

2024-2025
Parent/Student Handbook



Every student, every day!

The Vision of Eugene Field Elementary is to:

**Excite, Engage, and Educate
every student, every day!**

Mission Statement

Students, parents, and staff will work together daily to ensure that students are excited, engaged, and educated every day so that they are academically, socially, and emotionally prepared for their future.

Student Statement

As a student of Eugene Field, I will be excited, engaged and educated every day by the best teachers in the whole wide world.

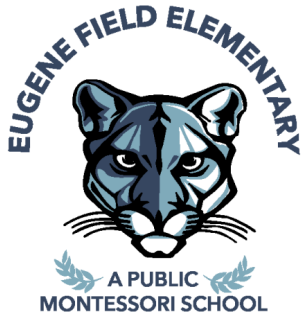
Student Creed

by:

Marva N. Collins

I am bright, there is nothing I cannot do.
Yesterday's failures are behind me.
Today's successes are yet before me,
And I will make today the very best day of all
For this day begins the rest of my life

Montessori Education



Montessori is a method of educating children to become independent lifelong learners who live at their fullest potential. The Montessori Method is named after Maria Montessori, who began her career in the early 1920s. Her scientific approach of how children learn has been proven true, year after year all over the globe. Currently there are over 500 public Montessori schools across the United States.

Our Montessori journey with our PreK and Kindergarten students. This group is called **Children's House**. Last year our first-grade students were added. This year we are proud to add our second-grade students. The first and second grade group will be known as **Lower Elementary**. We will continue this progression by adding a grade level each year until all grades are immersed in Montessori.

Montessori classrooms are full of materials on shelves. Students cannot choose any of the activities until they have received a lesson. When students receive a lesson, they can work on the lesson until they “master” the work. This is an example of the many structures in the classroom to help students grow into independent learners.

Students rise to high expectations both in their behavior and their academics. The classroom is very structured which supports these high expectations. It has been proven that students bloom when they are in Montessori classrooms.

We are excited to share this journey with you!

Eugene Field

Montessori Children's House (PreK & Kindergarten)

Lower Elementary (First & Second)

Elementary (Third through Fifth)

**Doors Open:
7:20 A.M.- Everyday**

Monday-Rise & Shine

**Bell Times:
Opening 7:30 A.M.
Tardy 7:35 A.M.
Dismissal 2:35 P.M.**

2249 S. Phoenix Ave.
Tulsa, Ok. 74107
Office: 918-746-8840 fax: 918-746-8855
eugenefield.tulsaschools.org

Resources at Eugene Field

Ashley Streber is the School Guidance counselor. A vital component of our school vision and success for our students is our comprehensive school counseling program. The counselor, teachers and staff will work closely with students and parents to ensure that all students are successful and safe at school.

Cynthia Murdock MSW is our Social Service Specialist, she is here to assist with any social service needs such as food, clothing, shelter, mental health, conflict resolution etc. Please contact Mrs. Murdock for referrals for any service questions.

Dayspring is a behavioral health agency serving people in the Eugene Community. Through a partnership with Tulsa Public Schools, we are able to provide services at schools making counseling accessible to families who need it. Being on-site, Dayspring staff have a unique opportunity to see how their clients function daily and will work with you to improve your children's ability to thrive at school and at home. Dayspring is dedicated to helping parents meet the emotional and educational needs of their children and entire family. Our services include individual, group and family counseling with a licensed therapist or therapist under supervision for licensure. Psychosocial Rehabilitation is a group and individual service that focuses on teaching students' skills they need to succeed socially and emotionally. Case Management Services connect families with resources to meet their mental health and basic needs. If families have food, clothes, access to health care, and other needs met, they are better able to address their emotional and educational needs. Crisis Intervention at home or school. If you are interested in your child receiving assistance from Dayspring, please ask his or her teacher for a referral form.

Our English Language Learners include students who speak a variety of languages and bring great knowledge and experiences to the learning environment. Our ELL students are served through a collaboration of services between the English Language Development teacher, classroom teachers and school staff, which include pull-out and push –in instruction, and consultation services. We measure the English language proficiency of our ELL students annually to ensure adequate growth. In addition, our ELL students are placed on Language Instruction Education Plans that are developed specifically to support the ELL student's attainment of English language proficiency and academic achievement.

