



2024-2025
Parent and Student
Handbook

Burroughs Elementary
Home of 'Bob, the Bobcat'
1924 N. Martin L. King, Jr. Blvd
Tulsa, OK 74106
918-833-8780

Welcome

The faculty and staff at John Burroughs Elementary School extend a 'Bobcat' welcome to each student and parent. We believe that you are the ones who make our school a unique and welcoming place. The purpose of this handbook is to help students and parents become acquainted with school and district procedures.

Burroughs Elementary has been a north star in the Tulsa Public School System since it was built in 1927. We are proud of our past accomplishments and present successes. We eagerly anticipate the future in which students, staff, and community strive to achieve their full potential.

Burroughs Elementary Vision and Mission Statement

Vision:

While navigating the world, with education;
ANYTHING IS POSSIBLE.

Mission:

At Burroughs, we will create a fun and safe learning environment where students can discover their passions and apply skills that will navigate them through a world; where ANYTHING IS POSSIBLE.

**1924 N. Martin L. King, Jr. Blvd.
Tulsa, Oklahoma 74106**

918-833-8780



We are proud to be part of the North Tulsa feeder pattern!

Burroughs Student Expectations

BE KIND, CONSIDERATE, AND COURTEOUS

OFFER EMPATHY

BE RESPECTFUL

COOPERATE

APPLAUD EACH OTHER TO SUCCESS

TAKE RESPONSIBILITY FOR OUR ACTIONS



Burroughs Elementary Faculty and Staff

Principal – Dee Tisdale, M.Ed.

Pre-K

Jaime White

Art

Susan Kleps

Kindergarten

Tanika Rose
Jessica Bear

Librarian

Lindsey Santoy

First Grade

Amber Harris
Jameisha Armstrong

Physical Education

Daniel Tracy

Second Grade

Vicky Caldwell
Rosalie Boyd

Sped Teacher

Johnna Adams

Third Grade

Taylan Nero
Sheritta Arrington

Gifted & Talented

Carla Erivin

Fourth Grade

Marisha Gunnells
Doyne Filhiol

ESS Sped/Mild Moderate

Jon Davidson

ELD Teacher

Kate Grundy

Fifth Grade

Asya Sample
Adazhawa Clark

Teacher Coach

Annie Overose-McGill

STEM

Hannah Brown

Parent Facilitator

Willetta Guyon

Support Staff

Principal Secretary- Lostara McBee
Attendance Clerk - Ana DelRio
Attendance Facilitator- Michael Rowland
Health Assistant - Ruth Williams

Teacher Assistants

Saige Aryan, Pre-K TA
Billie Patterson
Ezari Collins
Keyona Johnson
Michelle Midget

PARAS

McKenzie Pinion-McClure
Kimberly Adams
Jordan Williams

Operations

Custodians - Mary Nunnally, Maria Hernandez, Darnell Sanders
Cafeteria – Stella Requena, Vicki Barnes, Betty Roberts

Birthday Celebrations

Cupcakes will be allowed during their lunchtime only. No balloons, ice cream, or other treats are permitted. Please supply enough cupcakes for the entire class.

Strong Start of the Day

Minute of Silence will be held daily in via intercom, along with other daily announcements.



**BURROUGHS
BOBCATS**
NAVIGATING THE WORLD

School Hours

Our school hours are 7:30 a.m. to 2:35 p.m., Monday through Friday. Our main doors are opened daily at 7:30a. We greet each student with a smile and a fist bump.

Student dismissal begins at 2:25 p.m.

Arrival and Departure Locations:

Except for school buses, all cars arriving/departing for school should enter the front oval parking lot on the east side of the building, facing MLK, Jr. Blvd. ONE WAY traffic only. Please do not go against the flow of traffic.

For arrival and dismissal, One lane of traffic is all that our front oval will allow. We have signage indicating it is 'ONE WAY'. Please DO NOT come into the parking lot against the one-way signage. That puts our students in danger and slows down our seamless process. Please keep the line moving and **do not leave your car.** If everyone follows these procedures and keeps the line moving, the car line should proceed smoothly.

Attendance:

Regular and punctual attendance is mandatory for student success. To receive academic instruction, a student must be in class. There is no way to make up the instruction that is presented on any specific day. A good education requires continuity of instruction. 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 level is mandated. If your child is ill and unable to attend class, please contact the school office (918 833-8780). He/she will need to make arrangements with the teacher to make up class work for the day/days missed.

Students Late for School:

A tardy slip will be issued to students arriving at or after 8:00 a.m. The tardy slip will serve as a pass to class. Chronic tardiness (excused or unexcused) not only deprives your child of valuable classroom experiences but also disrupts the continuity of the lesson for the other students. **Please help your child develop a responsible work ethic by making sure he/she is present, on time, and ready to learn.** If a student is late by more than two hours, he/she will be counted absent one-half day.

Early Release of Students:

NO dismissals are made after 2:00 p.m. Any adult picking up a student must provide a valid photo ID and be on the student's approved pick-up list. The student will be called from the classroom to the office. All students must be signed out through the office. Students are expected to remain on school grounds unless proper check-out procedures have been followed. We start our dismissal at 2:25 p.m. When a child is picked up early, he/she is missing last-minute instruction and the whole class is disturbed. Please make every effort to schedule doctor and dentist appointments after school hours. If a student is picked up more than one hour early, he/she will be counted absent one-half day.

MEALS

Breakfast:

Burroughs Elementary offers a free, universal breakfast for all students. Breakfast is served in the classroom from 7:30 to 8:00 a.m. Students arriving after 8:00 a.m. will risk not receiving breakfast.

