

Columbus Elementary School

Excellence and high expectations
with a commitment to all.



10620 East 27th Street
Tulsa, Oklahoma 74129
(918) 925-1460 office
(918) 925-1466 fax

—————PLEASE SIGN AND RETURN—————

**We have read and do agree to support the Columbus
School Discipline Plan.**

Parent or Guardian _____

Student _____

Date _____

Grade _____ Teacher _____

Welcome to Columbus

The faculty and staff of Columbus wish to welcome you and your child to Columbus Elementary.

This school handbook is designed to provide information regarding policies, procedures, expectations, and the COLUMBUS DISCIPLINE PLAN. We appreciate your cooperation in helping your child understand the importance of making good choices. Parental involvement is important in the development of a productive and successful learning environment. Please take time to review this handbook thoroughly. We are pleased that your child is enrolled at Columbus Elementary.

Please watch for the Columbus Explorers, a newsletter provided once a month. It provides a vital communication link between our school and your home. The Columbus Explorers will contain upcoming events and activities. It is important to be informed regarding the events of our school and TPS.

Also watch for weekly information, usually Wednesday, which may include newsletters, community information, teacher information, etc. We are looking forward to a successful 2010-2011 school year.

Sincerely,

Ms. Carpenter
Principal

Rewards

Student of the Month

Students who have done their “Personal Best” and produced outstanding work may be selected by their teacher and receive special recognition. They will be recognized in the Rise and Shine Assembly and have their pictures displayed on the Student of the Month bulletin board located outside Ms. Carpenter’s office.

Monthly Behavior Event

Students who have not received a level 2-4 referral for the entire time during the specific month will be invited to the special event. Event theme, date, and time of the celebration will be announced at a later date.

Please sign and return the back portion of this booklet.

patrol.

- Use appropriate language and behavior: no putdowns, threats, name-calling, obscene language or gestures.
- When outside, line up immediately when signaled by an adult.
- Leave other people's property alone.

Consequences

When students choose not to follow school and classroom procedures, the consequences/school based interventions are:

1. **Verbal warning.** Given by the adult in charge.
2. **Time out.** Given in the class; the child is sent away from the group to redirect their behavior.
3. **Time away or no recess.** Time away is spent in another classroom. Students may be required to complete a plan of action focusing on positive choices and the Lifeskills.
4. **Notify the parent.** The teacher will contact the parent regarding the negative behavior chosen by the child.
5. **Office Referral.** When a referral is given, the principal/principal designee will become involved. The principal will review the referral and counsel with the student. Next, the principal/principal designee will decide if further action is warranted. Further action may include; but not limited to:
 - Parent notification/Conference
 - Reflection Time / In School Intervention
 - ***Immediate referral card offenses include, but are not limited to:
 - Bullying (harassment)
 - Stealing
 - Fighting
 - Hitting
 - Weapons
 - Dangerous actions to self or others
6. **Suspension.** Some behaviors may result in an immediate suspension. Suspensions will be in accordance with Tulsa Public Schools Behavior Response Plan which can be viewed at tulsaschools.org website.

Mission Statement:

A place of learning where all students—regardless of any external factors including race, gender and socioeconomic background—are encouraged to achieve their greatest potential.

Student Enrollment Requirements

A birth certificate and current immunization record is required for kindergarten and first grade students who have not attended school before. A proof of address and photo I.D. of Parent or guardian enrolling the student is also required as well.

Withdrawals

Parents and/or guardians must contact the school in person before withdrawal procedures will be started.

The school has withdrawal forms to be processed. It is necessary for the school to receive certain information before withdrawal of a student to another school.

Parental Participation

Parents are urged to become an active member of the Columbus School family through PTA, Parent Facilitator, volunteer programs, neighborhood organizations, character building programs (Scouts, etc.). The Columbus PTA is a valuable asset to our school and the community. It provides a way for parents and staff to communicate about the school and its programs. Your active involvement and participation in your child's **school life** demonstrates the value you place on learning.

Community/ Business Participation

Columbus' Adopt-a School partners are Arvest Bank, Banks Engineering, Six Byte Computers, Field's Framing, Project ELF, CNA, and Creative Construction. They spend numerous hours in assisting our students in a variety of ways. **We appreciate our community partners!**



Columbus School History

The doors to Columbus Elementary School opened in the fall of 1971. At that time, kindergarten through sixth grade attended the school. When it opened, Columbus was a

Tulsa Design School, which meant that it used a cross-training curriculum approach to teaching.

