



# Lee **ELEMENTARY**

Tulsa Public Schools

Tulsa, Oklahoma

2017-2018 Student-Family Handbook

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## Welcome!

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Friends and families, welcome to Lee Elementary! The faculty and staff here at Lee Elementary are so excited for our upcoming year.

As many of you know, I am new to our fantastic Lee community, joining you over this past summer. I am honored to work alongside such a dynamic community, and could not be more passionate about the potentials for our students as we continue to explore strong academic rigor alongside authentic social-emotional mindfulness. The innovative culture we create here at Lee continues to foster meaningful relationships on our path to Destination Excellence (Tulsa Public Schools Strategic Plan).

Thank you for your warm welcoming, your active engagement, and your unwavering commitment to the highest-quality educational experiences for our students.

Kindly,

Aubrey Flowers

Principal, Lee Elementary

**“Each child is unique, and the protagonist of their own growth. Children desire to acquire knowledge, have much capacity for curiosity and amazement, and yearn to create relationships with others and communicate.”**

**-Loris Malaguzzi**

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## LEE ELEMENTARY CONTACTS

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1920 South Cincinnati Avenue  
Tulsa, OK 74119  
918-833-9400 (office)  
[www.tulsaschools.org/schools/Lee](http://www.tulsaschools.org/schools/Lee)  
Mrs. Aubrey Flowers, Principal  
Dr. Gist, Tulsa Public Schools Superintendent  
Dr. Lovett, Tulsa Public Schools ILD

## LEE ELEMENTARY, SCHOOL CREED

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We are LEE Leopards!

We are dedicated to our own growth  
and achievement. We are Leaders  
Excelling Everyday.  
We are LEE Leopards

We open our hearts and our minds to  
all learning opportunities. We  
cooperate to utilize our strengths and  
embrace our weaknesses.  
We are LEE Leopards!

We have great expectations for ourselves and for each other.  
We will reach for the stars and we will succeed!

We are LEE Leopards!

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# Guidebook to Policies, Procedures and Expectations

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## LEE ELEMENTARY, GENERAL POLICIES/PROCEDURES

### Lee School Hours 7:30 - 2:35 (Monday - Friday)

Students who **come early will not be allowed** in the building before 7:10 unless the child is eating breakfast. Early students may sit in the gym at 7:10. Students may come directly in to the gym through the gym door or from the main door. Doors will open for the first bell at 7:20. The **LATE BELL** is 7:30.

Supervision **is not** provided for students before 7:10 **except for those who go for breakfast**. Please do not have your children waiting outside the building. We want all of our Lee Elementary children to be safe.

Students who wish to have breakfast may go to the cafeteria for breakfast from 7:00 - 7:25. Breakfast students may enter through the Front Door and go directly to the cafeteria for breakfast. The Breakfast Supervisor is in the Cafeteria at 7:00.

Students in the gym will be dismissed at **7:20. Classes begin at 7:30 AM.**

## ABSENCES

- - - - X

Please call the school office (918-833-9401) by 8:30 AM to report your child's absence. It is very important that your child has regular attendance in order to have continuous educational progress. When you call, please give your child's name and the reason for the absence (i.e., doctor's appointment, illness, etc.). All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be unexcused. Attendance is a factor in the yearly grade and annual progress as mandated through legislation.

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## BICYCLES

- - - - X

Bicycles must be walked on school grounds. Parking space is provided for bicycles at school. Students riding bicycles should follow safety rules while riding to and from school. When at school, bicycles are not to be ridden on the sidewalks. Locks should be on the bicycles when parked. All bicycles are to be parked at the bicycle rack during the school day. Scooters, skateboards, skates, and skate shoes (Heelies - even with the wheels removed) are not allowed at school.

## ABSENCE MAKE-UP WORK

- - - - X

A student absent fewer than two days will receive all make-up work upon his/her return to school. You may call the office to request homework if your student is absent more than two days. Students will have the same number of days to turn in missed work, as they were absent.

