

# ***STUDENT HANDBOOK***

**ELIOT ELEMENTARY**

2023-2024

<https://eliot.tulsaschools.org/parents>



1442 East 36th Street  
Tulsa, OK 74105-3216

**PHONE - 918-746-8700**  
**FAX - 918-746-8715**

**THE ELIOT FACULTY AND STAFF**

Principal – Sharon Holt  
Counselor – Charleen McCracken

**Pre-K**

Sarah Russell  
Samantha Zelle

**Kindergarten**

Jordan Hames  
Cathy Essley  
Abigail Perry

**First**

Danielle Hill  
Sarah Ivie  
Rani Smith

**Second**

Jennifer Drever  
Anna Gormley  
Kathleen Unterschuetz

**Third**

Stefani Bartholomew  
Julie Macy

**Fourth**

Tammy Long  
Jamie Francis

**Fifth**

Kristen Nicholson

**Music**

Esther Ruiz

**Art**

Lauren Sicking

**Physical Education**

Greg Journey

**Special Education**

Guenter Holweg  
Dawn Ikley

**SPARK**

Brittany Snyder

**Library**

Derek Baldrige

**Academic Achievement/ELD**

Karisa Semon

## **SUPPORT STAFF**

Melissa Munoz - Principal's Secretary  
April King – Attendance Clerk  
Sy Newton - Health Assistant  
Eduardo Vargas - Head Custodian  
Regino Cebrero - Night Custodian  
Kristina Solt - Cafeteria Manager  
Linda Allen - Cafeteria Assistant  
Pam Goode – Paraprofessional  
Alexa Morrow – Paraprofessional  
Samantha Wixon – Paraprofessional  
Pamela Kruse - Pre-K Teacher Assistant  
Taquisha Gibson – Pre-K Teacher Assistant  
Jessica Brauer – 2<sup>nd</sup>- 5<sup>th</sup> Teacher Assistant  
Julie Sickles – K-1<sup>st</sup> Teacher Assistant

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

**POWERSCHOOL** - <http://powerschool.tulsaschools.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 information** - <https://eliot.memberhub.com> – Use this link for PTA memberships, spirit wear, fundraisers, committees, and more. Your support is appreciated! Be sure to visit often.

**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 so that you stay up to date.

**Peach jar** - All flyers will go home via Peach jar. Peach jar 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. Remember to verify your account is updated each year at [www.peachjar.com](http://www.peachjar.com)



**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. We will all work together to create a supportive learning experience for all students.

**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.

**ELIOT CREED**

I am a unique Eliot student.

I will make today the very best day of all, for this day begins the rest of my life.

I realize that if I want to succeed the first step must truly be my own.

I accept the responsibility for my behavior and its results.

I do not have the right to interfere with the learning and well-being of others.

I realize it is my responsibility to make appropriate choices.

I believe these choices I make today affect what I will have, what I will be, and what I will do in the tomorrows of my life.

I accept the challenge.

**SCHOOL HOURS- When in building**

**Start Time - 7:30 a.m.**

**End Time – 2:35 p.m.**

**PK & K school day ends at 2:30 p.m.**

- All students should be picked up by 2:45 p.m. – please make childcare arrangements if you are unable to pick your child up by this time.

**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 at their desk in class at the 7:30 a.m. bell.** Students not in their seats at this time will be marked tardy or absent by the teacher. Students arriving to the building after 8:00 a.m. must be signed in by a parent/guardian in the office then head to class. 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 – Every minute counts.** 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 more than 10% of the scheduled instructional time and shall decide, 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. Do not send your student to school with coffee, cocoa, soda, energy drinks, etc. Students with anything other than water will be given water.

**BREAKFAST** - Breakfast will be served beginning at 7:15 am until 7:30 am in the cafeteria at no cost. Students arriving after 7:30 may opt for a grab n go breakfast to eat in their classroom.