In February of 1980, Columbus experienced a major fire. It was set by vandals at 1:00 a.m. during a blizzard. While being rebuilt, the students and faculty moved to Fulton Elementary. For the next year and a half, there were two schools within one building.

Columbus has been fortunate to have some of the best teachers in Tulsa. Columbus has had six principals since it opened: Mahana Bryant (who opened Columbus), Betty Miller, Elywn Pruitt, Nancy Jennings, Judy Armstrong, and Jene' Carpenter.

Today, Columbus is comprised of early childhood through fifth grade. The early childhood through third grade, are self-contained classes, meaning that the students spend the entire day under the supervision of one teacher. Fourth and fifth grades are semi-departmentalized, with the students traveling to special classes for instruction.



Child Find Statement

Every child with special needs has a right, by law (Individuals with Disabilities Education Act), to a free and appropriate education. This includes children and adults (0-21) with a physical, mental, emotional or learning handicaps. This is an attempt to locate these children in order to assist in providing the service to which they are entitled. If you know of a child with a disability living in our district in need of service, please contact: Tulsa Public Schools Department of Social Services, Education Service Center, 3027 S. New Haven, Tulsa, OK 74147-0208,

COLUMBUS SCHOOL DISCIPLINE PLAN

The goal at Columbus is to provide a safe, secure, happy environment in which students can learn and grow. This Plan in no way negates Tulsa Public Schools Behavior Response Plan which can be viewed at tulsaschools.org web site.

Please go over this plan with your child, sign, and then return the agreement form to your child's record room teacher.

Students are expected to demonstrate the following behaviors at school:

Procedures

Be safe

- Walk in the halls at all times.
- Have a pass when in the hall without a teacher or other school personnel.
- Use playground and classroom equipment as intended.
- Leave hats and backpacks in lockers.
- Please wear proper clothing. (See Code of Student Conduct for general guidelines). Flip-flops (any shoe that has a divider between the toes) and shoes that have skate wheels are not allowed due to safety issues.
- No food or toys on the playground.
- Medication of any kind must be kept in the nurse's office.
- No weapons, real or toy, may be brought to school (guns, knives, etc.).
- No fighting, pretend fighting, throwing of objects, or rough play.
- Leave electronic devices at home. Cell phones are to be turned into the office first thing in the a.m. and picked up by 2:45 p.m.

Respect Others

- Use good manners and proper tone of voice to adults and other students.
- Use quiet voice in the classroom and cafeteria.
- Immediately follow directions given by adults and safety

2010-2011 TRADITIONAL SCHOOLS CALENDAR

EDUCATION STAFF

- Teachers Register August 18,2010
- Classes Begin August 23,2010
- First Quarter August 23-October 27, 2010
- Second Quarter October 28, 2010– January 17, 2011
- Third Quarter January 18– April 3, 2011
- Fourth Quarter April 4– June 3, 2011
- Classes Close June 3, 2011

Teachers' Last Day June 6, 2011

CLASSES WILL NOT BE IN SESSION ON THE FOLLOWING DAYS

- Labor Day September 6,2010
- Fall Parent/Teacher Conference Day October 25, 2010
- Fall Break October 22,2010
- Thanksgiving November 24-26, 2010
- Winter Break December 20, 2010– December 31,2011
- Martin Luther King Day January 17, 2011
- Presidents' Day February 21, 2011
- Spring Break March 14-18, 2011
- Spring Parent/Teacher Conference Day April 8, 2011
- Memorial Day May 30, 2011
- **PROFESSIONAL DAYS:**
- August 18-20, 2010
- October 21, 2010
- February 18, 2011
- June 6, 2011

This calendar includes 3 snow days.

School Hours

EC– Grade 5.....	7:55 a.m. – 2:45 p.m.
Office Hours.....	7:30 a.m. – 3:30 p.m.

Attendance Policy

Arrival

Classes begin at 7:55 a.m. Students are to report to the gym upon arrival to be picked by their homeroom teacher. Breakfast in the Classroom is a program that allows all students to eat breakfast at no cost from 7:55a.m.– 8:15 a.m. Students arriving before 7:30 a.m. are to remain outside the building. No supervision is provided until that time.

