

New Tech at Cherokee Elementary School



**Student Handbook (Cherokee Specific)
and
Behavior Management Plan**



Dear Students, Parents and Guardians:

This is a simplistic guide to inform you of basic daily practices which work together to improve the learning and engagement of each and every student at Cherokee. Greater specifications of this information can be easily accessed in the Elementary School Student Handbook. The handbook can be found on the Muskogee Public Schools webpage, or at this link: https://www.mpsi20.org/99736_2

Paving the Road to Success,

Dr. McIntosh
New Tech at Cherokee Principal

I. GENERAL POLICIES AND PROCEDURES

Students may enter the school building at 7:50 AM. Leaving students outside the school unsupervised before the doors open poses a safety risk. Please do not send or drop off your child at school before 7:50 AM. Upon entering the school, students will report to the Cafetorium. Students will be picked up by classroom teachers at 8:30 AM.

Attendance: Students need to be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that school year and make satisfactory academic progress in order to be recommended for promotion to the next grade. All absences (excused and unexcused) will be included in the calculation of the 90% attendance requirement. The principal will review the records of all students with absentee rates higher than 10% to determine if retention will be recommended. Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) due to a high number of absences

Absences: It is very important that your child has regular attendance in order to be successful in school. If your child must miss a day of school, please call the school office at 918-684-3890 by 8:50 AM to report your child's absence. When you call, please give your child's name and the reason for the absence (i.e., doctor's appointment, illness, etc.). If calling that day is not possible, then a parental note, complete with date and reason for the absence, must be turned into the school office within 48 hours after the student returns to school. If the note is not received by the end of the second day, the absence will be treated as unexcused.

Absence Make-up Work: Students are expected to make up all school work that is missed due to an absence. A student absent fewer than two days will receive all make-up work upon his/her return to school. If your student is absent more than two days, you may call the office to request his/her make up work. Students will have the same number of days to turn in missed work, as they were absent (3 days absent = 3 days to make up work).

Tardies: It is important that all students arrive at school by 8:30 AM. When a student arrives after 8:30 AM, he/she is considered tardy. Any student who arrives late to school must check in at the office for a tardy slip. All excessive tardiness, excused or non-excused, will be reported to pupil accounting.

Early Check-Out: Parents/guardians are requested to schedule appointments after the school day to avoid the need for a late arrival or early dismissal. If it becomes necessary for students to be excused from school for a medical appointment or other unavoidable emergency, the parent/guardian must send a signed note to school stating the reason and the planned time of arrival/departure. All students must be signed out by a parent/guardian (or someone legally listed as the parent/guardian on the emergency card) with a picture ID in the office before leaving the school. Students cannot be checked-out after 3:10 PM.

Illness

Too Sick for School: Regular attendance at school is strongly encouraged. However, there are times when students need to stay home. Here are a few guidelines for determining when your child is too sick for school: Continuous/frequent cough, vomiting and/or diarrhea for 24 hours, chronic headaches, continuous fever above 100°F for 24 hours, head lice, or a communicable disease. Open wounds/abrasions, etc. need to be covered before coming to school.

Injured/ Sick at School: If your child is injured or becomes ill at school, every reasonable effort will be made to care for them. If the parent or emergency contact cannot be reached, the child may be taken to the emergency room by EMSA. If a hospital was designated by the legal guardian, it will be the first choice. Muskogee Public Schools does not assume responsibility for the payment of ambulance, hospital, or doctor fees. For emergency purposes, it is very important to have the current phone number of a parent or emergency contact.

Cafeteria

Breakfast: Breakfast is served in the cafeteria free of charge to all students from 7:50 AM to 8:15 AM. Please be sure that your child arrives on time in order to participate in breakfast each morning.

Lunch: Lunch is served daily in the cafeteria free of charge to all students.

For safety reasons, please do not send glass containers to school if students are bringing their lunch from home. Also, please do not put soda or other carbonated beverages in thermos bottles. The pressure from the carbonation causes the thermos to leak.

Please do not send students to school with gum, candy, soda, or large bags of chips. A small, single serving of chips may be brought to lunch. All other treats should be kept at home to be enjoyed after school.

