

# ***STUDENT HANDBOOK***

## **ELIOT ELEMENTARY**

2017-2018



1442 East 36th Street  
Tulsa, OK 74105-3216

**Office/Attendance - 918-746-8701/918-746-8702**

**Clinic - 918-746-8710**

**Special Education - 918-746-8706**

**Counselor - 918-746-8704**

**Cafeteria - 918-746-8709**

**Library - 918-746-8708**

**FAX - 918-746-8715**

## **THE ELIOT FACULTY AND STAFF**

Principal – Sharon Holt  
Interim Principal – Krista Blanche  
Counselor – Charleen McCracken

### **Pre-K**

Casey Henley

### **Kindergarten**

Glenda Bressler K-1  
Connie Moore K-2

### **First**

Melissa Hudson 1-1  
Alison Atchison 1-2  
Sarah Ivie 1-3

### **Second**

Detrice Reed 2-1  
Tammy Long 2-2  
Arleen Bernert 2-3

### **Third**

Brian Banfield 3-1  
Stefani Bartholomew 3-2  
Jennifer Drever 3-3

### **Fourth**

Jamie Francis 4-1  
Robyn Osman 4-2  
Kristin Nicholson 4-3

### **Fifth**

Matthew Robinson 5-1  
Brittany Snyder 5-2

### **Music**

Lisa Thayer

### **Art**

Lauren Sicking

### **Physical Education**

Greg Journey

### **Special Education**

Guenter Holweg  
Susan Proctor

### **SPARK**

Lisa Rutledge

### **Library**

Emily Baker

### **Speech**

Nancy Bryant

### **ELD**

Julia Small

## **SUPPORT STAFF**

Julie Kuykendall, Principal's Secretary  
Susan Waldie, Clerk  
Kathy Martin, Health Assistant  
Eduardo Vargas, Head Custodian  
Regino Cebrero, Night Custodian  
Rita Soberanise, Part-time Night Custodian  
Helen Stofferahn, Cafeteria Manager  
Patricia Porteous, Cafeteria Assistant  
Nikki Walker, Cafeteria Assistant  
Pam Goode, Paraprofessional  
Teresa Biles, Paraprofessional  
Cathy Connel, Pre-K Teacher Assistant

## **BEFORE & AFTERCARE PROGRAM**

Shayna White, Site Supervisor  
Jordan Cordero, Site Assistant  
Saku Dissanayaka, Site Assistant

**ELIOT WEBSITE** - For up-to-date information about Eliot Elementary, please go to our website: <http://eliot.tulaschools.org>. The website contains the school calendar, teacher contact information, PTA information and so much more. Please take advantage of this useful tool to stay informed.

**POWERSCHOOL** - <http://powerschool.tulaschools.org> - Use this site to check your student's grades and attendance. A letter with User Name and Password will be given to students at the beginning of the school year.

**PTA WEEKLY NEWSLETTER** - Email this address to be included in the Eliot PTA Weekly Email Newsletter - [eliotbobcat@gmail.com](mailto:eliotbobcat@gmail.com) - School and PTA information is included.

**ELIOT PHONE MESSAGES** - Eliot sends out phone messages for parents as needed with important dates and information. Each student has one main telephone number assigned to receive these messages. Make sure the office remains updated with the correct telephone number.

**SCHOOLWAY APP** - Tulsa Public Schools has an App which is used by the District and Eliot to notify parents of upcoming events and important information.

**Peachjar** - All flyers will go home via Peachjar. Peachjar provides the most highly effective method of electronic flyer distribution. Paper flyers that were being carried home will be emailed directly to you. Additionally, you may view all school-approved e-flyers thru the Eliot Website at the bottom of the Home Page. Please keep your email information updated.

**WELCOME** - The faculty and staff at Eliot Elementary extend a special welcome to each student and parent. We believe you are the ones who make our school a very special place. The purpose of this handbook is to help students and parents become acquainted with school and district procedures.

**ELIOT HISTORY** - Eliot Elementary was named after Charles William Eliot. He was born in Boston on March 20, 1834 and educated at Harvard University. He became the 22<sup>nd</sup> president of Harvard University. He died on August 22, 1926. Eliot School was first opened in 1928 with an enrollment of 91 students.

**ELIOT ELEMENTARY MISSION STATEMENT** - The Eliot community will ensure a quality learning experience every day for every child using current brain research strategies to enable all students to achieve academic, personal and social success and become positive citizens.

### **SCHOOL HOURS**

**First bell - 7:20 a.m.**

1<sup>st</sup>-5<sup>th</sup> school day ends at 2:35 p.m.