Dismissal

Classes are dismissed at 2:45 p.m. Halls should be cleared by 2:50 p.m. When dismissed from school, students are to go directly home or report to persons in charge of them after school hours. No supervision is provided after 3:00 p.m. *Please respect loading and unloading zones.*

Absences and Tardies

Students arriving at school after 7:55 a.m. are tardy. They are to report to the office. All tardies and early dismissals will be counted and entered onto the student's school record.

A letter of notification will be sent if your child misses excessive days. A letter of notification will also be sent (from the district) to the parent when a child is absent nine (9) days. **Eighteen (18) or more days of absence is grounds for retention of students.**

When a student must be absent from school, the parent or guardian is to call the office at 925-1460 prior to 9 a.m. the day of the absence. After 3 days absent makeup work for explained absences may be requested through your child's teacher.

Early Departure

Parents are encouraged to try to schedule a child's doctor and dental appointments outside of school hours. If this is not possible, you must first come to the main office to check your child out. For the child's safety, the teacher will not release a child to anyone who has not obtained an Early Dismissal Slip from the office.

Leaving the Building/Grounds

Only parents or persons authorized by parents will be allowed to take students from the school. Parents who find it necessary to take a child from class during the school day, must report to the office first. Teachers are instructed, as a safety measure, never to release a child from class without permission from the office.

Bicycle Parking

Parking space for bicycles is provided at school in front of the circle drive. Students need to bring a lock from home to secure their bike.

Breakfast and Lunch

Breakfast will be served in the student's homeroom class in our Breakfast in the Classroom program at no cost. Students may purchase a hot plate lunch in the school cafeteria, or they may bring a home prepared lunch. Milk is available for purchase by all students.

Parents are encouraged to purchase meals weekly or monthly. Free or reduced lunch information is available from the school office or on Tulsa .

Student Dress Code

Columbus will follow the district-wide student dress code for Tulsa Public Schools set forth by the Board of Education. The complete policy can be found on the *Tulsa Public Schools Web Site*, www.tulsaschools.org.

Attire for all students should be reasonable, modest and in such style as will not cause distraction and will be appropriate at all times. Dress appropriately for the weather. Tennis shoes are required for P.E. participation and recess. Flip-flops (shower shoes) are unacceptable. Due to safety issues, tennis shoes with built in skate wheels are not allowed.

Tulsa Public School 2010-2011 Traditional School Calendar

AUGUST - 2010						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER - 2010						
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OCTOBER - 2010						
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24	25	26	27	28	29	30
31						

NOVEMBER - 2010						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER - 2010						
S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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JANUARY - 2011						
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23	24	25	26	27	28	29
30	31					

FEBRUARY - 2011						
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27	28					

MARCH - 2011						
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27	28	29	30	31		

APRIL - 2011						
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30	31					

MAY - 2011						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE - 2011						
S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Teacher Professional Days
Holiday - No Classes
Parent Conference Day
First Day of Quarter
Last Day of Quarter
Snow/Weather

Teachers Report	August 18, 2010	Classes Begin	August 23, 2010
First Quarter	August 23, 2010	Second Quarter	October 28, 2010
Third Quarter	January 18, 2011	Fourth Quarter	April 4, 2011
Classes End	June 3, 2011	ToRr Last Day	June 6, 2011

CLASSES NOT IN SESSION		
Holiday, and Parent/Tohr Conf.	Professional Days	
Labor Day	Sept. 6, 2010	Aug. 18 - 20, 2010
Fall Parent/Tohr Conf.	Oct. 25, 2010	Oct. 21, 2010
Fall Break	Oct. 22, 2010	Feb. 18, 2011
Thanksgiving	Nov. 24, 25, 28, 2010	June 6, 2011
Winter Break	Dec. 20 - 31, 2010	
Martin Luther King Day	Jan. 17, 2011	
Presidents Day	Feb. 21, 2011	
Spring Break	Mar. 14-18, 2011	
Spring Parent/Tohr Conf.	Apr. 8, 2011	

Board approved: January 4, 2010

First Quarter	45 days
Second Quarter	44 days
Third Quarter	47 days
Fourth Quarter	44 days
(With 3 weather days built in.)	

Special Services

Psychological

Psychological services are provided by a trained psychologist for children, who have been recommended by teachers and have parental approval.

Speech Therapy

Speech therapy is provided by a licensed speech therapist for children diagnosed as having speech or language difficulties.

Counselor

Counseling services are provided by a certified counselor to help deal with the social, emotional and domestic problems of individual children, who have been recommended by teachers.