**Eugene Field Elementary School Staff
Administration & Office**

Angela Graham-Callahan	Principal
Katherine (Maxine) Sommerer	Assistant Principal
Gail Scyffore	Principal's Secretary
William Beebe	School Clerk
Ashley Streber	Counselor
Cynthia Murdock	Social Service Specialist
Kyla Jackson	Health Assistant

Children's House

Teacher	Teaching Assistant
Kyleigh Brewer	Latoria Simmons
Brittany Miller	Ashley Ivanoff
Amanda Jones	Rebecca Smith
Laura Pratt	Patricia (Patty) Osman

Lower Elementary

Teacher	Teaching Assistant
Baylee Shepherd	Morgan Purdue
Sherri Smith	Kendra Catholic
Sarah Underwood	Tsega (Grace) Temnewo
Timothy Wilson	Teona Talbert

Third Grade

Teacher
Deshonna Henry
Tammy Pritchard

Fourth Grade

Teacher
Carole Decean
Brittany Rawlins

Fifth Grade

Teacher
Michael (Sean) Ibison
Nicole Morgan

Specials

Art Teacher-Nicolae Decean
Librarian-Margaret (Meg) Melton
P.E. Teacher-Samuel (Sam) Balsiger

Resource

Special Education	Rebecca Schaefer
ELD	Venorra James Moringlan
Reading Interventionist	Christy Gilliam and Sarah Franden
Instructional Coach	April Howard
GT	Kim Tatum
Speech	Sue Henderson

Teaching Assistants/Support

Akin (Mr. A) Olaniyan, Bethany Bristol, Melissa Deroin, Christy Keenan-Grieshaber, Sana Pimentel

Partners in Education



- First Methodist Church [First United Methodist Church Tulsa \(fumctulsa.org\)](http://fumctulsa.org)
- Hi-Corp [Homepage - HiCORP Inc.](#)
- Reworld Tulsa reworldwste.com
- OSU Center for Health Sciences [Oklahoma State University Center for Health Sciences | Oklahoma State University \(okstate.edu\)](http://okstate.edu)
- West Tulsa Freewill Baptist Church <https://wtfwbc.org>
- West Tulsa United Methodist Church www.wtumc.org



Our In-School & After School Programs

City Year is an educational focused nonprofit organization that partners with public schools with a focus on attendance, behavior, and coursework to help keep students in school and on track to graduate. City Year AmeriCorps members commit to a year of full-time service in schools, where they work as tutors, mentors and role models.

#makebetterhappen



Communities in School is the nation's largest and most effective organization dedicated to keeping students in school and helping them succeed in daily life. Our unique model positions site coordinators in schools to assess students' needs and provide resources to help them succeed in the classroom and in life. We partner with local business, social service agencies, healthcare, providers and volunteers. Whether it's food, school supplies, healthcare, counseling, academic assistance, or a positive role model, Communities in School is here to help!

#changothepicture



Global Garden empowers low-income students and families through inquiry-based learning that takes place in the garden. Our holistic model teaches students about science, peace, health, and the environment, while challenging them to become caring, engaged community members. As our students plan and cultivate their gardens, they grow the confidence and skills to create positive changes in their lives and the world around them.



Our mission is to help children become lifelong readers by empowering communities to provide individualized instruction with measurable results. We envision a future where all children in this nation have the reading skills, they need to reach their full potential.

#readingpartners



Students in both GO Club Afterschool and Summer GO Club can participate in non-competitive specialized movement, nutrition education, literacy, STEM and arts education. We have seen dramatic results in GO club, including improved math and reading scores, improved attendance rates, and improved flexibility, cardiovascular fitness, and core strength

Eugene Field

Message from the Principal:

If I can be of assistance, or if you have a concern, please call 918-746-8840, or e-mail me at grahaan@tulsaschools.org I will be happy to try to help you. My policy is to return every call, every day, if I am in the building. **Thank you for choosing Eugene Field Elementary for your child's education!**

School Hours:

7:20 a.m. Doors Open
7:25 a.m. Rise and Shine Monday Only
7:35 a.m. Tardy
7:45-8:45 a.m. Walk to Read Program
10:45 a.m.-12:35 p.m. Lunch
(Teacher will provide you with your child's specific lunch schedule)
2:15 p.m. Bus and Daycare Riders are dismissed
2:30 p.m. Walkers are dismissed
2:35 p.m. End of School Day (See departure procedures)

Children should arrive at 7:20A.M. There is no one to supervise children dropped off before the doors are opened.