**Tardy bell - 7:30 a.m.**

PK school hours-11:35 a.m. to 2:30 p.m.

K school day ends at 2:30 p.m.

Students should not arrive at school before 7:05 a.m. Teachers are not on duty and supervision cannot be provided before that time. Students arriving after 7:05 a.m. will go to the cafeteria for breakfast until 7:20 a.m. or outside until 7:20 a.m. They will be in the gym during inclement weather. Students can visit lockers after 7:20 a.m. Students need to be picked up from school no later than 2:50 p.m.

**ATTENDANCE** - Regular and punctual attendance is required for student success. Students must be in class in order to receive instruction. A good education requires continuity of instruction; there is no way to make-up the instruction that is presented and missed on any specific day. We will follow all School Board Policies regarding attendance. There are a limited number of days a student may be absent before retention in a grade is mandated by the district

and/or transfer status is reviewed. Please contact the school office by 7:45 a.m. when a student will be absent.

**STUDENTS LATE FOR SCHOOL - TARDIES** - Students should be sitting in class at the 7:30 a.m. bell. Students not in their seats at this time must proceed to the office for a tardy slip. Students arriving after 7:45 a.m. must be signed in by a parent/guardian. Tardiness not only deprives your child of valuable classroom experiences, it also disrupts the continuity of the lesson for the other students. We are asking that you help your child develop a responsible work ethic by making sure he/she is present on time and ready to learn.

**EARLY RELEASE OF STUDENTS** - All students must be checked out through the office prior to normal dismissal time. Family members or other approved adults must be listed on the student's emergency form and show proper I.D. to sign a student out. Please note when a child is picked up early, he/she is missing the day's closing instruction from the teacher, causing the entire class to be disturbed. Please make every effort to schedule doctor and dentist appointments after school hours.

**ELEMENTARY STUDENT ABSENCES** - Students attending elementary schools (or enrolled in grades typically defined as elementary grades) shall 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 except the excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

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 deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for retention or revocation of transfer based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Retention/revocation of transfer actions due to excessive absenteeism may be appealed by the parent/guardian.

**GUIDELINES FOR MAKE-UP WORK** - When a child is absent from school, it is his/her responsibility to get the assignments missed. Teachers will provide missed work after a 24 hour notice.

Pleasure trips or vacations are considered as scheduled absences. The principal should be notified in writing of these absences. These absences are still considered **unexcused** and count toward attendance %. Teachers will work individually with students who are absent for extended illnesses.

**DRINKS IN SCHOOL** - Plain water only in class and hallway.

**BREAKFAST** - Breakfast is served from 7:05 a.m. to 7:20 a.m. at no cost (\$1.75 breakfast for adults).

**LUNCH** - Lunch is also served to the students at no cost. Parents are invited to have lunch with their child whenever possible (\$3.65 lunch for adults, 50 cents for milk). Please stop by the office for a Visitor Sticker before having lunch with your child.

Eliot has a **Peanut Free Table** in the cafeteria. We discourage classroom snacks with peanut butter until checking with the teacher.

**SAFE AND HEALTHY SCHOOL** - Please send only healthy snacks. Please refrain from sending sugary snacks such as cookies, cupcakes and candy; these items are not conducive to the learning process.

**CLASSROOM PARTIES** - Our school policy is to have **one fall** and **one spring** party each year. The parties are planned by the homeroom parents. All party plans should be discussed with the record room teachers prior to the event.

***Before bringing party treats, please check with record teacher to see if any student has special allergies or food needs.*** Please only bring store bought items. All other proposed parties should be discussed and approved by the principal.

If special activities are planned for the day before winter break, parents may assist after 2:00 p.m. Our goal is to keep interruptions to instructional time to a minimum.

**BIRTHDAY PARTIES** - Parents, please help minimize hurt feelings by adhering to our birthday celebration policy. It is requested that no birthday party invitations be distributed at school unless every child in the class is receiving an invitation. If a child brings a gift to school to take to a party immediately after school, the gift must be kept in his/her locker all day.

In order to provide adequate instructional time for all classes, no birthday celebrations will be held during class time. Store bought refreshments may be distributed by parents during lunch to the entire class. Please respect our staff by assuming responsibility for any mess created by birthday snacks. Due to allergies among students, please do not bring peanut products to school for parties.