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

Lost Library Books: Children are permitted 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. A replacement fee will be assessed for lost books. A hold will be placed on the student's records until the book has been paid for or replaced.

Book Fees: 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.

Birthdays:

Due to the limited amount of learning time, we will not host birthday parties for the students in the classroom. However, parents or students may bring a small treat to share with their classmates during lunch in the cafeteria on their birthdays. A treat must be provided for every student in the class. Store-bought treats must be used to reduce health risks.

Cell Phones: Student cell phones are allowed at school; **however, they should be turned off and kept in the student's locker and secured with a lock during the entire school day 8:30 AM-3:30 PM. Violation of these rules will result in the phone being turned in to the front office. The first time, it will be held in the front office for a parent to pick up. Subsequent offenses will result in the phone being sent to the educational service center to be picked up by a parent or guardian.**

Contact Information: Please be sure to update your contact information in the office if it changes. In the event of illness or emergency, it is critical that the school be able to reach each student's parent/guardian by phone during the school day. Please visit or call the registrar in the office to make any necessary changes promptly.

Inside/Outside Days

We have developed a set of guidelines that we use 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: students may go outside with full activities.
- Temperature/Wind Chill: 38 degrees or below: students stay inside.
- Students will not go outside while it is raining or snowing or if precipitation has left the play area too wet or created possibly dangerous conditions. Please dress students appropriately for the weather.

Lost and Found: Anything lost or found should be reported to the office. To help eliminate confusion, children's coats, sweaters, gloves, caps, etc., should have the student's name marked clearly for easy identification. Such markings will increase chances of children finding lost items. A lost and found closet is maintained for all items except watches, rings, necklaces, glasses, purses, etc., which will be kept in the office. We discourage students wearing or bringing items of great value to school.

Medications: Parents of students who take prescribed medication, should bring the medication in the original container to the nurse's office and complete the required paperwork. 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. Medicine carried to school by a student will be collected by the teacher. (This includes nonprescription medications such as Tylenol and cough drops, etc.)

Dress Code: The guidelines below are minimum standards, and it is recognized that students will continue to dress and groom themselves in appropriate fashion. Should there be a question regarding the propriety of clothing or grooming, the principal may be consulted for clarification.

Generally, male and female students are affected by these similar rules of dress and grooming.

1. Shoes shall be worn at all times (no shoes with wheels, no slippers).
2. Sunglasses shall be worn outside only.
3. Clothing which advertises alcohol, drugs, tobacco, or the occult/gangs is not permitted.
4. Clothing that is lewd, offensive, vulgar, contains obscene language, or is distracting is not permitted.

Students shall not wear:

1. See-through apparel, clothing with holes, mesh;
2. Sleeveless shirts (cut deep underarm);
3. Extremely tight-fitting clothing;
4. Spaghetti straps;
5. Half, tank, halter, midriff, or tube tops;
6. Hats, caps, bandanas, plastic caps, or hoods on jackets inside the building;
7. Short shorts; Length of shorts should be at least to the bottom of student's fingertips.
8. Pants sagging (must wear pants on waistline).

HEAD COVERINGS

Head coverings of any sort whatsoever shall not be worn by students to class or within school buildings unless (1) prescribed by a physician licensed by the State of Oklahoma; (2) previously approved by the School Board upon written application for a bona fide religious reason; (3) approved by the School's administration for a special school activity.

PROCEDURES FOR RELIGIOUS EXCEPTIONS TO DRESS CODE

1. Any student who requests permission to wear any head covering for religious reasons shall submit a written application on the form provided by the school district for such purposes available in the school superintendent's office.
2. The school superintendent will submit the application to the school board for consideration at the next regularly scheduled school board meeting.
3. The school board will review the application and will approve it unless the school board finds the religious reasons are not sincerely held beliefs, or that the exception would be likely to cause a material danger to safety and security.
4. Until such time as the school board approves the application, the student will conform to the dress code as published. The superintendent has the authority to approve such application on a temporary basis until the next regular school board meeting.
5. If the application is approved by the school board for an exception to the dress code, there shall be no change in the approved head wear without further application and approval by the school board.
6. Any deviation by the student from the head wear previously approved by the school board will result in disciplinary action as provided by the disciplinary guidelines.

