

SPRINGDALE ELEMENTARY SCHOOL
FAMILY and STUDENT
HANDBOOK



2510 E. PINE ST
TULSA, OK 74110
918.746.9380

[Springdale Elementary Handbook](#)

Springdale Elementary School Website:

<https://www.facebook.com/springdaleelementaryschool>

Tulsa Public Schools Student and Family Success Guide:

<https://www.tulsaschools.org/student-and-family-support/student-and-family-support-services/behavior-guide>

SPRINGDALE SCHOOL MOTTO:

I BELIEVE IN YOU.

I WON'T GIVE UP ON YOU

I KNOW YOU CAN DO IT!



Springdale Staff Contacts

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Uniform Policy

2024-2025 Springdale Elementary School Uniform Policy

TOPS (REQUIRED): Must be worn every day

- Uniform polo or oxford-style (collar, buttons, short or long-sleeves)
- No writing, logos, stripes, or patterns
- **Colors are white, yellow, navy blue, and royal blue**

BOTTOMS (REQUIRED): Must be worn everyday

- No jeans, unless they are worn on Fridays with a school spirit shirt
- Tights and leggings should be worn under a skirt or dress
- Leggings may be worn **only** on Workout Wednesday
- Tights and leggings may be of any color or pattern, under a skirt or dress
- Sweatpants may be worn **only** on Workout Wednesday
- Pants should fit properly in all areas
- Shorts must extend below the fingertips when the child is standing with hands to their sides
- **Colors for bottoms are black, navy blue, or khaki**

DRESSES, SKIRTS, and JUMPERS

- Length must extend below the fingertips when the child is standing with hands to their sides
- Jumpers must have a solid-colored shirt underneath
- No writing, logos, stripes, or patterns
- **Colors for dresses, skirts and jumpers are navy blue and khaki**

SHOES

- Closed toe shoes only, **no flip flops, high heels, or soccer cleats**
- All shoes must fit appropriately

- Any color permitted

JACKETS, COATS, and HOODIES

- No winter coats can be worn in the classroom
- Light jackets, crew neck sweatshirts, and cardigans may be worn, no logos, patterns or stripes
- Heavy coats need to stay in lockers
- Colors are solid navy blue, royal blue, yellow, or white
- No hoods are permitted inside the building

****ADJUSTMENTS TO THE DRESS CODE MAY BE MADE FOR SPECIAL EVENTS****

IMPORTANT TIMES TO NOTE

Students enter	7:00 am
Certified staff report time	7:10 am
Certified staff without a class in duty location	7:15 am
Classroom teachers to the cafeteria to pick up students	7:20 am
Breakfast ends/Depart cafeteria	7:20-7:25 am
Instruction begins	7:30 am
Students marked tardy	7:35 am
Attendance due in PowerSchool	8:00 am
Prepare students for dismissal	2:30 pm
Students dismissed	2:35 pm
Certified staff departure time (*except on Mondays)	3:00 pm
Meeting every Monday for all certified staff	3:00-4:00 pm

After School Dismissal

Dismissal will begin at 2:30 p.m. Please be at your dismissal location by 2:35.

1. Daycare/Bus - Front Hallway - **Duty staff will pick up Daycare/Bus pre-k and kindergarten students from the classroom and walk to the front hallway for the first couple of weeks. Office will announce for teachers to send bus riders to the office.**
2. At 2:35, teachers will monitor the line and escort students to the sidewalk. Pre-K-2nd grade will sit on the east sidewalk and 3-5 grade will sit on the west sidewalk. Parents will not pick up their children until all students are seated on the sidewalk. Students are to sit with legs crossed on the sidewalk. They are to face the street looking for their guardian’s vehicle. Teachers do not walk into the street for safety reasons.
3. **Walkers will remain with the teacher until all car riders have been picked up. No exceptions.** After all car riders have been picked up, the teacher will then walk with any walkers that must go to the east side of the building. **All walkers are to leave the property immediately.**

Transition to dismissal areas will begin no earlier than 2:30. Dismissal will begin at 2:35pm. Please have all students at designated areas no later than 2:35. Teachers are responsible for their students until 2:50 pm. Students not picked up are to be **escorted to**

the front hallway no earlier than 2:50 pm. No students or parents are to re-enter the building unless escorted by a teacher.