## ATTENDANCE

- - - - X

Students need to 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. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum. The principal shall review all students' attendance records reflecting absenteeism in excess of ten percent of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for retention based thereon. Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time.) **Letters are automatically sent to parents after the 9th absence indicating the possibility of retention.**

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## TARDIES

- - - - X

When a student arrives after 7:30 AM he/she is tardy. A tardy between 7:30 and 7:45 **will be recorded by the teacher**. Students who arrive later than 7:50 to school must check in at the office for a tardy paw/pass. Excessive tardiness, excused or non-excused, may be reported to pupil accounting.

## BOOK FEES

- - - - X

Textbooks and workbooks are available for use by all elementary students. If books are lost or damaged, the student will be responsible for the cost of replacing the damaged or lost book. A hold will be placed on the student's records until the book has been paid for or replaced.

## LOST LIBRARY BOOKS

- - - - X

Children are encouraged to check out books from the library at school. As with public libraries, the person checking out a book is responsible for returning it on time and in good condition. In the event of a lost book, a replacement fee will be assessed. A hold will be placed on the student's records including the final Student Report Card, until the book has been paid for or replaced.

## CELL PHONES

- - - - X

Student cell phones are acceptable at school; however they should be turned off and kept in the locker during the entire school day 7:45-2:50. Students who do not follow these procedures may lose their privilege to carry a cell phone. Students who do not keep it in the locker will have ask for it to be returned to a parent and no longer available to the student.

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## GUM/CANDY/SOFT DRINKS

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Gum is not allowed due to the damage it can cause to furniture, etc. Students are encouraged to bring fruit juices/juice packs and not to bring Soft Drinks. Students are encouraged to bring healthy snacks to school instead of candy.

## BULLETINS

- - - - X

The **Thursday Bulletin for Lee Parents**, is sent home on Thursdays either by email or hard copy. The **Thursday Bulletin for Lee Parents** includes a calendar of events for the week, announcements, and newsworthy items. Please check your **EMAIL** each Thursday by 3:00 PM to receive your weekly updates and information. Communication is an important tool for Lee Elementary and our LEE Community.

## CAFETERIA

- - - - X

Students may either bring their lunch or receive a lunch in the cafeteria. Breakfast and lunch is free to all elementary students in TPS including LEE! You may still provide money on PayForIt.net (See the link under Parents on the TPS web page) for smoothies, cookies, etc.

If your child has a **food allergy**, **please notify the nurse's office** and send a doctor's note regarding the allergy.

## DISMISSALS

- - - - X

Classes are dismissed at **2:35 PM**. Students are dismissed through certain doors based on the grade level and/or room location of the students. Parents, if you do choose to find a parking spot in the neighborhood and come into the school to wait, **please be mindful of the reflection meetings occurring within each classroom, kindly wait in the Front Corridor or on the sidewalk along Cincinnati.**

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PK students will come out the gym doors. Kindergarten through second grade students will come out the 19th Street Door. Third grade students will come out the Main Door. Fourth and Fifth Grade students will come out the Main Office Door or the 21st Street Door depending on their last hour teacher. All Students **MUST BE PICKED UP BY 2:50 PM**. Students who are not picked up by 2:50 will be brought inside by the duty teacher. Students will not be allowed to sit outside of the building to wait after the duty teacher has entered the building. Be sure students are picked up promptly after school. (Students will be brought in earlier on really cold days.) If it is raining, PK and third -fifth grade students will be dismissed from the gym. K - 1st grade students will be dismissed from the 19th Street door. Second grade students will be dismissed from the Breezeway door.

## DRILLS-FIRE, DISASTER, AND LOCKDOWN

- - - - X

Safety drills are necessary for the safety of the students, staff, and faculty. Specific information for fire and disaster drills are posted in each room and the rules of safety are reviewed regularly. If you are in the building during an emergency or drill, please follow the procedures and direction of school personnel.