**LUNCH** - Lunch is also served to the students at no cost. Please stop by the office for a Visitor Sticker if you choose to have lunch with your child.

Eliot is a **Peanut Free School** due to a large number of students with peanut allergies. Please keep peanut products out of the building.

**Certified 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 beginning at 2:00 p.m. 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 teacher to see if any student has special allergies or food needs.** Please only bring store bought items. All other proposed activities 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. No stickers please.

**STUDENT DRESS CODE** – Uniforms are required daily. School uniform top colors are red, white, navy, or purple; spirit shirts may also be worn daily. Uniform bottoms are khaki, navy, or black. Socks should be any solid uniform color. All uniform items should be solid colors. Any logos should be smaller than a quarter. As part of our Safe and Healthy School initiative, we recognize Wednesdays as a designated day for intentional *workout* lessons. Due to the special nature of this day, we encourage students and staff to wear workout wear within TPS guidelines.

#### **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 Dress Code 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
- Closed-toe shoes

For the complete Tulsa Public School Student Dress Code, go to [www.tulsaschools.org](http://www.tulsaschools.org), Regulation 2601R.

**SPIRIT DAY** - Last day of the school week - Eliot t-shirt with jeans or 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 **each** year. Forms are available in the Eliot office and should be turned in to the office staff two weeks prior to the event. Also, please record your volunteer hours in the notebooks in the office. Eliot receives credit for your volunteer hours through our accountability plan.

**PROGRESS REPORTS** - You may check PowerSchool for current grades and attendance at any time. 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 available 7-10 days following the end of each quarter on power school; please use your access information to view/print. 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 **yearly** 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 if warranted. 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 and community, as well as 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 Makerspace, 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 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. We encourage students to always use '*Kind words & Kind hands*'. 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 encourage you and 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 behaviors 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 that 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 Schools 2022-2023 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 display patience and courtesy at all times. Please observe the following procedures to ensure Eliot students get to and from class safely.

### **ARRIVAL PROCEDURES**

All Students should be dropped off at the designated door between 7:15 and 7:25 a.m.

- **Driver should remain in the car during drop off.**
- **Park in designated areas only (southwest side or side streets).**
- Do not block or drive into faculty lots or neighbors.
- Safety patrols will be available at the Front Door to help students enter the building.
- 36<sup>th</sup> St. doors are locked at all times

### **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 only**  
*(Do Not cross traffic)*

#### **Parents**

1. No cell phone use in traffic
2. Drive **clockwise** around Eliot
3. Avoid backing up
4. No double parking
5. Obey parking signs

## **DISMISSAL PROCEDURES**

Students will be at the following exit locations: (PK/K parents should plan to **walk to** the faculty parking lot gate to pick up students)

**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> Grades Exit - Northeast Doors** on 36<sup>th</sup> Street

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

- **Display car cards.**
- **Remain in your car during pick up.** (Except PK/K families)
- **Park in designated areas only (Southwest side or side streets).**
- Do not park or 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.
- Obey the crossing guard.
- All students should be picked up by 2:45 p.m.

### **Inclement Weather**

- **Have patience.** Students will remain inside the normal dismissal doors, sitting on the floor. Parents will need to display your car card. Teachers will communicate to the inside teacher. The inside teachers will call students' name. Then your student(s) will walk to cars as usual.

## **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 at 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 remain seated at our assigned grade-level table and fill all seats before we start a new table.

- We raise our hand if we have a need and wait to be recognized.
- 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.

