

Unity Learning Academy



UNITY
LEARNING ACADEMY

Unity Learning Academy
Tara Henderson, Principal

Important Information

This information is presented to help students and parents avoid confusion and have a reference for information you may need during this school year.

Office

Mrs. Henderson has an open-door policy for parents or students needing to meet with him. To assure the time you need, please call ahead for an appointment. The office phone number is 746-9340.

ARRIVAL

Class hours are 7:30 AM to 2:35 PM for Pre-K through Fifth grade. **Children are not supervised before 7:00 AM or after 2:50 PM In the interest of safety, please ensure your student does not arrive before 7:00 A.M.**





Attendance

Oklahoma Law requires all elementary students to be in regular school attendance. The law requires that the principal, or his/her designee, will retain the authority to investigate “explained” absences that appear to be excessive or unreasonable. Extended illness, “babysitting” for younger siblings, transportation problems or extensive travel requests are examples of situations that principals are required to investigate.

Tulsa Public Schools attendance policy states that:

Students attending elementary schools shall be in attendance a minimum of ninety-five percent of the instructional time scheduled for that school and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (explained and unexplained) shall be included in the calculation of the 95% attendance minimum except that explained absence for religious holidays shall not be counted for the purpose of determining a student’s eligibility for promotion.

This means that **all students are to be in school for a minimum of 171 days out of the 180 day school year.** The school day begins at **7:30 AM and ends at 2:35 PM.** If a student is ill or must be absent from school, the parents are to call the school before 8:15 AM. The phone number is 918-746-9340. The automated district dialer will start calling at 8:20 AM. If your student is absent, they will be given make-up work on the day that they return to school. Students are given one day to make up work for every day they are absent.

To request make-up work for any absence of more than 2 consecutive days, please call the office 24 hours before if you would like to pick up the work. All make-up work will be picked up in front of the main office.

Tardies

Tardiness is not accepted. A student is considered tardy if he/she is not in his/her seat when the bell rings at 7:30 am. When students are tardy and enter a class, they disrupt the learning process of the other students. Please ensure your student is on time, every day, and all day. If your child is tardy, they must check in the office before reporting to class.



One criteria of a student's success in school are regular and punctual attendance; frequent absences may lead to poor academic work, lack of social development, and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness and absence.

IF YOUR CHILD IS LATE, REMIND HIM/HER TO GO THROUGH THE OFFICE FOR A TARDY SLIP. This is the only way to mark the student off the absentee list for the day.



ARRIVAL / DISMISSAL

We need your help with the afternoon dismissal. If you are driving an automobile to pick up your child at school, we need you to drive your vehicle going North on Pittsburg Ave. and EXIT driving West on Virgin Place. This means you will drive on Pittsburg Ave. going North and **turn left onto Virgin Place ONLY!!! PLEASE DO NOT GO SOUTH ON PITTSBURG DURING DROP-OFF AND DISMISSAL AND HELP AVOID TRAFFIC CONGESTION!!!**





RAINY DAY DISMISSAL PROCEDURE

- 1) 2:25 Bus riders are dismissed to the cafeteria (**Bus stop arrival time will not change**)
- 2) 2:30 Walkers will be dismissed to the front of the building (Older students will not be allowed to pick up siblings from classrooms. They wait for them at the front door.)
- 3) 2:35 Office staff will begin calling car riders over the intercom (they will meet their parents outside in their cars)
- 4) 2:50 Teachers bring the remainder of students down to sit on the wall outside of the gym



EARLY DEPARTURE

Please try to schedule your child's doctor and dental appointments around school hours. If students need to leave before the end of the school day, they must be checked out through the office. Also, if students need to leave early please be sure that you arrive before 2:15 pm. **THE STUDENT WILL NOT BE RELEASED AFTER 2:15 UNTIL IT IS TIME FOR DISMISSAL AT 2:35.** Please do not allow someone to go to your student's classroom while you come to the office. Students will not be released from the classroom without a call from the office. Students will not be removed from class before your arrival, so please allow adequate time before appointments to come in. **NEVER REMOVE A CHILD DIRECTLY FROM THE CLASSROOM.**

Visitors/ Volunteers

Visitors to Unity Learning Academy are always welcomed. Tulsa Public Schools requires all parent volunteers and other visitors to check in at the office. This is for safety of the personnel and students.