**LOCKERS** - Please do not purchase items to decorate lockers unless they are magnetic.

**STUDENT DRESS CODE** - Eliot Elementary students are required to wear school uniforms.

- Polo or Oxford Type Shirts - classic red, navy blue, purple or white (long or short sleeve)
- Any logo on **any** item should be smaller than a quarter
- Leggings in solid uniform colors may be worn under skirts and shorts
- Socks must be solid uniform colors or black (logos smaller than a quarter)
- Sweatshirts/Sweaters worn over uniform shirts in class - Eliot sweatshirt, plain sweatshirts/sweaters (classic red, navy blue, purple or white)
- Slacks, cargo pants, shorts, skirts, skorts, jumpers, polo dresses and capris (TPS standard length guidelines) in khaki and navy
- Shoes - closed toe
- Long-sleeved shirts worn under uniform shirts must be uniform colors of classic red, navy blue, purple or white
- **Items not allowed** - printed tights/socks, open-toed sandals, flip flops, vests, undershirts showing below hemline, t-shirts not in solid uniform colors worn under collared uniform shirt and leggings worn as slacks
- Financial assistance for uniforms will be available through the school counselor. Please contact Charleen McCracken at 918-746-8704.

## **GUIDELINES FOR UNIFORM NONCOMPLIANCE**

- First Time - Student will be sent to the office, non-compliance recorded and policy sent home with student for parent/guardian signature.
- Second Time - Student will be sent to the office, non-compliance recorded, and parent will be called to provide proper clothing.
- Third Time – Students will lose a Friday Spirit Wear/or Free Dress Day (to be determined by the principal). This includes socks/tights issues.

**FREE DRESS DAYS** - School picture days and select field trips. TPS Uniform Policy applies; see guidelines below.

## **FREE DRESS GUIDELINES**

- Permitted garments shall have no holes worn through, slashes or rips
- Bare midriffs, off the shoulder, or bare backs are not permitted
- Tank top straps must be a minimum of 1 ½ inches wide
- Spaghetti straps are not allowed
- Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending
- Shorts and skirts must be of modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer
- Dyed or streaked hair outside of natural colors is prohibited
- Closed-toe shoes

For the complete Tulsa Public School Student Dress Code, please go to [www.tulsaschools.org](http://www.tulsaschools.org), under Board Policies in the upper right hand corner of the Home Page.

**SPIRIT DAY** - Last day of the school week - Eliot t-shirt with uniform bottoms and socks of their choice.

**VOLUNTEERS** - Any parent/guardian volunteering, tutoring or attending field trips with students must complete a Volunteer Application and Security Check. Forms are available on the Eliot website and should be turned into the Eliot office. Also, please record your volunteer hours in the books across from the office. Eliot receives credit for your volunteer hours through our accountability plan.



**PROGRESS REPORTS** - Progress reports will be sent home during the 5th week of each quarter. This will keep you informed of your child's progress between report cards. You may also check PowerSchool for current grades and attendance. A letter with web address, username and password will be sent home with your child at the beginning of the school year.

**REPORT CARDS** - Report cards will be distributed to students on the eighth working day following the end of the quarter with the exception of the fourth quarter. Report cards will be given to the children on the last day of school or you may provide a stamped self-addressed envelope so that the report card can be mailed. Children must be enrolled a minimum of 15 days to receive a grade.

**PARENT-TEACHER CONFERENCES** - Conferences are scheduled with every parent during the fall conference time. Spring conferences will be scheduled with the parents as needed. Special conferences may be scheduled at any time by calling the school office. Conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the child.

**MEDICATION** - Parents must sign an authorization form in the Health Clinic for any medication to be administered at school. Prescription medication will be given to a student only if the medicine is contained in a prescription vial with a label affixed with the name and address of the pharmacy or origin, date, name of patient, doctor's name and directions for administration and prescription number.

If your child becomes ill or is injured at school, they will be cared for temporarily and you will be notified. Please keep telephone numbers and addresses updated so you can be reached quickly.

**LOST AND FOUND** - Please mark all clothing, school supplies, lunch boxes, etc. with your child's name. The Lost & Found cabinet is located in the cafeteria. All unclaimed items are donated monthly to charity.

**ELIOT PARENT TEACHER ASSOCIATION (PTA)** - The PTA is the official organization through which parents and teachers join hands to work for your child(ren). Our PTA is made up of both men and women who support and speak on behalf of children and youth in the schools, community and before governmental bodies and others that make decisions affecting children. We encourage you to become an actively involved member of the PTA.

**ELIOT FOUNDATION** - The Eliot Foundation was created by concerned parents interested in making Eliot a wonderful place for our students. Eliot Foundation sponsors several events throughout the year such as Shop, Dine, Love Brookside, Eliot Auction and Eliot Foundation Innovative Teacher Grants.