**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

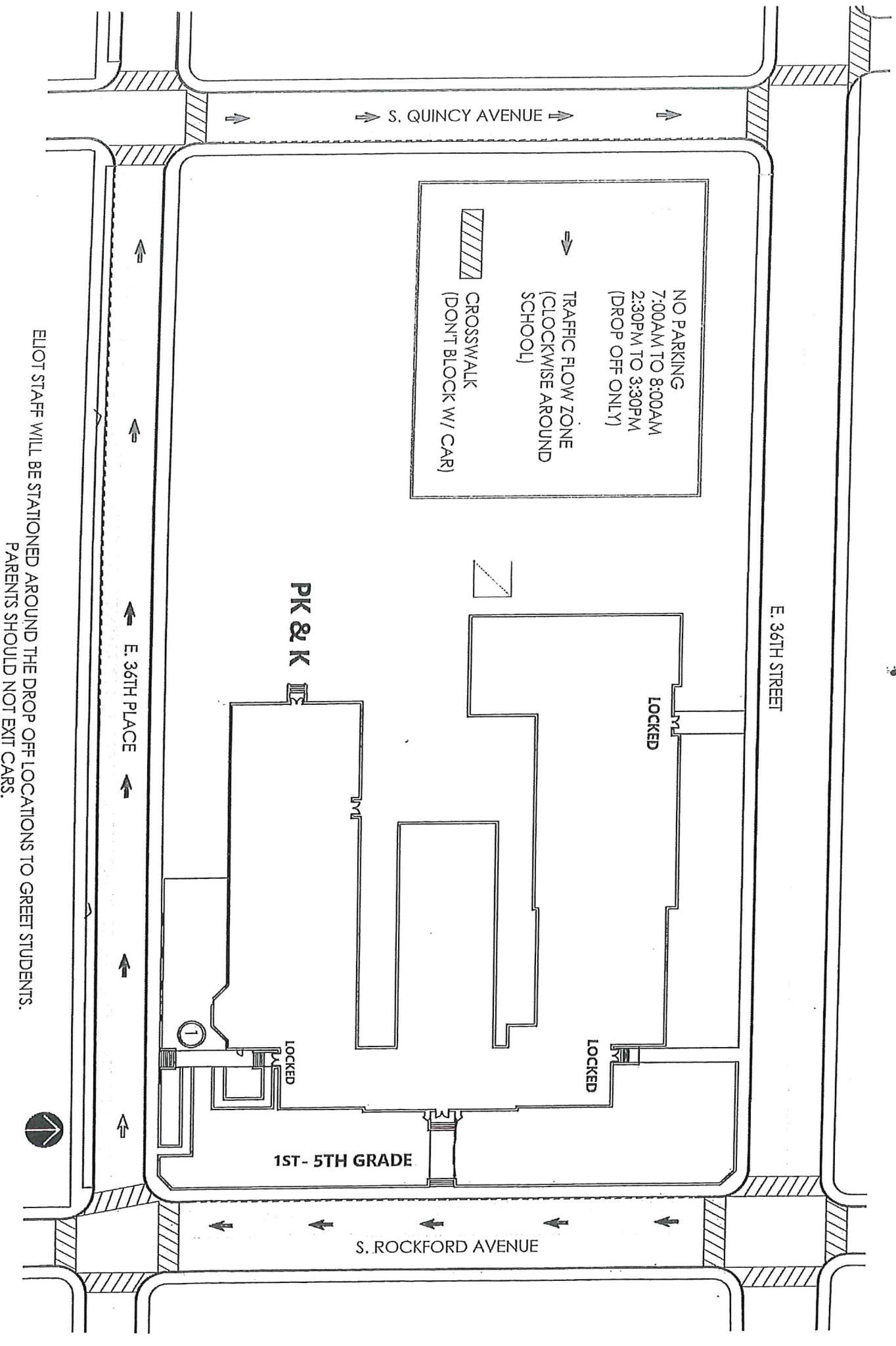
**TALENT RELEASE FORMS** - Often times the media visits the Eliot Elementary campus via the newspaper, radio or television to film and/or interview students and teachers about current educational issues or just to depict a regular school activity. If you are **opposed** to your child being interviewed or filmed, **please update your choice on Smart Choice.**