Personal Property at School: Students should not bring personal items to school except those basic supplies needed for class work. Toys, personal athletic equipment, radios, iPods, iTouches, handheld video games, trading cards, etc., should be brought to school only with special permission from a teacher or the principal. Any item brought to school will be held for parent pick up through the office and will not be the responsibility of the school if lost or stolen.

Talent/Picture/Video Release: Many times students are photographed and video-taped by staff members for various school projects. Local media members also do stories periodically at our school. If you have specific needs or wishes regarding an exception to having pictures and videos made, please request a new Talent Release form from the Enrollment Center. This form is also found in the Enrollment Packet.

Dismissals

Students are dismissed at 3:30 PM from designated areas in the school. Your cooperation in following dismissal procedures is appreciated. Students will only be dismissed to legal guardians indicated on their enrollment information.

Car Riders, Walkers, Daycare:

One teacher per grade level will escort students to the proper exiting door.

Grades K-2: Students will be exiting the building from the front entrance doors, as parents arrive.

Grades 3rd-6th and Ms. Kinsey: Students will be exiting the building from east doors, as parents arrive.

All students **MUST BE PICKED UP BY 3:45 PM**. At 3:45, students will be brought to the front foyer and phone calls to parents will be made. If students are not picked up in a timely manner and a parent is unable to be located, the police will be notified to pick the child up.

II. PARENT/SCHOOL COMMUNICATION

Parents are welcome and encouraged to be a part of their children's learning at New Tech at Cherokee. Please check our schools webpage: for current events and school happenings: <https://cherokee.mpsi20.org>. Also, you are more than welcome to contact our main office for further information.

Classroom/School Visitation:

If you would like to volunteer at school, please make arrangements in advance to help in a specific classroom or activity. Visitors should complete a visitor application and background check at least 3 days prior to volunteering. All visitors must check in at the front office to obtain a visitor's badge before heading to their intended destination. Between the hours of 8:30 AM – 3:30 PM, teachers are engaged with students in teaching and learning. Parents wishing to speak with a teacher will be asked to schedule a time to meet in person or by phone at a time when instruction is not occurring (before school, after school, or during the teacher's planning time). Please do not attempt to confer with your child's teacher while class is in session.

Lunch: Eating lunch with your child at school provides an opportunity to visit with your child in a social environment. As with all visits, please check in at the office and get a visitor's badge and proceed to the cafeteria, where you may wait near the entrance for your child to arrive.

Conferences: Teachers at New Tech at Cherokee rely on conferences to supplement report cards and other forms of written communication between parents and teachers. Teachers will set aside work samples and reports on progress in an effort to provide each parent with a complete picture of his/her student's academic performance. The 2018-2019 parent/teacher conferences are scheduled for September 24th & 27th and February 4th & 7th. (See the Calendar of Events)

Custody of Children: Staff members are required by law to follow the legal custody arrangements dictated by the court when determining whether or not a student can be released to a family member. If there are legal guidelines concerning the custody arrangements for a child, please notify the school office immediately. Please note that a parent must have full 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.

Weekly Behavior Reports: All classes will have a classroom behavior management system to recognize when students are demonstrating positive behavior skills and when there are changes needed to improve the learning environment. Some classes may elect to send home student progress daily, while some classes may send home progress weekly. Parents are encouraged to sign, review and visit with your child regarding their behavior and learning.

Progress Reports/PowerSchool: 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.

Report Cards: At the end of each nine weeks a report of student progress is sent to parents of each elementary child. The report includes student attendance and progress in school subjects, in personal and social characteristics, and in work and study habits. In addition to the reports, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent/teacher conferences are held twice during the year. The teachers, counselors and principal are available to parents, by appointment, to help interpret and discuss children's progress.