## HARASSMENT, INTIMIDATION, OR BULLYING

- - - - X

Students should not make inappropriate statements that threaten, or harass others with abusive, offensive, or suggestive language or actions. Pestering, bullying, intimidating or threatening even in jest is prohibited on school property or at school functions. This category includes, but is not limited to, name calling, slurs, gestures, physical intimidation or abuse, intimidation tactics, written threats or graffiti or other oral, written, graphic, electronically generated or physical conduct of a harassing nature including verbal or physical conduct of a sexual nature. Knowingly allowing another person to use your electronic device for such purposes also constitutes a violation of this category. Bullying is the exploitation of a less powerful person by an individual taking an unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. Incidents need to be reported by students or parents to a teacher, counselor, or principal. Reports may be filed through the

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Tulsa Public Schools Website as well. (Reference: TPS Student and Family Guide to Success and School Board Policy 2119)

## EMERGENCY SCHOOL DISMISSAL-WEATHER, ETC.

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During the winter season there are days when the severity of weather necessitates the cancellation of school. Typically, the announcement is made by 6 AM on the major networks. Sometimes the decision is made the evening before. Families may also check the TPS website for information ([www.tulsaschools.org](http://www.tulsaschools.org)). **Once school is in session, school will not be dismissed early.** If there should ever be an emergency during the school day that requires an evacuation of the building (i.e. fire, etc.), students will be escorted by school staff to SPIRIT Bank. Students will only be dismissed to legal guardians indicated on their enrollment information.

## ILLNESS AND HEALTH ISSUES-TOO SICK FOR SCHOOL

- - - - X

It is often difficult to know when to keep your child home from school. Here are a few guidelines that may help you determine when your child is “too sick for school”: Severe or persistent cough, vomiting and/or diarrhea for 24 hours, and/or continuous fever above 100° F. for 24 hours. TPS has procedures that the Lee Clinic will follow if a student has head lice. Head lice screenings will be done periodically throughout the school year.

## ILLEGAL ITEMS/DANGEROUS ITEMS

- - - - X

Students should never bring guns, knives, firecrackers or any other dangerous items. (If a student brings a firearm to school, the student will have a mandated one-year suspension.) Students should not possess tobacco, alcohol, or any other illegal substances. All of these items can bring about a suspension from school. Please check pockets, purses, and backpacks before entering the school building and do not bring any dangerous items or prohibited items. Threatening statements made intentionally or in fun should not be made about guns,

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knives, bombs, or other dangerous items. (Reference: TPS Student and Family Guide to Success).

## INJURED/SICK AT SCHOOL

- - - - X

If your child is injured or becomes ill at school, every reasonable effort will be made to care for them. If the parent or the listed responsible persons cannot be reached, the child may be taken to the emergency room by EMSA. The hospital designated by the legal guardian or person responsible for student's care will be the first choice, if known. Tulsa Public Schools does not assume responsibility for the payment of the ambulance, hospital, or doctor fees. For emergency purposes, it is very important to have a parent's phone number or one of a responsible friend or relative.

## IMMUNIZATIONS

- - - - X

State Statute 1210.191 (70, O.S. 1971), as amended, states that, no minor child shall be admitted to any public, private or parochial school operative in this state unless such child can present to the appropriate school authorities certification from a licensed physician, that such child has received or is in the process of receiving proper immunizations. All children must present, upon initial entry to school, a certified immunization record indicating the date and type of immunization received. The Health Clinic will provide additional information regarding what immunizations are required for each grade level.

## INFORMATION UPDATES

- - - - X

It is essential that the office is notified of any change of address or telephone number. It is necessary for the school to have a current address and telephone number. Be sure we have a working number to reach you or another authorized person at all times. We do not want an emergency situation to occur without valid contact

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information. The Enrollment Center will be processing updates this year.

## INSIDE DAYS

- - - - X

Oklahoma weather necessitates days which will either be too cold, wet, hot, etc., to play outside during the noon hour. If children must stay inside, there will be an adult to supervise the classrooms. All inside day activities require students to be seated and use controlled behavior.