We ask that you, as our most important partners in education, make a commitment to supporting our teachers by picking up your child promptly at 2:35pm every day.

Nothing is more important than keeping your child safe and secure while they are in our care during the school day – and this includes making sure that they continue to be safe when they leave our school at the end of the day. **If you (or your emergency contact) are more than 30 minutes late for pick-up or if we are unable to reach you (or your emergency contact), we may need to take appropriate action to keep your child safe.** These follow up actions may include referrals to the Tulsa Public Schools Campus Police Department, Tulsa Police Department, and Department of Human Services as a child in need of supervision.

Parents: To ensure students' safety, please ring the doorbell and wait to be assisted. **If you need to pick up a student early, please arrive before 2:00PM. Students will not be released after 2:00PM (this includes all outside appointments).** Contact the school for any additional questions regarding the procedures.

You can also download TPS's new School Connects app to your smartphone. Through this app, you will receive messages about events at school as well as District notifications. You can also add other schools for your children attending other TPS schools.

Tardy:

Parents, please have your child(ren) here on time. It is critical to their reading success and the success of our walk to read program.

If your child arrives at 7:35 AM or after, they are considered late. Please come to the door with your child.

Absences:

Every instructional hour counts. Your help to keep absences to a minimum is appreciated. After three or more days of absence, students need to submit a doctor's release to the Health Assistant before returning to class. If your child must be absent from school, parents must call the school before 8:00 a.m. to state the reason your child is absent, (918-746-8840). If students are absent during the instructional time, they may not attend special activities or school-sponsored events scheduled that day. Students with excessive absences will not attend field trips if all makeup work is not completed.

Make-up Work:

All make-up work will be accepted from students.

Visiting Classrooms:

District policy allows for a parent to visit a classroom for 50 minutes or less with 24-hour notice and teacher approval. Due to confidentiality not all classrooms are allowed visitors.

Volunteering:

Eugene Field loves volunteers. Your volunteer hours are tracked by the State Department of Education and will help us as a school. We must follow the School Board Policy which states that every volunteer must have a volunteer form filled out and approved at the beginning of each school year. Volunteer forms go to a separate office and may take several days for approval. Please complete a form at the beginning of the year to ensure you can volunteer.

Procedure for Getting a Child Dismissed from School during the Day:

Parents who need to take a child from school during the day are to ring the doorbell and wait to be assisted. Teachers are instructed, as a safety measure, never to release a child from class without permission from the office. It is important to make sure your child leaves school only with the authorized people. We will release a child only to the persons you have listed on the enrollment form. Inform the school if someone different will be picking up your child. A student cannot be released from class until an authorized adult has signed him/her out in the office. The adult picking up the child must show a driver's license or picture ID and be listed on PowerSchool as a person who may pick up.

Messages left for students regarding after-school plans MUST be made before 2:00pm with office staff. The end of the day is very busy, and this is the only way to ensure that your child will receive the message.

Note: We will not release students after 2:00PM until dismissal time at 2:35PM.

Classroom Etiquette:

At no time is a student or parent allowed in a classroom without a teacher.

Library:

Students may enjoy a variety of privileges in the library. The library has a rich collection of books and materials appropriate for students in all grade levels. Students may enjoy using computers for research or reading purposes. Each class will have a scheduled library time. Books may be checked out during library class, before and after school, or as needed during the school day. Books may be kept for one week or renewed for a longer check-out time. There are no fines for overdue books. However, students must return an overdue book before additional books may be checked out. Students are responsible for severely damaged or lost books and will need to pay to replace them. Report cards will be held until Library fines are paid.

Illness or Injury:

If your child is injured or becomes ill at school, she or he will be cared for temporarily and you will be notified. We will administer simple first aid at school. It is very important that we have someone to call in an emergency. If emergency medical attention is necessary and we are unable to reach either parent, your family doctor, (indicated by you on enrollment blank), will be called or your child will be taken to the emergency room of a hospital. *Be sure to fill out emergency phone numbers on the enrollment sheet. You may add additional names to call for emergency/illness. Please notify the school if you will be out of town and leave your child in someone else's care.