Lunch:

Lunch is free to all students. The lunch menu is available at this link: [Child Nutrition - Tulsa Public Schools \(tulaschools.org\)](http://tulsaschools.org)

DRESS CODE

Student Dress Code:

Burroughs Elementary School will follow the district-wide student code for Tulsa Public Schools set forth by the Board of Education. Tulsa Public Schools has adopted a mandatory uniform policy. Burroughs' uniform policy is relaxed in respect to color of shirts. Students may wear any color of top. You may view the full student dress code requirements on the TPS website at www.tulsaschools.org.

General Rules about Student Dress:

- No shoes with wheels (wheelies or similar); close-toed shoes are recommended.
- Excessively large or baggy clothes are prohibited.
- Scarves, curlers, bandanas, sweatbands, or other similar head coverings shall not be worn in class or within the school building.
- Caps, hats, hoodies, or similar head coverings shall not be worn to class. If a hoodie is worn to school, a student can not have the 'hood' on the head during class time.
- Sunglasses (unless prescribed by a physician) shall not be worn to class or within the school building.
- Shorts and skirts must be of modest length defined as a maximum of 6-in. above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.
- Students shall wear footwear for protection and hygienic reasons while on school grounds. House slippers and flip-flops are not acceptable footwear.

SAFETY

Visitors:

Outside doors will remain locked during school hours. **All visitors must enter the school via the main doors.** Visitors will be admitted to the office and asked to sign in. All visitors will receive a "Visitor" badge to wear. If you have any security concerns, please contact the school office (918-833-8780) at any time.

Volunteers:

Any parent or adult volunteering for study trips, classroom assistance, or any other contact with students must complete a background check prior to volunteering. These forms are available in the main office.



See. Hear. Share.

You can help keep your school community safe. If you see or hear something concerning, call 918-480-SAFE, text 480SAFE, email share@tulaschools.org, or share it with a trusted adult. Our See.Hear.Share hotline is staffed around the clock.

ACADEMICS

Progress Reports:

Progress reports will be sent home quarterly to all parents. This will keep you informed of your child's progress between report cards.

Parent-Teacher Conferences:

Conferences are scheduled with every parent twice a year. Special conferences may be scheduled at any time by calling the school office (918-833-8780) or by contacting your child's teacher. Conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the child.

OTHER INFORMATION

Medications at School:

Students should not bring their own medicine or have it with them. All medications must be administered through the school health assistant, with proper paperwork filed with the Health Assistant.

Toys, Blankets, and Other Belongings:

Students are not allowed to bring toys, toy-like jewelry, or trading cards (such as Pokémon) to school. In addition, students are not allowed to bring blankets or stuffed animals (PreK and Kindergarten is an exception)

Cell Phones:

All student cell phones MUST be stored in their locker. It is your responsibility to have a lock for your locker. We are NOT responsible for misplaced cell phones. We realize that having a cell phone may be necessary for a child's before or after-school safety.

Lost and Found:

The Burroughs “Lost and Found” is located in the cafeteria. Clothing and coats may be claimed from this location. **(Be sure to mark school supplies and wearing apparel with your child’s name.)**

Field Trip Policy:

Field trips or study trips serve as an important “being there” experience for students and are a vital part of the curriculum. Burroughs Elementary School must have parental permission to transport students off school property. Field trip permission slips must be signed and be in the school’s possession prior to the trip. **The official Tulsa Public Schools permission document must be used. Handwritten notes and verbal approval cannot be accepted. Permission slips must be received before the date of the field trip.**

BEHAVIOR GUIDELINES

The goal at Burroughs Elementary is to provide students with a quality education and environment which enables all students to succeed both academically and behaviorally. The Life Skills of The Bobcats (see p. 3) are consistent with this goal.

Our district has a whole-child focused approach to creating and sustaining a culture of learning. Our discipline approach is restorative and strives in all cases to promote the *safety, dignity, and sense of belonging* of every individual.



Students are expected to engage in pro-social behaviors at all times. Students who demonstrate inappropriate behaviors will be given learning opportunities to practice appropriate, pro-social behaviors and/or correct the problem caused by the inappropriate actions.

Other behaviors which may result in a student being referred for intervention may include, but are not limited to:

- Fighting 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
- Behavior that is disorderly or disruptive to the learning environment

All policies established in the *Tulsa Public Schools Behavior Response Plan* will be followed. The TPS Behavior Response Plan is published as part of the 2024-2025 Student and Family Guide to Success.

COMMUNICATION WITH FAMILIES

Burroughs Elementary uses several methods to stay in touch with families. They include:



SchoolMessenger is used for email, text messages, and voice messages to families from the school principal or school office.



ClassDojo features communication at the classroom level as well as a schoolwide message board and calendar. This is a private system, not open to the public like other social media platforms. ClassDojo has messaging features that allow you to communicate directly with your student's teacher.



talkingpoints

TalkingPoints may be used with families for whom English is not the primary language. TalkingPoints features dozens of languages including Spanish, Arabic, Urdu, Pashto, Dari, and others. TalkingPoints is accessible through a student's Clever login.



PowerSchool SIS

PowerSchool is used by parents to view grades, monitor attendance, and view report cards. If parents need a new login for the Parent User Account, they may request it from the Burroughs office.



facebook.

Facebook is used for general messaging but will not be used for messages directed at or about specific students or families. It promotes the good things happening at the school. You can follow our Facebook page at Burroughs Elementary School.