TPS has developed a set of guidelines used to determine if the students will go outside for recess. Heat Index: 105° or above - **inside**. Heat Index: 90-104°: students may go **outside** for short periods of time with very limited activity. Heat Index: 90° or below - outside. Temperature/Wind Chill: Below 40 degrees - **inside**. Students will not go outside while it's raining or snowing or if precipitation has left the play area too wet or possibly dangerous. Otherwise, students **WILL** go outside so please ensure they are dressed appropriately for the weather.

## LOCKERS

- - - - X

Lockers should be kept clean at all times. Do NOT place stickers on lockers. School lockers are the property of Tulsa Public Schools and may be inspected and/or searched at any time by designated school personnel. Locks on lockers will not be permitted, please be aware when helping to prepare your student for items to keep in locker. Lee Elementary is not responsible for lost items.

## TPS NONDISCRIMINATION POLICY

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Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities. The following person has

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been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies: Dr. Pauline Harris, Human Rights Coordinator - TPS Human Capital Department -3027 So. New Haven Avenue -Tulsa, Oklahoma 74114-6131 918-746-6517

## LOST AND FOUND

- - - - X

A lost and found closet is maintained (outside the gym entrance) for all items except watches, rings, necklaces, glasses, purses, etc., which may be kept in the office. To help eliminate confusion, children's coats, sweaters, gloves, hats, etc., should **have the student's name marked clearly for easy identification**. Such markings will increase chances of children finding lost items. Please check the lost and found if you are missing a jacket/coat so that coats will not accumulate throughout the year. (These are donated to a Goodwill type agency at the end of the year or used in the LEE Clothing Closet.

## PERSONAL PROPERTY AT SCHOOL

- - - - X

Students should not bring personal items to school except those basic supplies needed for class work. Toys, personal athletic equipment, radios, iPods, iPads, handheld video games, tablets, trading cards, etc., should not be brought to school. Permission may be granted from a teacher on a special occasion to bring a particular item. Any item brought to school should be clearly labeled with the student's name. It will not be the responsibility of the school if any personal item is lost or stolen.

## MEDICATIONS

- - - - X

The Health Clerk must hold ALL medicine in the clinic that is to be given during the school day. All paperwork must be completed with the Health Clerk before medicine can be given at school. Students are not allowed to carry any medications and/or cough drops with them during the day. These must be kept in the Health Clinic.

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## MESSAGES TO STUDENTS

- - - - X

Only emergency messages will be given to children during the school day. Be sure to arrange for after school activities with your child each morning before their arrival at school. Do not call for these messages to be given by the office staff unless it is an emergency. Giving a message to students interrupts classroom instruction.

## PARENT COMMUNICATION: SCHOOL/LUNCHROOM/CLASSROOM VISITATIONS AND CONFERENCES

### SCHOOL VISITATION

- - - - X

Visitors to Lee are always welcome. Tulsa Public Schools has a policy that **REQUIRES ALL** parents, volunteers and other visitors to check in at the office and obtain an identification badge/sticker. **Please do not go to your child's classroom without checking in with the office and obtaining a Visitor's Badge.**

### LUNCH VISITATIONS

- - - - X

Lunch Visitations: Eating lunch with your child at school provides parents an opportunity to visit with your child in a social environment. When you do eat with your child, check in at the office and get a visitor's badge and kindly wait near the cafeteria entrance. Upon completion, you are welcome to join your student in recess, however, once called by their teacher to class, **we ask that you support your student's teacher by encouraging your student to rejoin**

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**the class** as you part ways for the remainder of the day. To further support your student's teacher, **we ask that you refrain from engaging the teacher in lengthy dialogue**, as they are moving a classroom of children through a vital transition, back into the academic setting of their classroom. If dialogue is needed, your student's teacher can respond to your needs via phone or email at the conclusion of their school day.