Illness/Make-up Work:

Students will have one day to make up work for each day missed due to illness. For documented extended illness individual arrangements will be made.

Medication:

If it is necessary for your child to take any medication during the school day, medication must be left in the clinic. Parents are required to complete an Authorization for Administration of Medication form. We are not allowed to give a child Tylenol for a headache unless a parent fills out an authorization form and provides the medication. No medication is allowed in lockers, purses, lunch boxes or pockets. Cough drops and throat lozenges are not to be carried by children. Parents can supply cough drops to the clinic for the child to use. All medication not picked up at the end of the school year will be destroyed.

Breakfast and Lunch:

Breakfast and lunch are served to students free. Students are not guaranteed breakfast after 9:00 a.m. due to cafeteria operations. If a student decides to bring their breakfast and/or lunch from home, this must include a full lunch not just snacks/chips/candy. Students eating the school provided breakfast/ lunch should not bring in additional chips/snacks/candy into the classroom/cafeteria.

Parent-Teacher Conference:

Parents are encouraged to keep in close contact with the school concerning their child's educational development. The teaching staff of Eugene Field Elementary recognize the importance of parent-teacher communication. Parents are asked to arrange conferences either after school or during teacher plan times to respect the learning of all students. Any parent desiring a conference should call the school office to set up a conference with 24-hour notice. School-wide Parent-Teacher Conferences have been scheduled for fall and early spring as well.

Power School:

A letter will go home with students approximately the 3rd week of school with your password and user ID to access PowerSchool. The password and user ID should remain the same from year to year. If you lose your password and ID, the office can generate it for you, but it takes 24 hours, and we ask that you pick it up in the office and sign for it.

Progress Reports/Report Cards:

Student progress reports will be available online to parents the fifth week of each nine-week quarter. Progress reports are required to alert below average work. Report cards are issued eight (8) working days following the end of each quarter. Parents are asked to check student grades weekly on our computer program. Power School passwords are available in the office but require 24 hours to generate.

Student Dress Code:

Uniforms are optional this school year. Appropriate school attire for Eugene Field Elementary is as follows:

- **Hoodies are not allowed** in the classrooms or hallways.
- Shorts, skirts, skorts and jumpers should be close to finger length at the side of the leg.
- Tops should not display profanity, alcohol, marijuana, or any other appropriate logo.
- Ripped, stained, soiled clothing, or clothing which is too tight or revealing is not school attire
- Spaghetti straps and strapless tops/dress are not allowed.
- Costumes and pajamas are not allowed.
- Shoes need to be athletic style and affixed to the foot for safety reasons.

Chips, Gum, Candy and Pop:

Chips, gum, candy, and pop are not to be brought to school from home. Snack food may be brought as part of a full lunch from home.

Lost and Found:

Please make sure that student possessions are labeled with your child's name so we may return them to the proper owner if lost. The lost and found cabinet is in the hall by the cafeteria. If you find something that does not belong to you, please bring it to the office.

Safety Instructions for Students:

The school is concerned about the safety of all children. Parents can help by reinforcing the following instructions:

1. No individual pencil sharpeners.
2. When dismissed from school, students are to go directly home, stay with their teacher or report to the person in charge of them after school hours. A child should not stop to play, stop at the home of a friend, or talk to strangers.
3. Children must not bring knives, toys, matches, skateboards, laser pointers, or any sharp object to school. Any student bringing a weapon or object to school that could be considered dangerous could be suspended for the rest of the school year.
4. Children are not to leave school when a tornado alert is received or when weather conditions are such that a tornado appears imminent. The children will be sheltered in the school. Disaster drills are scheduled periodically throughout the year.

TPS Cell Phone Policy:

Devices are to be turned off and put away (placed in lockers or given to the teacher) from the time the student arrives on campus until school is dismissed for the day. Cell phones, smart watches, and headphones should not be seen or used at all during those times. Phones seen during the school day will be given to the principal and must be picked up by a parent/guardian.

How can I find out more?