Learning Disabilities

A special education program is provided by a certified learning disabilities teacher, for those students who have been tested and diagnosed as learning disabled. Parental approval is required before placement.

Gifted & Talented

This program is designed for children who have met the criteria needed to become a possible participant in the gifted and talented program.

Safety

1. Fire, tornado, IOC and atmospheric release drills are scheduled periodically throughout the year so that children are acquainted with proper safety procedures in the event of an emergency.
2. Students are not to leave school when a tornado alert is received or when weather conditions are such that a tornado appears eminent. The children will be sheltered in the school.
3. Crossing guards are stationed at the corners of the school yard to see that children cross safely.
4. Children must not bring knives, toys, electronic devices, matches or any sharp objects to school.



Medication

Any medication to be taken by a student is to be brought to the Health Clinic before school with a completed *Parental Authorization for Administration of Medication Form*. All medications must be brought to the Clinic in the prescribed container with the affixed label. Non-prescription medicine must be in a properly labeled container with directions for administration. **Medication is not to be kept by students.** All medications must be administered by designated school personnel who have been through medication administration training.



Ill Children

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you provided. Please remember, we cannot keep ill children at school.

Accidents

If a serious injury at school requires emergency medical attention, we will make the child comfortable and then call you immediately. If we cannot reach you, we will use the emergency contact information you provided.

Visitation Policy

Parents and guardians are encouraged to visit the school by calling the office to set a time for visiting. Visits are discouraged during the first two weeks of school.

All visitors must check in at the school office immediately upon entering the building. **"Drop-in conferences"** during the school day are not permitted. All conferences are to be arranged in advance with the teacher.



Field Trips

A signed permission slip must be returned to the school prior to the day of the trip. **All adults must pass a background check two weeks prior to attending a field trip.**

Lost and Found

The lost and found is located in the south hall by the gym. Please check on a regular basis for any misplaced items.

Report Cards -Teacher Initiated Conferences

Report cards are issued at the end of each nine weeks of instruction with the exception of PreK and K. The report card must be signed by a parent or guardian and returned to the school within seven days.

Progress reports will be sent home at the mid-way point of each grading period. These are to be signed and returned.

Conferences are scheduled for all parents at the end of the first and third nine week period. Evening hours are available for parents unable to come during school hours.

Daily Homework

Homework is given on a daily basis. Check with your child's teacher for a schedule. Credit will only be given for homework assignments returned on time.



Care of School Property

Students are responsible for textbooks and library books, computer hardware, software and science and gym equipment used by them during the school year. All lost or damaged items must be paid for by the end of the semester.

All monies collected are recorded by the office and paid to the proper fund for replacement purposes.

School Safety Patrol

School patrols are selected from responsible fifth grade students. The patrols are concerned with the safety of your child and deserve cooperation, as they enforce Columbus' procedures.

Parties

It is the policy of Columbus School to have two parties each year - Winter and Valentines. The parties are planned by the homeroom parents and are P.T.A. sponsored. All party plans should be discussed with the record room teacher prior to the event. Any other proposed parties should be discussed and approved by the principal. No invitations will be distributed at school. All food must be store bought and packaged. No home-made items. **All adults must pass a background check two weeks before helping and/or attending parties.**

Honor Rolls

3rd-5th grade student's academic achievements and excellence in classroom conduct is recognized with honor roll certificates. An honor roll assembly is held at the end of each quarter.



Character Education

At Columbus Elementary, students learn about:

Lifeskills.

Caring - To feel and show concern for others

Common Sense - To use good judgment

Cooperation - To work together toward a common goal or purpose

Courage - To act according to one's beliefs

Curiosity - A desire to investigate and seek understanding of one's world

Effort - To do your best

Flexibility - To be willing to alter plans when necessary

Friendship - To make and keep a friend through mutual trust and caring

Initiative - To do something of one's own free will, because it needs to be done

Integrity - To act according to a sense of what's right and wrong

Organization - To plan, arrange and implement in an orderly way; to keep things ready to use

Patience - To wait calmly for something or someone

Pride/Personal Best - Satisfaction from doing your best

Problem Solving - To create solutions to difficult situations and everyday problems

Resourcefulness - To respond to challenges and opportunities in innovative and creative ways

Responsibility - To respond when appropriate; to be accountable for one's actions

Sense of Humor - To laugh and be playful without harming others