Please do not go to your child's classroom without having an appointment, made 24 hours in advance, and without checking in with the office FIRST. Teachers will not stop class lessons to visit during instructional time. If you have an urgent question or concern, please call the office.

Parents/Guardians are welcome to volunteer in our school. You may see our Dean or Parent facilitator to complete the appropriate form before starting to work. Anyone entering the school for any reason is required to sign in the office first. This is for the security of all students.



PARENT INFORMATION AND BULLETINS

Thursdays are designated as newsletter days although, occasionally, a newsletter must be sent another day. Students will receive a folder in which to take the materials home and return them to school. Ask your child for newsletters every Thursday and remind them of the importance of bringing them home. **THIS IS ONE OF THE WAYS WE COMMUNICATE INFORMATION TO ALL PARENTS AT ONCE.** The automated calling system will also be used, as well as email when available.

ANOTHER WAY IS TO ENROLL IN SCHOOL CONNECTS

TPS is now using more methods of communicating with student families, employees, and the community through Facebook and Twitter. We will post the latest news, events and impact notices throughout the district. Climate-related school closures will also be published. Click on the images below to become a fan/follower today.



SCHOOL CONNECT APP

The School Connect app sends school reminders to your phone.

To learn more about School Connect, visit www.schoolconnectservices.com/tps.



MESSAGES TO STUDENTS

Please make all after-school arrangements with your child before coming to school to avoid confusion and anxiety. Carrying messages to students disrupts instruction. Unless it is an emergency, we will not carry messages into the classroom.

CALLS

Teachers or students cannot be called from their rooms to answer the phone, except in cases of emergency. However, we will place a message for the teacher in their mailbox. The school phone is for business purposes and is not available to students unless approved by the teacher. The phone cannot be used to ask permission to go home with another student or for other reasons. Students should know what they are doing after school before they arrive at school. All student calls will be monitored.



CHANGE OF INFORMATION/REGISTRATION FORMS

Each student will be sent home with an enrollment packet on the first day of school. We understand that information may not change from year to year, but, by law, we must have up-to-date enrollment information about each student. This is one way we can make sure we have your current information in case an **emergency** arises. **It is VITAL that our records are kept up to date.**

Whenever an address, phone number, emergency contact person, or custodial parent information has been changed, notify the office. Remember: The only way to contact you in case of a health problem is what is provided to the office. This is for

your child's safety as well as the necessary registration information. Please call 918-746-9340 with any changes during the school year.

SCHOOL PROPERTY CARE

We encourage all students to be proud of their school and feel that it is the duty of every student to respect the property of the school. Students who disfigure or lose school property will be required to pay for the damage or loss

Illness

Children should stay home if they suffer from chronic headaches, sores, nausea, or fever. Any student with a temperature of 100° or higher, or vomiting, should not be sent to school, even if dosed with a fever reducer. A contagious child will be



sent home to prevent the spread of the disease in this nearby environment. When a child gets too sick to stay in class, we will contact the parents/guardians.

Please notify the school office if your child will be absent due to illness.

Information should be given to the school clinic each time your child receives any of the following:

1. A physical exam by your family doctor or clinic.
2. Additional immunizations.
3. New glasses or contact lenses.
4. Any dental work.
5. Medications are required to be taken at school.

If your child has a food allergy, please notify the office, the cafeteria manager and send a doctor's note regarding the allergy. It is very important for a parent to notify us of the restrictions. Please don't put that responsibility on your child.