Use these underlined links to find out more about the policies regarding wireless telecommunication devices by students:

- Board [Policy 2620: Student Use of Wireless Telecommunication Devices | News Item - Independent School District No. 1 of Tulsa County, \(tulaschools.org\)](#)
- Board [Policy 2620-R: Student Use of Wireless Telecommunication Devices | News Item - Independent School District No. 1 of Tulsa County, \(tulaschools.org\)](#)
- The Student and Family Guide to Success outlines procedures for students who are not in compliance with our district policies. [Student and Family Guide to Success - Independent School District No. 1 of Tulsa County, \(tulaschools.org\)](#)

School Phones:

Students should get permission from their teacher to use the school phone in their classroom or in the office. Because we have only two phone lines, we ask parents to use our phones for school business only or in an emergency.

Procedures:

A copy of school procedures is included in this handbook. Parents and children should go over the procedures together to ensure that children are familiar and comfortable with the expectations.

School Parties:

Students will have two school parties per year. Students may not be absent in the morning and attend a party in the afternoon. Children's House and Lower Elementary

may have one additional party. Parties are only for students in the classroom. Parents will need to make prior arrangements with the teacher for the birthday party and will be at the discretion of the teacher. **Birthday refreshments may be served in the classroom from 1:30-1:50 P.M. or during lunch. Please be on time...no celebration will be scheduled after 1:30 P.M.** Refreshments must be store bought and sealed. Invitations shall not be passed out at school.

Change of Address or Phone Number:

Please notify the office if you have a change of information. Change of address: a parent needs to come to the office with proof of residency (lease agreement).

Security:

All doors are kept locked. Therefore, all visitors and parents must first report to the office.

Discipline:

Effective discipline is consistent and fair. Any disciplinary action taken at Eugene Field will be in accordance with the school board policy. Discipline involves the ability to make choices and decisions that will result in a positive contribution to a situation. Our goal at Eugene Field is to teach students the skills necessary for self-discipline. Teachers will handle daily disruptions in their classrooms.

If misbehavior continues, the child is sent to a Multi-Disciplinary Team member for a conference and the parent may be called. Tulsa Public Schools Code of Student Conduct will be followed for in-house suspensions as well as out of school suspensions. Students will fill out a behavior sheet before they talk to the principal. Students on suspension will **not be allowed** to attend school activities for the duration of the suspension.

Locks:

Combination locks (not key locks) may be used on all lockers. If a student is late to class due to not being able to open his/her locker, we will remove the lock and he/she will lose this privilege.

Before a child may put a lock on his/her locker, he/she must:

- Return the completed Lock Information Sheet to his/her teacher.
- Demonstrate proficiency with the combination by successfully opening the lock three times for his/her teacher.

Unapproved locks will be cut off lockers.

Threats of Violence:

Tulsa Public Schools must treat threats of violence seriously. Please impress upon your child that such comments cannot be allowed at school. Threats of violence against the school, school personnel, or other students will result in disciplinary actions, following the District Code of Conduct.

Harassment/Bullying:

Students are strictly prohibited from engaging in any kind of harassment of any student, employee, or visitor at Eugene Field. Harassment includes repeated verbal and physical conduct including name-calling, slurs, gestures or graffiti, even in a joking manner, directed toward a person because of race, color, religion, gender or disability. What may seem harmless or “all in fun” to one person may be offensive to another person. **Bullying will not be tolerated.** Any student to whom harassment/bullying is directed should immediately report the incident of harassment/bullying to the school principal, counselor or teacher. Students who engage in harassment/bullying are subject to disciplinary action; including, but not limited to, suspension.

District Bullying Statement – Policy 2119/2119-R

“Harassment, intimidation and bullying” includes but is not limited to, any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student.
2. Damage another student’s property.
3. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Articles Prohibited in School:

Students are to bring only those items necessary to the learning environment. No games, toys, guns, knives, dangerous items, gum, pop, skateboards, candy, stereos, pocketknives, cosmetics, sports equipment, collection cards, firecrackers, or any items unrelated to the classroom. These items will be collected by the faculty, staff, or administration and put in the office. (No articles are to be traded or sold at school to prevent issues of ownership.)

Study Trips:

Students must return an official TPS field trip permission slip signed by a parent/legal guardian to be allowed to leave school. Notes from parents cannot be accepted and phone permission is not allowed for legal and health reasons. Students with excessive discipline referrals to the office will not go on field trips. Students with excessive absences may not attend at the determination of the teachers. Parent volunteers are welcome on field trips as chaperones, but younger siblings are not allowed. Per TPS policy parents may not ride the bus. All field trip volunteers must have an approved volunteer form on file. We ask parents not to check out children from field trip sites for security reasons. All students need to return to school to be checked out.