**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 (SPARK).

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

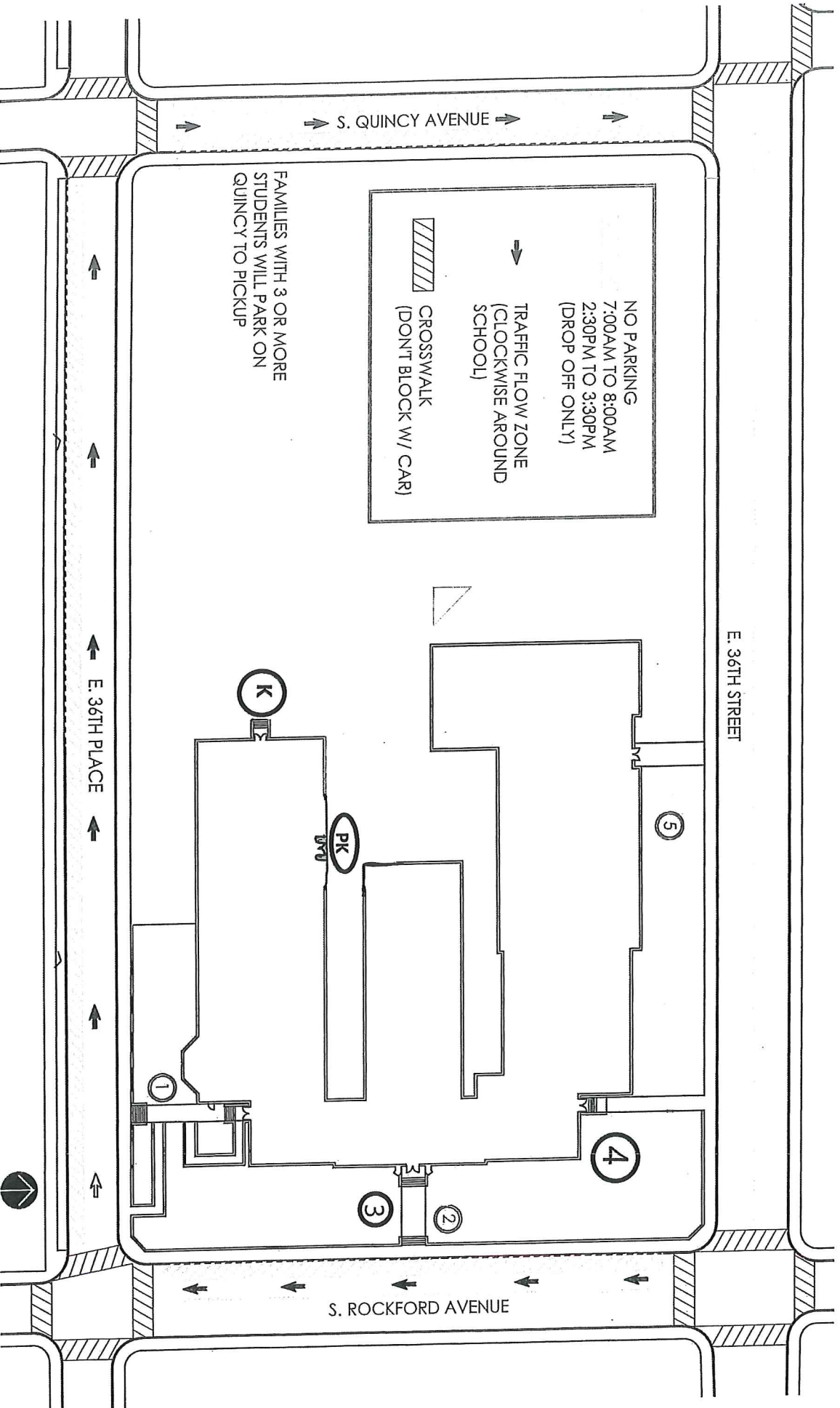


# ARRIVAL PROCEDURES (7:15 - 7:30 am)





# DISMISSAL PROCEDURES (2:35 pm)



UPON ARRIVAL, ELIOT STAFF WILL GREET DRIVERS AND TEXT TEACHERS TO RELEASE STUDENTS.  
PARENTS SHOULD NOT EXIT CARS.