**FIELD TRIP POLICY** - Study trips serve as an important "being there" experience for students and are a vital part of the curriculum. Eliot Elementary must have parental permission to transport students off school property. Study trip permissions slips will be sent home at the beginning of the school year to be filled out by parents/guardians. Any adult wishing to attend Field Trips must complete a Volunteer Application/Security Check form at least five school days prior. Forms are available on the Eliot Website under Parents, Volunteers or at the Eliot office.

**DISCIPLINE PLAN** - The goal at Eliot Elementary is to provide students with a quality education and an environment which enables all students to succeed both academically and behaviorally. Good discipline means being in charge of your own actions. When you use self-control and take responsibility for your actions, you are showing self-discipline. Your teachers and principal are here to help you make good decisions about your class work and your behavior. Many different methods are used at Eliot to reward you when you make wise decisions.

If you have difficulty making good choices, you will face consequences. Your teachers will give you a chance to correct your behavior. If this fails, your principal or parents will be asked to help you be your best self.

The Eliot faculty seeks to establish a positive school climate for students, teachers, parents and other school personnel. The primary task of schools is to provide appropriate learning experiences for students and the primary job of students is to be about the task of learning. When students do not use self-control, it becomes necessary to impose consequences for behavior interfering with the educational process. Disruptive behavior in the school will not be tolerated.

Each teacher will handle routine behavior as they occur, developing procedures for the classroom that encourage self-correction. The student who fails to correct his behavior in the classroom will confer with the principal and the teacher.

To help assure each student receives this opportunity, all students must follow the Learning Community Guidelines of:

- Mutual Respect
- Attentive Listening
- Trustworthiness
- Appreciations/No Put Downs
- Personal Best

Students are given at least three different opportunities in the classroom each day to correct any misbehavior on their part which is violating the guidelines. Teachers may provide specific interventions to assist and guide a student back to appropriate classroom behavior.

Other behavior which may result in a student being escorted to the principal's office may include, but are not limited to:

- Fighting and/or aggressive behavior towards another person
- Possession of a dangerous weapon
- Disrespect to teachers or school personnel
- Inappropriate language (profanity or obscenity) or gestures
- Destruction or vandalism of property

All policies established in the Tulsa Public School 2016-17 Student & Family Guide to Success will be followed.

**TRAFFIC PROCEDURES** - We face many traffic challenges as parents drop off and pick up their children. Please observe the following procedures to ensure Eliot students get to and from class safely. 36<sup>th</sup> Street doors are locked in the a.m.

### **ARRIVAL PROCEDURES**

Students should be dropped off at the Front Door on Rockford  
or the Southeast Corner Doors on 36<sup>th</sup> Place

- **Driver should remain in the car during drop off.**
- **Park in designated areas only (southwest side or side streets).**  
Do not drive into faculty lots.
- Safety patrols will be available at the Front Door and Southeast Corner Door to help students enter the building.

## **BOBCAT 5-ALIVE CAMPAIGN**

### **Students**

1. Always use the crosswalks
2. Always stay on the sidewalk
3. Cross 36<sup>th</sup> Street with the guard only
4. Never cross between parked cars
5. Exit/Enter your car **curbside**

### **Parents**

1. No cell phone use in traffic
2. Drive **clockwise** around Eliot
3. Avoid backing up
4. Pick up/drop off **curbside** in a **clockwise** direction/no double parking
5. Obey parking signs

## **DISMISSAL PROCEDURES**

**PK/K Exit - Southwest Doors** (West Cafeteria Door) on 36<sup>th</sup> Place

**1<sup>st</sup> Grade Exit - Southeast Corner Doors** on 36<sup>th</sup> Place

**2<sup>nd</sup>/3<sup>rd</sup> Grades Exit - Front Doors** on Rockford

**4<sup>th</sup>/5<sup>th</sup> Grades Exit - North Doors** on 36<sup>th</sup> Street

- **Remain in your car during pick up. Park in designated areas only (southwest side or side streets).** Do not drive into faculty lots.

- All students and teachers will promptly leave the building and go to Their dismissal area outside:

**PK/Kindergarten-(2:30 p.m.), 1<sup>st</sup>-5<sup>th</sup>-(2:35 p.m.)**

- Teachers will keep students together until each student is picked up.
- Students who have younger siblings will walk to that sibling's dismissal area and wait to be picked up as a family.
- All teachers will be outside to supervise dismissal.
- If parent is going to be later than 2:45 p.m., please call the office.