ACCIDENTS

If your child is injured at school, they will be treated temporarily and notified. If emergency medical care is necessary and we are unable to contact any parent or emergency contacts, your family doctor (indicated by you on the enrollment form) will be called or EMSA will take your child to the emergency room.



*** Please make sure we always have current numbers for you.**

***Tulsa Public Schools assumes no responsibility for payment of hospital, medical, or ambulance fees.**



EMERGENCY SCHOOL DISMISSAL

During the winter season, there are some days when the severity of the weather makes a decision necessary on whether the school will remain open. In the evenings, when weather forecasts indicate that the next day's inclement weather will make transportation unsafe or dangerous, a team of Tulsa Public Schools personnel reviews information from the National Weather Service, Highway Patrol, and the Tulsa Department of Streets. This information is reported to the Superintendent, who decides whether schools will remain open. He/she, in turn, inform all media outlets of his/her decision in time for his/her 10:00 PM news.

If weather conditions worsen between 10:00 PM and 5:00 AM, to the extent that it is necessary to review the decision to keep the school open, the same procedure will be followed with the Superintendent's office notifying all radio and television stations in time for morning broadcasts. **Once the school is in session, the school will not be fired early.**

STUDENT INFORMATION

PERMITS/PASSES

Students must go directly from class to class. Box office stops are allowed only at the time designated by the teacher, usually at the beginning and end of the school day. Permission to enter the office or clinic must be obtained from your teacher. A Hall Pass is required for all students moving through the halls without a teacher. Late slips are obtained in the office when you are late.



BACKPACKS/WALLETS



Backpacks/purses should be stored in the locker. These are considered safety risks in the classroom.

LOCKERS

All students will be assigned a locker. Early childhood, kindergarten, first and second grade will **NOT** be allowed to use locks on their lockers. Students in grades three through fifth grade can use a combined padlock. **Key locks are not allowed.** If a combination lock is used, the combination should be given to the teacher doing the locker assignments. Students may be asked to demonstrate their ability to use the lock.



TOYS AND ANIMALS

Unless approved by a teacher to show and count, toys and live animals are not allowed in the school. Breaking this rule will result in confiscation until the end of the school day/year.



BICYCLES

Bicycles must be walked on the school grounds. Bicycle parking space is provided at the school in front of the building. Students riding bicycles must follow safety rules and laws while traveling to and from school. When at school bicycles should not be mounted on sidewalks. It is advisable to have locks for bicycles. The school will not be responsible for stolen or damaged bicycles.



BOOKS, LIBRARY

The school librarian is assigned to Unity Learning Academy each day to teach library skills to students. She is responsible for the overall organization and use of the library. Students will have the opportunity to review books weekly. As with public libraries, the person reviewing a book is responsible for returning it on time and in good condition. A replacement fee will apply for lost or damaged books.



WIRELESS COMMUNICATION DEVICES (cell phones and pagers)

Children are discouraged from bringing these devices to school. However, we understand the need for parents to track down students after school. In order to accommodate parents and at the same time ensure that learning is not interrupted, the following policy has been established. According to TPS Board Policy, if these devices are brought to school, **they MUST be turned off and secured in a locker throughout the school day.** If the device is in the classroom or left on, it will be confiscated.



CAFETERIA



The cafeteria will offer breakfast in the cafeteria for **all students** free of charge from 7:00 – 7:25 AM. Lunch times are staggered. Please check with your child's teacher for the exact time.

Students can eat a hot lunch from the cafeteria, or they can bring their lunch and buy milk. Glass containers are not allowed in the cafeteria for students. Please do not put pop or carbonated drinks in thermos bottles. The pressure of the carbonation can cause the thermos to leak.