## PARENT SURVEY

1. Are you familiar with who the school Parent Involvement Facilitator/Liaison is? YES NO

Do you know how to contact them? YES NO

2. What is the best channel for communication? (select all that apply)

- ☐ e-mail: \_\_\_\_\_
- ☐ Telephone: \_\_\_\_\_
- ☐ Normal Mail (USPS): \_\_\_\_\_

3. What is the best time for events/meetings/etc.?

Before School      9am-12pm      2pm-4pm      After School      Evening (5 pm and on)

4. Are you aware of Parent Portal on Power School? YES NO

Do you have your log-in information? YES NO

Do you know where to request the information? YES NO

Do you use Parent Portal on Power School? YES NO

If yes, how often do you check it? Daily      Monthly      Weekly      Never

5. What can we do, as a school, to help you help your child be more successful in school?

6. Are you aware of the parent resources available at your child's school?

7. Do you feel welcomed while you are at your child's school?

If not, please tell why:

8. Do you feel the following people are available when you need them?

Teachers YES NO      Principal(s) YES NO

Counselors YES NO      Other: \_\_\_\_\_ YES NO

Please Explain:

9. What improvements do you think are necessary to improve the overall atmosphere at the school?

10. Are you available to serve on a committee/team? YES NO

If so, please select all that apply

Parent Organization

Test Monitoring

Sports / Field Day

Chaperoning

Literacy (Math & Reading)

Safety Team

Hospitality





11. If you had the time, which of the following topics would interest you? (Select all that apply)

- ☐ The Defiant Child
- ☐ Bullying
- ☐ Technology Safety
- ☐ Saying No
- ☐ Parenting Skills Classes
- ☐ Substance Abuse (Drugs, Alcohol, etc.)
- ☐ Pregnancy—How to avoid it—or deal with it if it happens
- ☐ What's next?—College information (middle and high school)
- ☐ Transitions (Elementary to Junior High and Junior High to High School)
- ☐ Computer Classes (Basic Computer Skills)
- ☐ Test Taking Skills
- ☐ Note Taking Skills
- ☐ Self-defense / Personal Safety
- ☐ Other: (What did we forget? ☺) \_\_\_\_\_

12. What types of activities would interest you and your child for afterschool activities?

- ☐ Sports –List preferences
- ☐ Book Club
- ☐ Chess Club
- ☐ Runners Club
- ☐ Tutoring
- ☐ Mentoring Program
- ☐ Get Fit (Fitness Classes)
- ☐ Boy Scouts / Girl Scouts
- ☐ Campfire
- ☐ Dance / Pom
- ☐ Cheerleading
- ☐ Kids for Christ
- ☐ Art Classes
- ☐ Photography Classes





## Encuesta para Padres

1. ¿Sabe usted quien es el facilitador de padre de su escuela? SI NO

2. ¿Sabe como comunicarse con él o ella? SI NO

3. ¿Cuál es la mejor manera para comunicarse con usted?

• Teléfono: \_\_\_\_\_

• Por correo: \_\_\_\_\_

• E-mail: \_\_\_\_\_

4. ¿Cuál es la mejor hora para hacer reuniones (juntas) u otros eventos?

Antes de la escuela 9:00 – 12:00P 2:00-4:00 después de la escuela después de las 5:00

5. ¿Sabe usted que es Parent Portal en PowerSchool? SI NO

6. ¿Tiene usted la información para registrase en el Parent Portal? SI NO

7. ¿Sabe donde puede solicitar la información? SI NO

8. ¿Usa usted Parent Portal en PowerSchool? SI NO

Si lo usa, ¿Cuan a menudo lo chequea? Todos los días Semanal Una vez al mes

9. ¿Qué podemos hacer para que su hijo tenga más éxito en la escuela?