## CLASSROOM VISITATIONS

- - - - X

Visitations are at times requested by parents/guardians. These visits **must be arranged 24 hours in advance**. Because visitors affect all children, we request that other children not be brought to a visit. The pre-arranged visitations should be limited to 30-45 minutes.

## CONFERENCES

- - - - X

Parent-teacher conferences are of great value. However, to ensure the full benefit of teacher's time for all children, teachers, and parents, we ask that conferences be arranged before school, after school, or during a teacher's plan time. Any parent desiring such a conference should email or call the teacher for the necessary arrangements to be made. Appointments are necessary to ensure the teachers' continuity of the school day. Please do not attempt to confer with your child's teacher while class is in session. We are always willing to arrange appointments at a mutually agreed on time between our parents and teachers.

## SPRING/FALL PARENT CONFERENCES

- - - - X

Lee relies on conferences to supplement report cards and other forms of written communication between parents and teachers. Preparation is necessary to ensure the most satisfying results. Teachers will set aside work samples and reports on progress in an effort to provide each parent with a complete picture of his/her

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student's academic performance. The Parent/Teacher Conferences are scheduled for October and March. (See the Calendar of Events)

## PARKING

- - - - X

Arrival and dismissal are very busy times during the school day. Parents, remember to be courteous to one another. Be patient with each other and with school personnel as we try to keep our children safe. Parents, you are encouraged to park on 19th, 20th, Detroit, or south of 21st Streets. **No parking or stopping in the crosswalks is allowed.** Students should not be picked up or released in an area that requires them to cross traffic. Parents may drop-off or pick-up next to the curb on Cincinnati when space allows. Please wait until your vehicle is near the pick-up area before asking students to get in or out. Your adherence to the Lee School Safe and Healthy School Plan will help provide for the children's safety. (This document is sent home separately.)

**Unsafe vehicle operation around the school grounds can endanger students, staff, and patrons.** Such incidents are subject to being reported to the TPS Campus Police.

## RECOGNITIONS (BIRTHDAY)

- - - - X

Families are encouraged to recognize specific and individual celebrations such as birthdays. Please talk with your student's teacher to organize the best fit for the recognition within the rhythm of the instructional day.

Please note \*Any treats and/or snacks must be purchased from a retail establishment.

## PARTIES (SCHOOL)

- - - - X

Two scheduled parties are held each year. Lee celebrates a Winter Break Party and Valentine's Day Party. The parties are sponsored by the PTA, planned by the teachers and homeroom parents. Some

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additional activities, planned by the teacher and approved by the principal, may be held throughout the year.

## RELEASE OF STUDENTS

- - - - X

Students are not permitted to leave the school grounds by themselves at any time during the day. **Students must be signed out through the main office.** Students can only be released to individuals listed on the enrollment information. In an emergency situation, a parent may call to give permission for dismissal to adults not on the enrollment card. For your child's safety, the school will not release a student to a minor (under 18). **A Driver's License is required when picking up any student.** Parents requesting release of their child for dental or doctor appointments, etc. must make the request through the office. Students WILL NOT be called to the office until an authorized adult is in the office to take them. We encourage you to try and schedule your child's doctor and dental appointments after school hours. If a child is to be released because of illness, this will be done through the nurse's office.

**End of School Check-Out: Do not check your child out during the last thirty minutes of the school day unless an emergency exists. (No check-outs after 2:10 unless an emergency. Thanks!!)**

## SCHOOL SECURITY

- - - - X

Lee Elementary has limited access during the school day. The front door has monitored access during the day. All other entry doors will be locked after 7:30. This is done for the safety of students. Please do not knock on the door or ask students and teachers to let you enter. All visitors must check in through the office. Please do not take offense if you are asked to check in at the office. It is imperative that the school staff and the community work together to ensure safety.

The 19th Street Door and the Cincinnati Corridor Doors are open at 7:20 - 7:30 AM. The Gym Door is opened at 7:10 - 7:30 AM. The Main Office Door opens at 7:00 AM for students who come for breakfast. Students may come in at 7:10 - 7:20 to wait in the gym. Students waiting in the Main corridor 7:00 - 7:10 are not supervised so do not

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let your student out unless they are eating breakfast at 7:00-7:10.  
Students may wait in the gym from 7:10 - 7:20 AM.