Release of Students: Students are not permitted to leave the school grounds by themselves at any time during the day. Students must be signed out by a guardian through the main office. Students can only be released to individuals listed on enrollment information. 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. Please do not call ahead as this interrupts the classroom instruction. 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 office/nurse's office.

Please refrain from checking your child out during the last twenty minutes of the day unless you have an emergency.

III. ACADEMIC FOCUS

Assemblies/ Student Exhibitions: All grade assemblies will take place regular throughout the year to celebrate the achievement for students, give student's the opportunity to present their learning through multi-dimensional delivery systems and to build community among the school family. Parents are strongly encouraged to attend assemblies and there will be ongoing information regarding dates and times on the school's webpage and other possible modes of communication.

Homework Policy: Homework at New Tech at Cherokee 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. It should not be new material for a student. Please support your student in completing daily homework assignments by monitoring homework time and making sure the assignments are returned to school on time.

1. Homework Policy Guidelines for Students
 - a. Always do your personal best.
 - b. Make sure you have proper materials and information needed to complete the assignments.
 - c. Hand in completed assignments on time.
 - d. Budget time for long-term assignments/projects.
 - e. Complete work missed due to absence from class within the proper time frame. Students will have the same number of days to turn in missed work, as they were absent.
 - f. Talk to your parents and teacher if you are having difficulty with homework.
 - g. Homework will not be assigned during school vacation unless it is due to an absence.
2. Homework Policy Guidelines for Parents
 - a. Be familiar with the guidelines of the homework policy.
 - b. Check your child's assignment notebook/Homework Folder.
 - c. Provide a time and place for your child/children to complete homework assignments with limited interruptions/ distractions.
 - d. Supervise homework completion, providing assistance but not doing the work.
 - e. Oversee completion of long-term assignments to assist in your child's understanding and time management.
 - f. Contact the teacher with questions or concerns.

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.

Homework Commitment

Kindergarten	Up to 15 minutes of reading* and/or homework per night, Monday – Thursday
1 st Grade	15 minutes of reading*per night 15 minutes of homework, Monday – Thursday
2 nd Grade	15 minutes of reading*per night 15 minutes of homework, Monday – Thursday
3 rd Grade	15 minutes of reading*per night 20 minutes of homework, Monday – Thursday
4 th Grade	40-45 minutes of homework, Monday – Thursday (Reading should also occur throughout the week.)
5 th Grade	45-60 minutes of homework, Monday – Thursday (Reading should also occur throughout the week.)
6 th Grade	50-70 minutes of homework, Monday – Thursday (Reading should also occur throughout the week.)

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

*Reading also includes having adults reading to children.

**Intermediate grades (grades 3-6) may have some long-term projects.

IV. NEW TECH AT CHEROKEE DISCIPLINE PLAN

Please refer to the New Tech at Cherokee Behavior Management Plan Handbook

V. SECURITY AND SAFETY

School Security: The school building will have limited access during the school day. The front entry doors will be open from 7:50-8:30 AM. All doors will be locked throughout the day after 8:30 AM. This is done for the safety of students. Please do not knock on the door or ask students and teachers to let you enter. Please ring the doorbell to be admitted to the building. All visitors must check in at the office. Please do not take offense if you are asked to check in before proceeding to your destination. It is imperative that the school staff and the community work together to ensure safety.

Drills-Fire, Disaster, and Lockdown: Safety drills are necessary for the safety of the student, staff, and faculty. Specific information for fire and disaster drills are posted in each room and the rules of safety are reviewed regularly for the safety of all students.

Emergency School Dismissal – Weather, etc.: 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

television networks. Sometimes the decision is made the evening before. Families may also check the MPS website for information (<https://www.mpsi20.org>). Once school is in session, school will not be dismissed early.

VI. SCHOOL/COMMUNITY CONNECTION

New Tech at Cherokee Elementary is focused on positive interaction and support with our Muskogee Community. We appreciate our business and community partners that support our school in many ways from providing volunteers, mentors, financial support and time to help teachers and staff members.