10. ¿Sabe usted de los recursos que provee la escuela? SI NO

11. ¿Se siente bienvenido a la escuela? SI NO Si no se siente bienvenido, por qué no?  
Explique \_\_\_\_\_

12. ¿Se siente usted que las siguientes personas están disponibles cuando usted las necesita?  
Los maestros SI NO el principal SI NO los consejeros SI NO  
Otro \_\_\_\_\_ Por favor explique:

13. ¿Qué mejoras cree que son necesarias para mejorar el ambiente general en la escuela?

14. ¿Esta disponible para servir en un comité/ equipo? SI NO Si puede, seleccione todo los que  
aplique:

Organización de padres

Chaperón

Monitoreando

Seguridad

Matemática y Lectura

Deportes

Comité de bienvenida

Día de salidas





14. Si tuviera el tiempo, ¿Cuál de los siguientes temas le interesa?  
(Seleccione todos los que apliquen)

- ☐ El niño desafiante
- ☐ Intimidación
- ☐ Tecnología de seguridad
- ☐ Diga que no
- ☐ Clases de cómo ser un mejor padre
- ☐ Abuso de drogas y alcohol
- ☐ Embarazos—Como prevenirlos —como lidiar una vez que pasa
- ☐ Información universitaria
- ☐ Transiciones (de la Escuela elemental a la intermedia y a la secundaria)
- ☐ Clases de computadoras (curso básico)
- ☐ Como prepararse para un examen
- ☐ Como tomar notas
- ☐ Defensa personal / seguridad personal
- ☐ Otro: (¿Que se nos olvido? ☺) \_\_\_\_\_

15. Qué clase de actividades le interesaría para usted y su hijo después de la escuela?

- ☐ Club de lectura
- ☐ Club de ajedres
- ☐ Club de correr
- ☐ Tutorías
- ☐ Consejería
- ☐ Clases de ejercicios
- ☐ Boy Scouts / Girl Scouts
- ☐ Campfire
- ☐ Baile
- ☐ Cheerleading
- ☐ Clases de Biblia
- ☐ Clases de Arte
- ☐ Clases de fotografía
- ☐ Deportes —Diga su preferencia
- ☐ Otro \_\_\_\_\_



TULSA PUBLIC SCHOOLS

CHARLES W. ELIOT ELEMENTARY SCHOOL

FIELD TRIP PERMISSION AND AUTHORIZATION FOR EMERGENCY  
CARE TO MINOR(S)

\_\_\_\_\_  
(Print Name of Student)

\_\_\_\_\_  
Section #

Eliot Elementary will be using one field trip permission form for all field trips throughout the school year. \*\*Please read disclaimer for more information\*\*.

For your child to participate in any off-campus events we will need a signed permission slip. Please sign and return this form to your child's teacher as soon as possible. No child will be allowed to attend an event without a permission slip.

\_\_\_\_\_  
In the event of a medical emergency (in the judgement of school personnel) to the minor student during the trip, I/We hereby authorize ambulance transport, x-ray examination, anesthetic, dental, medical, or surgical diagnosis, or treatment by any ambulance, physician, dentist, hospital, or any other emergency medical service to said minor whether such diagnosis or treatment is rendered at the office of the physician, dentist, or hospital.

It is understood that this consent is given in advance of any specific diagnosis or treatment being required and is given to encourage those persons who have temporary custody of the minor and said physician or dentist to exercise the best medical judgment in diagnosis, medical, dental, or surgical treatment. I/We understand that I/We will assume full financial responsibility for care rendered.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Parent/Legal Guardian or Person responsible for student's care)

In case of emergency please notify: \_\_\_\_\_

At the following number(s): \_\_\_\_\_

**\*\*IF THE PHONE NUMBER CHANGES, PLEASE NOTIFY THE OFFICE\*\***

**DISCLAIMER:** You will be notified in advance of each field trip. If you do not want your child to participate in a particular field trip, please notify the office (746-8700). Your signature indicates an acknowledgement for your child to participate in field trips throughout the current school year.