***All available staff will assist with dismissal. Staff will be assigned to designated areas.**

*No students or parents are to leave their designated area to walk through the building. They must be escorted by a staff member. They will be stopped by designated duty staff if they are not with a staff member.

Breakfast

Breakfast time will be from 7:00 am. until 7:20 am. every morning in the cafeteria.

Teachers will arrive at the cafeteria at 7:20 to pick up their class. Breakfast will be served for tardy students until 8:30 am. Allowing tardy students to eat will help with focusing on instruction.

Home Communication

All home communication MUST be sent home in English AND Spanish. Your classroom expectations, homework policies, etc. need to be communicated with parents and students at the beginning of the year. Please turn in a copy of your beginning of year information into the office. Any other communication sent home with important classroom dates or field trip information also needs to be turned into the office so questions can be answered when parents call. Grade-level newsletters will be sent home monthly (a copy must be given to the office each month).

EFFECTIVE 7/2024: Per state law, “school personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications.” See linked [memo](#).

Homework

Homework should be meaningful, and students should be able to complete the work independently.

Keeping Students After School

Children should not be kept after school without prior approval from parents. Teachers need to notify the Principal or counselor if they are planning to keep students after school and the reason. Special after school requests must have written permission from the parent. The office must have a list of after school detainees. **NO EXCEPTIONS.**

Free Dress

Free Dress days for students can only be set by the Principal. Free Dress is used as a reward for growth and academic performance and requires wristbands. The only other days free dress will be allowed are for picture days (school wide) or previously approved activities. Grade levels may have theme days (i.e., Pajama Day) with prior approval. Uniforms must be worn on all field trips.

Lost and Found

Lost and Found is located by the gym. **Only lost clothing is to be placed in lost and found.** Other articles (jewelry, purses, books, etc.) are to be turned into the office. Students will be required to describe the lost articles upon claiming them.

Parent/Teacher Conferences

Conferences are scheduled for October and March. All parents should be scheduled for a conference and documented. Parents unable to attend in person must have a phone conference. Please submit documentation of contact with all students' parents to the office no later than one day after the conferences are held. Interpreters will be scheduled; however, with our high Hispanic population, at times, we are short. If an interpreter is not available, please use the Propio ONE Telephonic Interpreting Service. Students and/or other family members may not interpret. Also, our bilingual teachers will be greatly appreciated if they can assist when they have free time in their schedules. A Springdale employee is always better than an interpreter on the phone as they already know about the school and can frequently answer questions and explain curriculum/MAP Scores without actually having to interpret.

Parties

Our school policy is to have fall, winter, and friendship, and end of the year parties (approximately October 31, December 20, and February 14, last day of school). Class time will not be used for parties other than the four yearly parties. Any birthday treats provided for a class will be distributed during the lunch period or no earlier than 2:00 PM by the parent providing them. All edible treats must be store bought. Homemade or baked food items are not permitted according to Tulsa Public Schools policy. If you are planning for an additional special event in your classroom, please get prior approval from the Principal. Please make sure that if you are having a party with food/snacks that you place all trash in the trash containers.

*Gum is extremely hard to get up off of school floors and furniture. Please do not allow students to chew gum at school. Please do not chew gum in front of students. Special treats should be eaten immediately. No treats should be taken to another room.

Releasing Students from School

No student may be released from Springdale Elementary during the school hours unless the release is first cleared through the school office. *If a child leaves your room without permission, notify the office immediately.* Parents must check out students in the office. They are required to show their I.D. Name and person must match the names on the enrollment card. If a student is sick they must be seen by the health assistant and the health assistant must determine if the child should be sent home based on TPS guidelines.

Sick Students

Teachers are not to contact families if they suspect a student is sick and ask them to come and pick up their child. Students are to be sent to the school health assistant where she will address the situation and follow the appropriate procedures, including contacting the family.

Student Tardiness

Students reporting tardy to school must have a tardy pass from the office before being admitted to class. Attendance must be recorded by 8:00 am daily on PowerSchool. Students entering the classroom after 7:35 am must have a tardy pass from the office.