Parents can have lunch with their students any day. **STOP BY THE OFFICE FIRST FOR A VISITOR STICKER.**



PARENT-TEACHER CONFERENCES

Parent-teacher conferences are very important to your child's academic success. However, to ensure the full benefit of a teacher's time for all children, teachers and parents, we ask that conferences be organized before or after school. There will be conference days scheduled twice during the school year. Please do your best to attend and visit your child's teacher during this time. If you would like to meet with the counselor, principal, or teachers at other times of the year, call the office to set up a meeting. Our mission is to provide a quality education for all children every day without exception. Please share any obstacles to fulfilling our mission so that they can be addressed and resolved. **Parents are encouraged to first try to clarify and resolve issues with the teacher before proceeding to the office.**



DISCIPLINE

We strive to ensure that all children are treated with fairness and respect and that they have equal opportunities to learn. We will NOT allow any child to interrupt school in any way to the extent that other children's educational opportunities are hindered.

We ask that you discuss with your children the importance and need for good behavior and a positive attitude while they are in school. Fighting, disrespect for adults or students, obscene language or destruction of school property will not be tolerated.

Principals have a responsibility to remove from the classroom any student who intentionally or persistently violates school regulations or when the conduct is harmful to other students.

FIELD TRIPS

From time to time, field trips are planned to improve classroom instruction. A permit slip will be sent home prior to the activity that will need to be signed and returned for your child to participate.



GANGS IN SCHOOLS



Any type of gang behavior or dress will not be *tolerated in Unity*. *Gang signs, language, graffiti and gang-like clothing will not be allowed.*

Discipline regarding gang-related behavior will be to the full extent of Tulsa Public Schools guidelines, through Tulsa Public Schools. Please refer to the Student Code of Conduct.

We ask that you discuss with your children the importance and need for good behavior and a positive attitude while in school. No fighting, disrespect for adults or students, obscene language or destruction of school property will be allowed. Principals have a responsibility to remove from the classroom any student who intentionally or persistently violates school regulations or when the conduct is harmful to other students.

INFORM PARENTS

Progress reports will be sent to parents in the fifth week of each nine-week quarter or at the request of the parents. When you receive a progress report, please sign and return it to school the next day. This is our way of knowing that you received our report.



At the end of every nine weeks, a report card is sent to parents. The report includes pupils' attendance and progress in school subjects, personal and social characteristics, and work and study habits.

SHARED DECISION MAKING

Tulsa Public Schools requires each school to have a committee to make decisions regarding students' educational needs. The goal is for each school to manage its own programs and budget to provide more effective "neighborhood" schools.

A committee will be established at the beginning of each school year. This committee is comprised of the principal, teachers, support staff, and parents. Please contact the school if you are interested in being part of this committee.

CLINIC



A full-time health aide provides first aid, disease checks, and maintains health records. Injuries that occur at home should be treated there. Any child who gets sick or injured at school is sent to the clinic. A parent, or designated emergency contact person, will be called when it is determined that a child needs to be sent home. A registered nurse is at ULA 1/2 day each week.

Medications that should be taken at school (including pain medications, cough syrups, cough drops, etc.) should be taken to the clinic in the morning. A form, with a parent/guardian signature, must be filled out before any medication can be administered. Medication will not be given to a student until all paperwork is completed.

1. **Carry the medicine only in its original container.**
2. Over-the-counter medications such as "Tylenol" should be in their original packaging and appropriate for the child's age.
3. **AT NO TIME SHOULD STUDENTS CARRY MEDICATION IN A POCKET OR LUNCH BOX.**
4. Medication can only be administered with the legal form on file. Records of the time and person giving the drug are strictly maintained.
5. Each time a medication must be taken at school, parents must fill out a permit slip. These are available in the office or clinic.



DRESS CODE

DRESS GUIDELINES

Students are expected to use the following:

Short or long sleeve polo shirts in the solid colors of navy blue, white or black. Girls can wear white short or long sleeved blouses with skirts or sweaters.

Shirts should be tucked in. Grades 3-6 must wear a belt. Belts for grades pre-k to 2nd are optional. Belts can be black or brown without decoration. Students can wear plain black or white T-shirts under their polo shirts.



