warning

2nd Offense — Teacher/Student Conversation

3rd Offense — Hallway teacher/student conversation

4th Offense — Parent call

5th Offense — Office Referral

Discipline

Students with recurring discipline problems may be placed on an individualized behavior plan. Severe disruption or extreme behavior may result in immediate removal. In School Suspension. or suspension of student (example: verbal or physical aggression, disrespect to adults, disruptive behavior, fighting, and possession of a weapon or disruption of the learning environment). Students at Hawthorne on special transfer with excessive behavior concerns "special transfer" may be revoked. Please leave all toys and electronics at home. Weapons are defined by Tulsa Public Schools as anything that creates a threat to the safety of students or school staff. Our goal is to provide a safe learning environment for all students.

Suspended Students Continuation of Educational Programs and Services

- 1) Students suspended for 5 days or less shall not be provided an education plan.
- 2) Students suspended for possession of a dangerous weapon, or a controlled substance shall not be provided an education plan.
- 3) Students suspended for more than five days may continue educational programs and services (provide homework).
- 4) Educational services for special education students must be provided in accordance with the student's individual Education Plan (IEP).

- 5) Copies of educational plans shall be provided to parents/guardians. (TPS Policy 2619—Cross Reference 2607 student discipline)

Please Note: A school is not required to provide education services in a regular school setting to those students who have committed a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty and/or students. Nor shall a school be required to enroll a student from outside the Tulsa Public Schools District until the terms of the suspension are met. Students who have met the terms of their suspensions in other school districts will also be required to meet the requirements of the district's transfer policy should they desire to attend a school in the District. Educational plans will not be provided to students who are suspended for less than 5 days or to students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance (Policy 2619).] Bullying Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron 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 918-746-6868 (Policy 2119).

Behavior Guidelines for Attending Hawthorne Events

- 1) Behavior expectations at after-school activities are the same for students as during the school day.
- 2) Cheering for your team is always encouraged as team spirit.
- 3) Respect the calls and the judgment of the game officials. Do not question an official's call. We have never seen an official change their mind about a call based on the displeasure of the crowd. Being a good sport leaves a positive impression on people. Many times, the only impression some people will have is what they see at an athletic event.
- 4) While the game is in progress, you are expected to remain seated in order to not distract the players in the game.

*Remember, the main reason you are at an athletic event is to watch the team.

Hawthorne Clubs and Organizations

Several clubs will be formed throughout the year. Students will have the opportunity to become involved in many school activities.

<u>Activity</u>	<u>Grades Involved</u>
Safety Patrol	4 & 5
Student Council	4 & 5

Recess

Students have recess daily. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Always dress your child for outside recess. Students will have supervised time in the classroom, gymnasium, or cafeteria on days when weather prevents outside recess. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge. All students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Each day the child is to stay inside a note is required by the parent/guardian.

Playground Rules

- 1) Be SAFE - No eating, gum chewing, running through games, or playing unsafely.

- 2) Use the equipment properly - where and how it is intended to be used. EX: Only going DOWN the slides.
- 3) Use only school provided equipment —NO toys should be brought from home.
- 4) SHARE equipment — Take turns, everyone plays.
- 5) Follow the rules and procedures for the game you are playing.
- 6) Keep your hands and feet to yourself— NO wrestling, NO play fighting, and NO tag 7) No name calling or using profanity.
- 8) Be involved in an appropriate playground activity (kickball, swing, etc.)
- 9) Remain on the playground.
 - a. Teacher permission and a pass must be obtained to enter the building,
 - b. The sidewalk and by classroom windows are OFF LIMITS,
- 10) All play stops when the teacher signals students to line up or whistle blows - students immediately gather up equipment, line up, and quietly go inside.

Equipment Rules/Procedures

1) Balls:

- a. Keep the balls away from the building — no "wall ball."
 - b. Kick ONLY the soccer balls — not the 4 square balls or basketballs.
- #### 2) Slide:
- a. Sit forward and slide feet first — No standing or running on slides.
 - b. Wait until the person in front of you is OFF before taking your turn.

Ladders/Monkey Bars:

- a. Use properly — NO hanging upside down, flipping from, standing or walking on or sitting on top of bars.
- b. No jumping off the platforms or tops of bars.

Students having problems on the playground should report the problem to the duty teacher.