## **COMMUNITY GUIDELINES**

Mutual Respect - considering and honoring individual, cultural values, beliefs and respect for others

Active Listening - attending (listening silently with full attention, non-verbal encouragement, paraphrasing and reflecting feelings)

Trustworthiness - practicing being dependable, reliable, honest keeper of confidences

Truthfulness - being honest about things and feelings, and being honest with ourselves and others

Appreciations/No Put Downs - statements of regard and recognition rather than negative derogatory remarks

Right to Pass - choosing the extent to participate in a group activity, particularly when it involves sharing feelings - does not apply to learning tasks when individual accountability is required (e.g. homework, taking tests, responding to teacher)

Personal Best - quality work, the possible performance given the time and resources available

### **LIFESKILLS\***

Caring - To feel and show concern for others

Common Sense - To use good judgment

Cooperation - To work together toward a common goal

Courage - To act according to one's beliefs

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

Effort - To do your best

Flexibility - To be willing to alter plans when necessary

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

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

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

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

Patience - To wait calmly for someone or something

Pride/Personal Best - Satisfaction from doing your best

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

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

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

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

*\*The ITI model-Susan Kovalik*

**LIBRARY POLICY** - The students of Eliot Elementary School are encouraged to read at home and will be given the opportunity to check out books from the school library.

When a book is checked out of the library, the student assumes responsibility for it and must return it in good condition and on time. The books are checked out for one week. There should be a safe place to store the book at home. If the book is accidentally damaged, do not attempt to repair it. There are special materials in the library with which to mend books. If a book is lost or permanently damaged, payment will be expected for it so that the book can be replaced for other children to use. Additional library books cannot be checked out until the book is returned or payment is made.

**ELIOT MANNERS** - Good manners are expected from everyone at Eliot. Good manners help us to do our best and to be well liked by others. They are the keys to excellence at Eliot.

### **BEHAVIOR GUIDELINES - GOOD MANNERS**

- We are polite and kind to every person in our school.
  - We listen when others are talking. If we disagree, we disagree in a polite way.
  - We use our Eliot Walk when we are in the school building.
  - We are responsible for doing our own work. We think for ourselves and do the best we can.
  - We do our part to keep Eliot clean and attractive.
  - We use good manners in the cafeteria and on the playground.
  - We leave candy, gum and toys at home.
  - We are on time for our classes and are prepared to do a good job.
- 
- We listen when directions are being given and we do our best to follow directions.
  - We treat others the way we wish to be treated.

### **CAFETERIA PROCEDURES**

- We use our manners: thank you, please, and excuse me.
- We sit at our assigned grade-level table and fill all seats before we start a new table.
- We eat quickly and quietly; our time in the cafeteria is for eating.
- When we have finished eating, we clean our area, gather our trash and wait patiently to be dismissed.

### **PLAYGROUND PROCEDURES**

- We use good sportsmanship, kind words and include others.
- We keep our hands to ourselves.

- We do not throw sand, dirt, rocks, sticks or leaves.
- We leave sticks on the ground.
- We do not climb or pull on the trees.
- We slide feet first and one person at a time down the slides.
- We line up quickly when our teacher gives the signal.
- We maintain a 6 foot distance from spinners.
- We spin one at a time on the spinners.

**SPECIAL NEEDS ANNOUNCEMENT** - Every child with special needs has a right, by law (P.L.94-142) to a free and appropriate Education. This includes children and adults (0-21) with any type of physical, mental, emotional, or learning handicap. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you are aware of a handicapped child in need of service, please contact our office: Tulsa Public Schools Department of Special Education, Education Service Center, 3027 South New Haven, Tulsa, Oklahoma, 74114. Telephone - 918-746-6390

**TALENT RELEASE FORMS** - Often times the media visits the Eliot Elementary campus via the newspaper, radio or television to film and/or interview students and teachers about current educational issues or just to depict a regular school activity. If you are **opposed** to your child being interviewed or filmed, please come by the office and complete a Talent Release Form.

**CHILD FIND NOTICE** - Every child in Tulsa Public Schools who shows evidence of high performance capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic area, and who require learning opportunities or experiences not ordinarily provided by the school are eligible for nomination and referral for participation in the Gifted and Talented Program.

This is an attempt to locate those children in order to assist in providing the service to which they are entitled. If you are aware of a child in need of differentiated instruction, please contact the site principal, school counselor, or the gifted instructor at Eliot Elementary, 1442 East 36<sup>th</sup> Street, Tulsa, Oklahoma, 74105-3216. Telephone - 918-746-8700

**ELIOT**



**EXCELS!**