## TALENT/PICTURE/VIDEO RELEASE

- - - - X

Many times students are photographed and videotaped by staff members, media, or patrons for various school projects, field trips, community events, (i.e. - running events), etc. Local media members also do stories periodically at our school. If you do not want your child/children to participate in any specific activity that may be recorded, videoed, photographed, etc. please note this on the TPS Talent Release Form which is sent home yearly with each student. This will help ensure that your preference is observed.

## REPORTS TO PARENTS

### PROGRESS REPORTS/POWERSCHOOL

- - - - X

Student progress reports will be sent to parents the fifth week of each nine week quarter, but may be sent anytime that a teacher thinks it is necessary during the term. Student progress may be viewed on **PowerSchool** with Parent Login. **PowerSchool** gives parents access to updated grades and teacher communication. This is the **BEST** way to check your student's progress and stay in contact with your child's teacher. Be sure you have your Student Login. This will be sent by the second week of school. Teachers of core academic classes will update PowerSchool on a weekly basis.

### REPORT CARDS

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At the end of each nine weeks a report of pupil progress is sent to parents of each elementary child. The report includes pupil attendance and progress in school subjects, in social characteristics, and in work and study habits.

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## HOMWORK POLICY

Homework at Lee Elementary is an essential part of the school program. Assignments will vary in accordance to the expectations of the class and will relate to classroom instruction, objectives, and standards. Homework assignments are intended to reinforce and extend learning initiated in the classroom. Homework should not be new material for a student. Homework should serve as a tool for teachers to assess student understanding of classroom instruction.

### HOMWORK GUIDELINES FOR STUDENTS

- - - - X

- Always do your personal best.
- Make sure you have proper materials and information needed to complete the assignments.
- Hand in completed assignments on time.
- Budget time for long-term assignments/projects.
- Complete work missed due to absence from class within the proper timeframe. Students will have the same number of days to turn in missed work, as they were absent.
- Talk to your parents and teacher if you are having difficulty with homework.
- Homework will be assigned on a daily basis or on weekly basis as a packet. This is a teacher preference. (Variations will occur on short weeks.)

### HOMWORK GUIDELINES FOR PARENTS

- - - - X

- Homework Policy Guidelines for Parents
  - Be familiar with the guidelines of the homework policy.
  - Check your child's Assignment Notebook (Fourth and Fifth Grade Students)/Homework Folder (PK - Third Grade Students).
  - Provide a time and place for your child/children to complete homework assignments with limited interruptions/ distractions.
  - Supervise homework completion, providing assistance, but not doing the work.
  - Oversee completion of long-term assignments to assist in your
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child's understanding and time management.

- Contact the teacher with questions or concerns.

## TIME FRAME OF HOMEWORK ASSIGNMENTS

- - - - X

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance.

<b>Homework Requirements</b>	
<b>PK/Kindergarten</b>	Up to 15 minutes of reading* and/or homework per night, Monday - Thursday
<b>Grade 1</b>	15 minutes of reading*per night  15/20 minutes of homework, Monday - Thursday
<b>Grade 2</b>	15 minutes of reading*per night  15/20 minutes of homework, Monday - Thursday
<b>Grade 3</b>	15 minutes of reading*per night  20/25 minutes of homework, Monday - Thursday**
<b>Grade 4</b>	40-45 minutes of homework, Monday - Thursday**  (Additionally, Reading should be done throughout the week.)

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<b>Grade 5</b>	45-60 minutes of homework, Monday - Thursday** (Additionally, Reading should be done throughout the week.)

Teachers will determine if homework is to be turned in daily, done in a weekly packet, and/or both.

\*Reading also includes having adults reading to children.

\*\*Intermediate grades (grades 3-5), may have some long term projects assigned during the year, Project-Based work, Research projects, etc.