Volunteers: It takes many volunteers to make a school year successful. Volunteers are encouraged to be partners with our teachers in helping our children to achieve their potential at New Tech at Cherokee. Volunteers are a vital part of our school organization and help in a variety of ways, including working with children, preparing materials, or attending field trips. Anyone interested in volunteering at New Tech at Cherokee in any capacity should call the school office for more information and complete a volunteer application. A confidential background check is done on all volunteers.

Final Thoughts: Please contact the school with any questions you may have. We are here to serve and ensure that each student succeeds!

New Tech at Cherokee Elementary School
2400 Estelle Ave, Muskogee, OK 74401
Phone: (918) 684-3890

Behavior Expectations

Behavioral expectations: New Tech at Cherokee Elementary School has four behavioral expectations for all Students that support a safe and respectful environment.

WE SOAR

S= Strive to make good choices everyday	O= Overcome challenges and we learn from our mistakes	A= Adopt behaviors that make everyone successful	R= Respect ourselves, our teachers and other scholars in our learning community
--	--	---	--

Behavior matrix: a matrix with settings, events, or classroom routines along the top with the behavioral expectations in the left column. Each matrix junction (box) contains the behavior indicators, or what the behavior expectation looks like in that particular setting or event.

Behavior indicators: what the behavioral expectations look like in a particular school-wide setting, event, or classroom routine.

Procedures: specific ways for students to complete tasks. An example of this is how to behave responsibly during transitions: 1. Clean up your area, 2. Stand and push in your chair, 3. Eyes are on me.

Why do we have School-Wide Behavior Expectations?

Having a few simple, positively stated expectations facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 4 simple expectations it is easier for students to remember. It is also important for staff because instruction focusing on a few simple expectations will improve teaching and consistency across staff through the use of a common language.

Positively stated expectations are important, because research has shown that recognizing students for following the expectations is even more important than catching them breaking the rules. By stating rules positively (expectations), the hope is that staff will be more likely to use the expectations to commend students engaging in the appropriate behavior.

Teaching Expectations and Routines

One of the most important reasons to teach behavioral expectations and routines across settings is that so all students know what is expected by all adults on campus. This will improve consistency across staff in holding students accountable for their behavior.

During the two weeks of school, we will focus on teaching the school-wide expectations, behavioral expectations, and routines to all students across all settings in the school. Our success depends on the participation and support from the entire staff, parents and the entire learning community.

Cherokee New Tech Scholars SOAR

Major & Minor Offenses Defined

S= Strive to make good choices everyday	O= Overcome challenges and we learn from our mistakes	A= Adopt behaviors that make everyone successful	R= Respect ourselves, our teachers and other scholars in our learning community
--	--	---	--

Bullying/ Harassment	MINOR	Always a MAJOR offense.
	MAJOR	Student delivers disrespectful messages to another person that includes threats or intimidation, obscene gestures, pictures, or written notes. * Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.

Lying/ Cheating	MINOR	Always a MAJOR offense.
	MAJOR	Student delivers message that is untrue and/or deliberately violates expectations.

Fighting	MINOR	Always a MAJOR offense.
	MAJOR	Student is involved in mutual participation in an incident involving physical violence.

Defiance, Disrespect, Noncompliance	MINOR	Student engages in brief or low-intensity failure to respond to adult requests.
	MAJOR	Student repeatedly engages in sustained (or high-intensity) failure to respond to adult requests (for verbal disrespect, see Inappropriate Language).

Inappropriate Language	MINOR	Student delivers low-intensity verbal messages/gestures that include swearing, name calling, or use of words in an inappropriate way.
	MAJOR	Student delivers abusive, profane verbal messages/gestures that include swearing, name calling, or use of words in an inappropriate way and directed at others.

Theft, Forgery, Plagiarism	MINOR	Always a MAJOR offense.
	MAJOR	Student is in possession of, having passed on, or being responsible for removing someone else's property, has signed a person's name without that person's permission, or claims someone else's work as their own.

Out-of-Bounds	MINOR	Always a MAJOR offense.
	MAJOR	MAJOR Student is in an area that is outside of school boundaries.