# TULSA PUBLIC SCHOOLS VOLUNTEER PROFILE AND BACKGROUND CHECK QUESTIONNAIRE

PLEASE PRINT LEGIBLY:

Date: \_\_\_\_\_ School Site: \_\_\_\_\_

Last Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ First Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_ Current mailing address \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Volunteer position/assignment sought: \_\_\_\_\_

## VOLUNTEER BACKGROUND QUESTIONNAIRE

Thank you for your interest in volunteering for Tulsa Public Schools! Because the safety of our school communities is of paramount concern to the district, we conduct criminal background checks on all volunteers. We also reserve the right to request a national criminal history record check through a third-party agency. To ensure everyone's safety, you, like all volunteers, will need to clear the background check process before you may begin volunteering.

Please respond to the following questions truthfully and honestly. **The disclosure of prior criminal history information will not automatically prohibit your ability to serve as a volunteer. Note: You are not required to disclose criminal records that have been sealed or expunged.**

1. Are you a current employee of Tulsa Public Schools? **Yes No**
2. Are you a former employee of Tulsa Public Schools? **Yes No**

If you answered "yes" to either of the above, please provide dates of employment, position(s) held, location/-school and your employee ID number:

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3. Are you a current or former employee of another school district? **Yes No**

If you answered "yes" above, please provide district name, dates of employment, position(s) held and location/school: \_\_\_\_\_

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4. Are you a parent of a Tulsa Public Schools student? **Yes No**

If you answered "yes", please provide student name(s) \_\_\_\_\_ and school(s) \_\_\_\_\_





5. Have you ever entered a plea of guilty, proceeded? **Yes No**
6. Have you ever been convicted of or found guilty of a federal or state (any state) felony offense? **Yes No**
7. Have you ever been charged with a federal or state (any state) offense that was reduced to a misdemeanor offense to which you plead guilty or no contest? **Yes No**
8. Have you ever entered a plea of guilty or no contest to, or been convicted of, a federal or state (any state) misdemeanor charge including illegal chemical substance or illegal sexual activity? **Yes No**
9. Have you entered into a deferred prosecution agreement with a federal or state (any state) prosecutor? **Yes No**
10. Have you ever pled guilty or no contest to a misdemeanor offense that was originally a federal or state (any state) felony charge? **Yes No**
11. Have you ever been served with an Emergency Ex Parte Protective Order or any Protective Order in this or any other state for allegations of harassment, abuse, domestic violence, stalking or threats to any person? **Yes No**

If you answered yes to questions 5-11 above, please explain:

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Please list your current state and county of residence and all states and counties of residence for the last ten (10) years:

State	County	State	County
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list all names, including middle names, by which you have ever been known:

First	Middle	Last
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### ACKNOWLEDGMENT:

I, \_\_\_\_\_ (printed name), desire to volunteer my time and talents with Tulsa Public Schools and understand that the district will be conducting a criminal background check on me. I understand that, while a prior criminal history will not necessarily disqualify me, my ability to volunteer is contingent upon satisfactory background check results. I further represent that I am seeking to volunteer for the district for civic, charitable, and/or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, and that I am doing so freely and without pressure or coercion, direct or implied. If I am employed by the district as an employee, I further represent and agree that 1) I am a parent of a student and my volunteer activities will directly involve the education and participation of my child, or 2) the type of services I will perform for the district as a volunteer are different from those I perform in my employment. I understand that I am free to stop volunteering at any time.