## DISCIPLINE PLAN/STUDENT PROCEDURES/EXPECTATIONS

### DISCIPLINE

- - - - X

Be sure to review your copy of the TPS Student and Family Guide to Success (2017-2018) which will be sent home by the second week of school.

At Lee Elementary, teachers and parents will work together to build a community of learners, contributors, and designers as stated in the District Strategic Plan: Destination Excellence. We strive to see that every child is treated with fairness and respect and has an equal opportunity. Students will also focus on important Life Skills throughout the year. Students will be recognized at assemblies for demonstrating outstanding citizenship, positive behaviors, outstanding academics, and/ or academic accomplishments.

### LEE DISCIPLINE PLAN

- - - - X

The Discipline Plan at Lee Elementary will coordinate with the TPS Student and Family Guide to Success to support student success and to involve strategies for responding to unacceptable behaviors on four "levels".

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Level I behaviors (Code 100s) are those which are addressed initially in the classroom by the classroom teacher. If the behaviors continue or become more severe, there may be the need to have additional interventions at the building level.

Level II/III behaviors (Code 200s, 300s) are addressed with site-based interventions which may include removal to another teacher's classroom for a period of time, conference with parents, removal to an alternate location within the school building, noon detention, behavioral responses, a community service type action, Short Term Out of School Suspensions, Student Success Plan, etc.

Level IV behaviors (Code 400s) may require Long Term or Short Term out-of-school suspension. According to state law some behaviors require Long Term out-of-school suspension to maintain a safe learning environment for all students.

## DUE PROCESS

- - - - X

Each student and their family have the right to due process and an opportunity to appeal any suspensions with which they disagree. The process is outlined in the TPS Student and Family Guide to Success. All students (within reasonable expectations) involved in a disciplinary incident will have an opportunity to give their version of what happened.

Teachers utilize positive behavior procedures and practices utilized by the No-Nonsense Nurturer® in their classrooms. Students must take responsibility for their choices. When a student does not use self-control or disregards procedures, it becomes necessary to impose logical consequences/disciplinary actions. Serious disruptions that impede a safe, secure, and a positive teaching/learning environment will receive a disciplinary response/intervention as outlined in the 2017-2018 Student and Family Guide to Success. Disciplinary interventions will result in loss of privileges: classroom time-out, noon detention, behavioral assignments, plans of action, or suspension from school. (In the following pages, Assembly Procedures, Cafeteria Procedures, Hallway Procedures, Playtime Procedures, and Restroom Procedures are listed. Procedures for the Outdoor Classroom will be listed later.) The purpose of the Lee Elementary Disciplinary Plan is to provide a positive learning environment. Teachers may use Discipline Referrals when students do not follow procedures. Suspension is utilized when students engage in activities that are extremely disruptive or dangerous to themselves and/or to others as expressed in Level III and/or Level IV of the TPS Behavior Response Plan.

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## LIFE SKILLS

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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 despite the fear of consequences.

Creativity - To make new things or think of new ideas.

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 friends through mutual trust and caring.

Gratitude - An emotion expressing appreciation for what one has.

Grit - Perseverance and passion for long term goals.

Initiative - To do something because it needs to be done.

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

Joy - A feeling of happiness, success in doing something

Organization - To plan, arrange, and implement in an orderly way.

Patience - To wait calmly for someone or something.

Perseverance - To keep at it.

Pride - Satisfaction from doing your best.

Problem Solving - To create solutions for difficult situations and everyday problems.

Respect - When a person values another's opinions and thoughts.