Disruption	MINOR	Student engages in low-intensity, but inappropriate, disruption
	MAJOR	Student engages in sustained or high intensity disruption. Behavior causing an interruption in a class activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

Public Display of Affection	MINOR	Always a MAJOR offense.
	MAJOR	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult

Physical Contact or Aggression	MINOR	Student engages in non-serious, but inappropriate physical contact. Student touches another student or gets in another student's space without permission and in such a manner that makes the other student uncomfortable.
	MAJOR	Student engages in actions involving serious physical contact where injury may occur, such as hitting, punching, hitting with an object, kicking, hair pulling. Student touches another person's private areas or displays own private areas.

Property Misuse/Damage	MINOR	Student engages in low-intensity misuse of property.
	MAJOR	Student engages in an activity that results in damage, disfigurement, destruction of property.

Technology Violation	MINOR	Student engages in non-serious, but inappropriate use of cell phone, computer, camera, or other technology device.
	MAJOR	Student engages in serious and inappropriate use of cell phone, computer, camera, or other technology device.

EMERGENCY: BOMB THREAT, SEXUAL TOUCHING, POSSESSION OF ALCOHOL, DRUGS, WEAPONS

Rights and Responsibilities

The relationship between teacher, child, and parents is the key to a child's academic, physical, and social growth. We can best meet each student's needs by working together.

- a. The rights and responsibilities for everyone at New Tech at Cherokee Elementary School include:
 1. The right to be treated with respect and the responsibility to interact respectfully toward others.
 2. The right to an education without interference from others and the responsibility to conduct oneself in a manner, which avoids interference with another's education.
 3. The right to be treated with courtesy and the responsibility to be courteous and cooperative.
 4. The right to a safe environment and the responsibility to act in a safe manner.
- b. Teachers are expected to:
 1. Involve students in the development of classroom Expectations.
 2. Help students understand and follow school Expectations by consistently adhering to the school's behavior management policy.
 3. Initiate contact with parents as needed and respond to communications from home.
 4. Confer with parents and other school personnel to resolve student discipline problems.
 5. Positively reinforce appropriate behavior.
- c. Students are expected to:
 1. Participate in the development of school and classroom expectations.
 2. Understand and obey the Expectations of the school at all times, including during school assemblies, on field trips, and at after-school events.
 3. Attend school regularly, arrive on-time, and fulfill their academic and social responsibilities.
 4. Treat others with courtesy and respect.
- d. Parents are expected to:
 1. Help their children develop respect for the rights and property of other individuals.
 2. Initiate contact with staff, as appropriate, and respond to communications from the school.
 3. Send their child to school regularly, on-time, and prepared to work (i.e. breakfast, dressed for the weather, well-rested, and with school supplies).
 4. Become familiar with and support School Expectations and Policies.
 5. Cooperate with staff to help the students solve discipline problems.

Expectations of the Road (Hallways)

Students are expected to:

1. Walk along the second white tile.
2. Stay to the right.
3. Walk quietly.
4. Keep hands to yourself.
5. Stop at the corners.

Cafeteria Expectations

Students are expected to:

1. Remain in seat.
2. Raise hand for requests.
3. Pick up and throw away trash.
4. Comply with routines.
5. Use appropriate voices and language.
6. Eat appropriately. (eat your own food)

Playground Expectations

Students are expected to:

1. Use appropriate language.
2. Follow routines.
3. Line up when whistle/bell rings.
4. Play in assigned areas.
5. Stop, listen, and respond to staff.
6. Use equipment as intended.
7. Ask permission to enter the building.

Fire Drill

Students are expected to:

1. Walk silently in a single line.
2. Remain silent during the entire drill.
3. Go with the class nearest to you and speak with the teacher if you are away from your class when the alarm sounds.
4. Line up where your class lines up to come in from recess if the fire drill occurs during recess.

Assembly Expectations

Students are expected to:

1. Enter and exit the assembly in a safe, quiet manner as directed by their teacher.
2. Use appropriate audience manners during assemblies (e.g. listen to speaker, demonstrate appropriate response).
3. Sit in their assigned places in an appropriate manner.