Signature of Volunteer \_\_\_\_\_ Today's Date \_\_\_\_\_



## FOR SCHOOL USE ONLY

**NOTE:** This form **MUST** have the Principal's signature before the individual may begin volunteering.

The information provided by the volunteer applicant has been checked against the databases of the following sites:

The Oklahoma State Court Network (OSCN) [www.oscn.net](http://www.oscn.net)

Date Checked(\_\_/\_\_/\_\_) by: \_\_\_\_\_

Oklahoma Department of Corrections [www.okoffender.doc.ok.gov](http://www.okoffender.doc.ok.gov)

Date Checked(\_\_/\_\_/\_\_) by: \_\_\_\_\_

Oklahoma Sex and Violent Offender Registry  
<https://sors.doc.state.ok.us/svor/f?p=119:1:>

Date Checked(\_\_/\_\_/\_\_) by: \_\_\_\_\_

Sex Offender Registry National [www.nsopw.gov](http://www.nsopw.gov)

Date Checked(\_\_/\_\_/\_\_) by: \_\_\_\_\_

Local Police Department: [www.tulsapolice.org](http://www.tulsapolice.org)

Date Checked(\_\_/\_\_/\_\_) by: \_\_\_\_\_

Referred to Talent Management for additional back ground check:

Date Referred (\_\_/\_\_/\_\_) by: \_\_\_\_\_

Results received from Talent Management:

Date (\_\_/\_\_/\_\_) by: \_\_\_\_\_

**Approved for Volunteering:**

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date





# Eliot ELEMENTARY

## My Way Home Form

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Please initial or mark the appropriate option for each day:

	Monday	Tuesday	Wednesday	Thursday	Friday
Car Rider					
Bus					
Day Care					
After Care					
Club					
Walker					

\* Walker means student walks home. Student is not walking to a car to go home nor is being picked up in a car to go home. (Principal must approve). Please specify day care \_\_\_\_\_.

Please specify club \_\_\_\_\_.

Please identify other siblings or family that also goes home with your child and which exit you are picking up at:

Sibling/Family Member Name	Teacher

If an emergency arises or if there is a change on any given day's departure plan:

- You must send in writing to child's teacher what the change will be for that day or
- Call the office **BEFORE 2pm** or your child will follow this plan.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**STUDENT USE OF WIRELESS TELECOMMUNICATION DEVICES**

The following rules apply to the use of wireless telecommunication devices such as cellular telephones, personal digital assistants (PDAs), or other unapproved electronic devices.

**Elementary**

- Students are prohibited from using wireless devices during the academic school day including passing periods and lunch periods whether inside or outside the building unless expressly approved by the principal or designee.
- During school hours, wireless devices must be in a student's locker, or if on the student's person it must be turned off at all times; including, but not limited to, purses, pockets, and backpacks.
- In order to avoid disruption of the educational process, all wireless devices placed in lockers must be turned off.

Medical exceptions may be granted with the prior written consent of a parent/guardian, the school principal or superintendent, and a statement of medical necessity from the student's doctor.

It is the District's position that pictures pose a threat to freedoms or privacy. Additionally, these devices can be used to exploit personal information and compromise the integrity of educational programs. The possession or transmission of pornographic material on school property is strictly prohibited and is subject to both administrative and criminal sanctions.

A violation of any part of this policy and regulation will result in the wireless device being confiscated by the administration and other discipline as warranted and outlines in the Behavior Response Plan.





## STUDENT BULLYING PREVENTION AND INTERVENTION

**PURPOSE:** To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

Student and Staff Education and Training

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.



Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

#### Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's TIPS (Threat Assessment, Incident Management and Prevention Services) online reporting system found on the District's website or by telephone at 918-746-6868.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

#### Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

#### Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

#### Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.





At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

#### Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

#### Parental Responsibilities

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other



students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

#### Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 *et seq.*, the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

Legal reference: "School Safety and Bullying Prevention Act, 70 O.S. § 24-100.2, et seq." ;

Cross reference: 4902, Harassment, Intimidation, and Bullying

Adopted: May 2011

Revised August 2013







# ELIOT



# EXCELS!