Pants, shorts, skirts, skorts, capris or jerseys should be in the solid colors of khaki or black. These must be properly equipped with waists fitted to the waist. Waists can be regular or elastic.

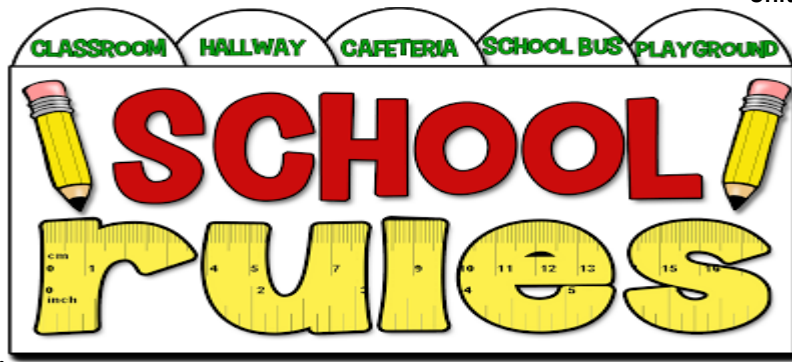
The length of the skirt and bridge should not be less than 3" from the ground while the child is kneeling. Shorts and skorts should be extended below the fingertips when the child is standing with his hands on his sides.

Students can wear Unity shirts at any time with khaki or black pants, shorts, capris, skorts, or skirts. On Fridays, students can wear jeans with a Unity T-shirt or a uniform shirt only. Leggings are not allowed.

Wool jackets or sweatshirts, or pullover sweatshirts, can be worn in class on cold days if they are solid gray or blue and fit properly. Large or loose-fitting jackets or sweatshirts will not be allowed. Hooded jackets will have to be put in the lockers. (Any coats or jackets worn to and from school that do not conform to these guidelines should be kept in the student's locker during the day.)

Shoes should be lace, buckle, zipper or Velcro, and have a closed heel or heel strap. Flip-flops are not allowed.

These items can be purchased anywhere, if they meet uniform guidelines



SCHOOL RULES

1. Follow the instructions the first time they are given.
2. FIGHTS, CRUEL TAUNTS OR SWEARING ARE UNACCEPTABLE.
3. PLAY only in assigned areas (Not in class or rooms)
4. LITTERING OR ABUSE OF SCHOOL PROPERTY is prohibited and reflects poorly on our school and you personally.
5. WALK in the hallways, and classrooms. DO NOT RUN.
6. SWEETS, CHEWING GUM and TOYS should not be brought to school.
7. ARRIVE at school on time (7:30 am) and bring suitable books and materials.
8. Students should behave in a way that allows other students to learn.
9. Homework must be done on time. Setting priorities should put schoolwork near or on top.
10. Follow school procedures throughout the school day.
11. DISCRIMINATION against race, creed, color, age, sex, appearance no other "difference" is tolerated.



INTEGRITY: Acting according to a sense of what is right and what is wrong.

INITIATIVE: Do something because it has to be done.

FLEXIBILITY: Be willing to modify plans when necessary.

PERSEVERANCE: To maintain it.

ORGANIZATION: Plan, organize and implement in an orderly manner: keep things tidy

SENSE OF HUMOR: Laugh and be playful without harming others.

EFFORT: To give the best of oneself.

COMMON SENSE: Use good judgment.

PROBLEM SOLVING: Create solutions in difficult situations and everyday problems.

RESPONSIBILITY: To respond when appropriate, to be responsible for your actions.

PATIENCE: Wait quietly for someone or something.

FRIENDSHIP: To make and maintain a friend through mutual trust and care.

CURIOSITY: A desire to investigate and seek understanding of one's world.

COOPERATION: Working together toward a common goal or purpose.

CARE: Feeling and showing concern for others.

COURAGE: Act according to one's beliefs.

PRIDE: Satisfaction of doing the best you can.