Field Day/School-Wide Activities:

School-wide activities build spirit and teach students character skills. Attending these activities is at the discretion of the teachers. Students with excessive referrals to the office or excessive absences will not attend special events.

Eugene Field Procedures

Arrival

1. Students enter and go to the gym for Rise and Shine on Monday only.
2. Tuesday through Friday students go directly to the classroom.
3. Breakfast will be served in the classroom.
4. Hoodies and backpacks will be put in locker or cubby before school starts.

Classroom

1. Be at school on time, ready to learn.
2. Control your mind, voice, body, and space.

Hall Procedures

1. Use line order.
2. Walk on the right side.
3. Face forward.
4. Respectful voice level.

Cafeteria

1. Walk in quietly.
2. Three students in the serving line at one time.
3. Sit at assigned table.
4. Raise your hand for help.
5. Stay in your seat always.
6. Use Level 1 voices.
7. Trash cans will be pushed down the row to throw away the tray.
8. Line up in line order when dismissed.

Playground

1. Go straight to the playground.
2. Stay outside once you leave the school building.
3. Respect everyone's space.
4. Play and stay in the safe area only.
5. Be a team player on the playground.
6. Line up quickly when your teacher signals.

Dismissal

1. 2:10 p.m.- Afternoon announcements
2. 2:15 p.m. Bus and daycare riders are brought to the front for exiting.
3. 2:25 p.m.- Afternoon announcements.
4. 2:30 p.m.- Walkers are released.
5. 2:35-2:45 p.m.-Students are released when their name(s) are called.
6. 2:50 p.m.-Teachers bring remaining students to the front area. Beebe and Catholic will wait for parents to arrive.

*Note: Students will not be allowed back in the building unless with a parent or teacher.

Field Trips

1. You must have your signed permission slip to attend each trip.
2. Please wear appropriate clothing as told to you by your teacher.
3. You must remain in your seat the entire time on the school bus.
4. Your voice level is at a 2, but maybe a 0 if the bus is too loud.
5. Unacceptable behavior will not be tolerated on trips.
6. Teachers are responsible for students for the entire field trip.
7. Students will not be released to parents at the field trip site.



PHONES AWAY

JUST FOR THE DAY

- 01 UPDATE FOR THE 2024-25 SCHOOL YEAR!**

Cell phones, smart watches, and wireless headphones are not allowed during school.
- 02 ELEMENTARY AND MIDDLE SCHOOL STUDENTS:**

Devices are to be turned off and put away from the time the student arrives on campus until school is dismissed for the day.
- 03 HIGH SCHOOL STUDENTS:**

Devices are to be turned off and put away during all instructional time during the school day.





SAFESTOP

GIVING YOU PEACE OF MIND



LIGHTEN YOUR DAILY LOAD

Parents have enough to worry about. SafeStop puts key information at the fingertips of Tulsa Public Schools parents and families, so you won't spend time or energy wondering, "Where's the bus?".



TRUST THAT YOUR INFORMATION IS SECURE

Security is priority one, especially where student information is concerned. All parent information is password protected within the app to prevent unauthorized people from accessing any student bus information.

KEY FEATURES

- View a real-time, map-based bus locator
- Guarantee parent and student information privacy
- Create custom zones for each stop and school
- Receive email alerts and push notifications
- Available on smartphones and tablets

SET UP SAFESTOP

1. Download the SafeStop app from the App Store or Google Play.
2. Enter the school access code. **(5C001)**
3. Enter your child's unique Student ID.
4. Select the bus or route name based on school communications preference you wish to track.
5. Create alert zones around drop-off and pick-up points.



You're all set! You will be able to track the movement of the bus during active route times and receive notifications when the bus enters your custom alert zone(s).

If you have any questions or need assistance, call our customer service center at **(918)833-8100**.



3027 S. New Haven Ave.
918-746-6800 | TPSinfo@TulsaSchools.org | TulsaSchools.org

[facebook.com/TulsaPublicSchools](https://www.facebook.com/TulsaPublicSchools) [instagram.com/TulsaPublicSchools](https://www.instagram.com/TulsaPublicSchools) twitter.com/TulsaSchools