Restroom Expectations

Students are expected to:

1. Carry a pass to go to the restroom.
2. Flush the toilets and urinals after use.
3. Wash hands after bathroom use.
4. Throw paper products into trashcans only.

Dismissal Expectations

Students are expected to:

1. Gather belongings and exit the classroom with the teacher's permission.
2. Follow the "Expectations of the Road" leaving the building.
3. Board assigned bus.

Student Pass Policy

Students must use a pass when going to the bathroom, office, another classroom, or visiting a specialist.

Bullying

Bullying, harassment, or intimidation is not tolerated at New Tech at Cherokee. We define bullying as, "...intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being..." on a school property, at a school activity or event, or a school bus.

Cyberbullying

Cyberbullying is intentionally embarrassing, humiliating, threatening, or targeting an individual or group of people using e-mail, instant messaging, social sites, blogs, mobile phones, or other technological methods.

Educating children about the Internet is the first step in ensuring their online safety. Students on game websites need to be monitored. Parents can improve Internet safety by setting family Expectations for using the Internet. Muskogee Public Schools supports internet safety by using technology protection measures to examine the content of internet sites and block inappropriate content. Parents also can set monitoring or blocking filters on home computers. However, only through partnerships between parents and children can safety be ensured.

Toy Policy

Students may not bring toys (including but not limited to: electronic devices, stuffed animals, action figures, fidget spinners, balls, trading cards (i.e. pokemon cards, baseball...), hand-held video games, cameras, MP/3 players, and other electronics to school. If a student brings a toy to school, the student will be asked to put the toy in his or her backpack to take home. If a student repeatedly brings a toy to school or brings a valuable toy to school, such as a hand-held video game, parents may be called to come to pick up the item.

Trading & Selling

Trading or selling of certain items (such as toys, money, library books, instruments...) between students is prohibited.

Technology Tools

Students use technology tools (i.e. desktop computers, Chromebooks, laptops, netbooks, and Promethean board) to support their learning based on the directions given by their teachers or designees. Students are expected to handle technology with care and respect. Students should not do the following:

- Destroy, modify, or abuse technology hardware or software
- Use the internet to access inappropriate material
- Email or use social media to harass or demean others

Students who misuse computer technology will be subjected to disciplinary action by school administration.

Theft/Stealing

Students are not allowed to take or obtain property of another without permission and/or prior knowledge by the owner. Students who engage in theft will be subjected to disciplinary action.

Destruction of Property

Students are expected to treat the school's and other people's property with care. In the event that accidental or intentional damage of property was caused by a student(s), school administration will review and address the matter.

Bus Expectations

The safety of the children on the bus and at the bus stop is our primary concern. This includes the time from when the child leaves the house to go to the bus stop to the time the child gets off the bus and arrives home. Parents and school personnel must take responsibility for ensuring safety and appropriate behavior during these times. Please remember that bus transportation is a privilege. This privilege may be temporarily suspended or permanently revoked if misconduct jeopardizes the safe operation of the bus or the safety of its passengers.

If the bus driver determines that a serious safety rule is violated, a discipline report will be submitted and an immediate student-administrator conference will be held. The student will tell his/her side of the story and an investigation will be conducted if necessary, as outlined in the MPS Handbook. All inappropriate behaviors on the bus and at the bus stop are subject to disciplinary action by the school.

Please review the following school bus regulations with your child so he/she is familiar with the expectations of MPS and New Tech at Cherokee Elementary School for bus behavior. If we all work together to follow these Expectations, we will ensure student safety to and from the school building.

1. Students should report promptly to the boarding area in front of the building when school is dismissed.
2. Students must walk and board the bus to which they are assigned in an orderly manner.
3. Inappropriate physical contact is not permitted on the bus, at the bus stop, or on the way to or from the bus stop.
4. Nothing is to be thrown on the bus, from the bus, or at the bus.
5. No doors will be opened or closed, except by permission of the bus driver.
6. Students may only board and exit the bus at their regular stop.
7. Students are to remain seated on the bus at all times and may not board or exit the bus until it has come to a complete stop.
8. Students may not be verbally abusive or disruptive while on the bus.
9. Students may not consume food or drinks while on the bus.