## POSSIBILITIES FOR BEHAVIORAL RESPONSES

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1. Time-Out: Each classroom has a place where a student may reflect and redirect behavioral actions. (Teacher Action)

2. Noon Detention: A student remains in the cafeteria during recess as a consequence to not following procedures. (Teacher, Counselor, and/or Principal Action)

3. Parent Conference: This is a meeting of school personnel with a student's parents to focus on procedures for improvement. The student may be included in this conference. (Teacher, Counselor, and/or Principal Action)

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4. Behavioral Assignment A student will be given a writing assignment with a purpose, academic report, procedural plan, or a designated project. (Teacher, Counselor, and/or Principal Action)
  5. In-School Intervention: A place for a student to follow procedural, assigned work, or additional work. This is separate from a student's classroom. It may be in another teacher's classroom. (Teacher, Counselor, and/or Principal Action)
  6. Suspension: Denial by the school administration of a student's right to attend school or school-sponsored activities for a specific length of time. (Principal Action)

## LEE ELEMENTARY SCHOOL UNIFORM

### TOPS

- - - - X

- Short and/or long sleeve white, navy blue, hunter green or purple Polo style knit shirts. Students may also wear oxford button down shirts in solid colors - navy blue, white, dark purple, hunter green or white. "Peter Pan" type white shirts with collars designed for jumpers are acceptable as well.
- Uniform style dresses with uniform colors may be worn.
- Shirts should be tucked in to pants, shorts, skorts, or capris. (Grades 3 - 5)

### PANTS

- - - - X

- Khaki or navy blue (not denim or denim fabric) pants pleated or flat front. No Cargo pants or Cargo shorts.
  - Khaki or navy blue (not denim or denim fabric), capris, jumpers, shorts, and/or skorts pleated or flat front.
  - Jumpers, shorts, skorts, and/or skirts should not be shorter than 4" above the knee.
  - Belts - should be worn with pants and/or shorts with loops. (Grades 3-5)
  - Pants, capris, shorts, and skirts must fit well and not be
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oversized or undersized. Pants and shorts should fit at the waist.

## SHOES

- - - - X

Lee Uniform shoes are sneakers and or tennis shoes. (These can be lace up or Velcro.) Shoes are for the purpose of those physical fitness activities held at Lee Elementary: running, walking, etc. (Hiking boots, football cleats, baseball shoes, soccer shoes, etc. are not allowed.) Sneakers and/or tennis shoes provide a safe shoe for students when running the track, walking down stairs, and/or participating in PE class. No wheelies are other shoes are allowed. Sneakers and or tennis shoes must be worn in PE class.

## SOCKS, TIGHTS AND/OR LEGGINGS

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- Socks should be solid colors.
- Tights, leggings, and knee high socks should be a solid uniform color or the Lee leopard print.

## JACKETS OR SWEATERS

- - - - X

- Solid uniform color cardigan sweaters and/or sweatshirts (without a design logos or emblems) may be worn. In addition, solid black or gray, sweaters or sweatshirts are acceptable. Polo style shirts should be worn with any cardigan sweaters or sweatshirts.
- Sweaters or Sweatshirts should not be oversized.
- PTA sponsored Lee sweatshirts/hoodies are also allowed.

## HAIR ACCESSORIES

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Solid colored or multi-colored uniform colored ribbons, bows, or barrettes are allowed. Leopard colored ribbons and bows or allowed. No BANDANAS are allowed of any design or color.

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Students who do not wear the appropriate Uniform will be asked to contact their parent or will be given uniform clothing from the Uniform closet for the day.

## SCHOOL/COMMUNITY CONNECTION

### LEE PTA

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Parents are urged to become an active member of the Lee Elementary family through the Lee PTA. The Lee PTA is a valuable asset to our school and the community!! Your active involvement and participation in your child's school life demonstrates the value you place on learning and the school community. Join the Lee PTA!

### VOLUNTEERS

- - - - X

Each year a group of parents and community friends give a very special gift to our school - their time. Our Parent Volunteers and Community Volunteers assist us with various activities. Parent Volunteers are encouraged to be partners with our teachers in helping our children to achieve their full potential at Lee Elementary. Parent Volunteers are a vital part of our school organization. All Parent and Community Volunteers must complete a volunteer application each year. A confidential background check is done on all volunteers. Volunteer applications must be filled out to participate in field trips and/or school sponsored events.

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