This is a list of definitions regarding certain terms used by MPS and New Tech at Cherokee Elementary School regarding behavior management at the school level.

Definitions of Disciplinary Actions

Administrative Conference: Personal meeting called by administration.

Conference: Meeting called by a parent, staff member, or student.

Continuum of Interventions: A series of interventions put into place to proactively prevent inappropriate student behavior and/or address student needs to maximize student achievement.

REFORMATION: Detaining the student for a period of time from recess or having the student eat lunch apart from his/her classmates under the supervision of a faculty or administrator.

Out of-School Suspension: Temporary removal from classes, school activities, and/or school grounds for a period of time. During the terms of an out-of-school suspension, the student is not allowed to attend school activities or to be on campus. Following a suspension, parents may be required to attend an in-take conference with their child and a school administrator.

Parent Contact: Contact with parent or guardian via telephone, home visit, e-mail, or mail. **Police Referral:** Violations covered by law.

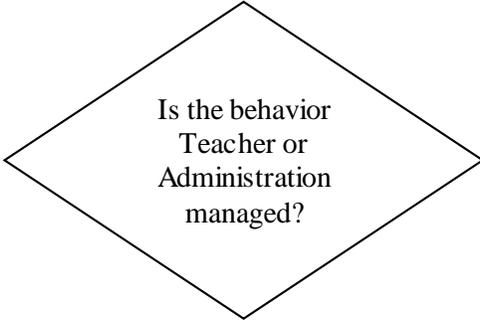
New Tech at Cherokee Elementary School
 Student Behavior Management
 Flow Chart

Observe and identify problem behavior



Staff managed

Administration managed



Redirect student Reteach behavior



Conference with student on misbehavior in this situation and of potential consequences



Loss of privilege in-class refocus



Buddy Teacher Intervention for a refocus, loss of privilege



Fill out REFORMATION Form for 1 day. Contact Parent to discuss solving the problem together and notify of potential future consequences



Fill out REFORMATION Form for 3 days. Contact Parent to discuss that a disciplinary referral is the next step if this behavior occurs



YES

Notice and reward correct behaviors

NO

Complete Discipline Referral and send student and referral to the main office

Teacher/Staff Managed vs. Administration Managed

- Excessive Talking
- Inappropriate language
- Tardiness
- Calling out
- Teasing
- Inattentive Behavior
- Invading personal space
- Failure to remain in assigned area
- Lying/giving false information
- Minor disruption
- Minor aggression-grabbing items
- Pushing past someone
- Unsafe or rough play
- Misusing property-throwing or damaging items
- Disrespectful tone
- Pattern of not completing homework
- Tattling

- Aggressive physical contact
- Bullying/Harassment
- Fighting
- Property destruction
- Weapons
- Leaving school property
- Pattern of aggressive/profane language
- Dress Code
- Credible threats
- Major/chronic destruction
- Major/chronic refusal to follow school expectations
- Theft
- Racial/Ethnic discrimination
- Cheating
- Inappropriate use of internet
- Direct refusal of authority

Referring Teacher/Staff Member completes discipline referral and contacts parent



Administration follows up teacher/staff member and student



Administrative Action (according to MPS Matrix)



Administration submits referral for data input

New Tech at Cherokee Elementary School

Behavior Management Plan

Student Name _____ Date _____

Please read and discuss the New Tech at Cherokee Elementary School Behavior Management Plan with your child. To show that you have received and reviewed this information, please sign and return this page to your child's teacher by Friday, August 31, 2018.

Thank you,

Dr. Reubin McIntosh, Principal

I have discussed the New Tech at Cherokee Elementary School Behavior Management Policy with my child. We agree to a home-school partnership with New Tech at Cherokee to foster a safe, orderly, and respectful environment where learning can take place.

Parent Signature _____

Date: _____

I have discussed the New Tech at Cherokee Elementary School Behavior Management Policy with my parents. I agree to abide by the policy while attending New Tech at Cherokee to foster a safe, orderly, and respectful environment where learning can take place.

Student Signature _____

Date: _____