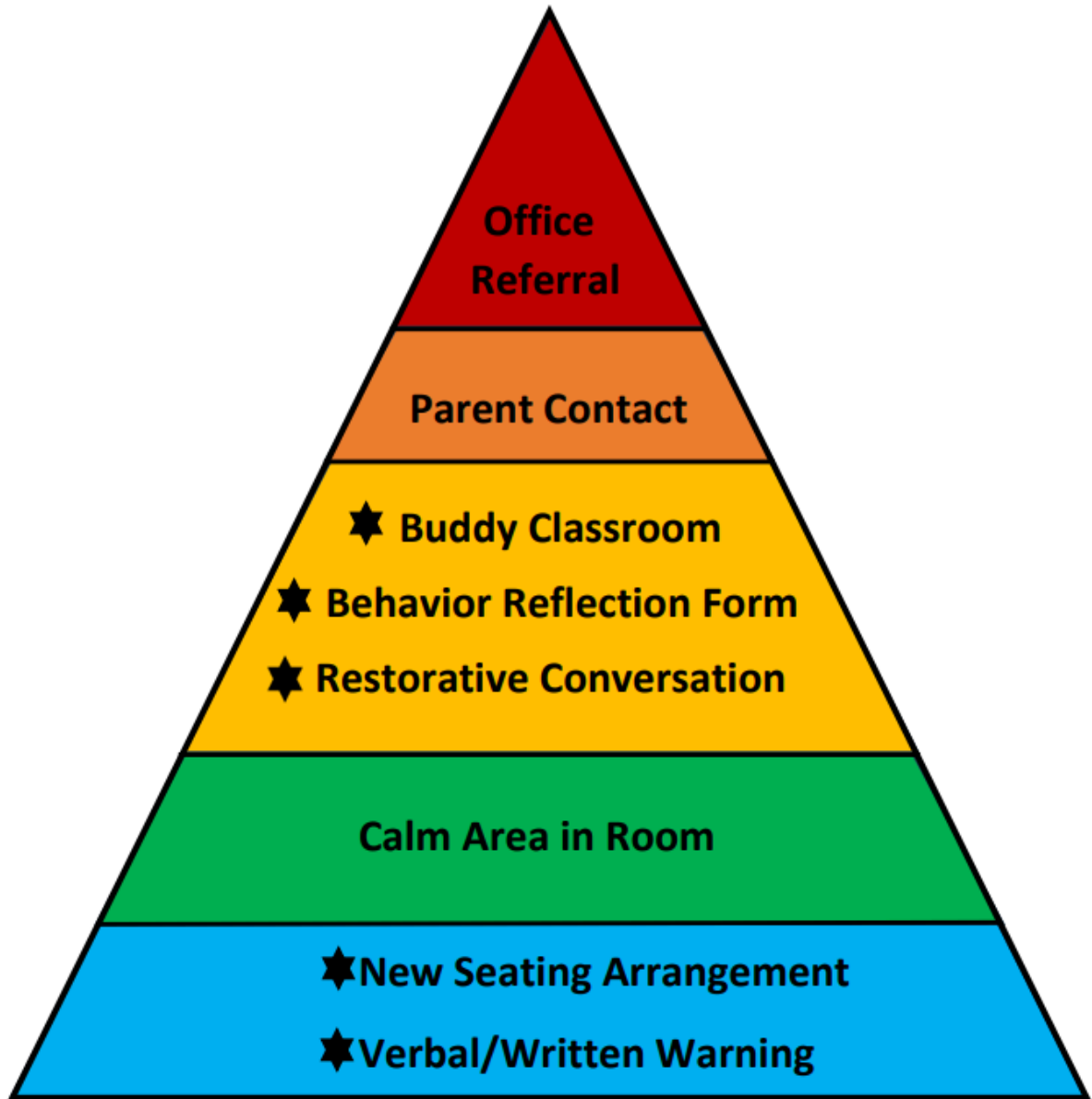
Visitors

All visitors to classrooms must have approval through the office. Visitors must sign in and wear a visitor's badge while in the building. Our volunteers will also be required to wear badges. Visitors in classrooms such as family, friends, teachers, or other school staff should never be a distraction to the teacher, prevent the teacher from teaching, stop the teacher from interacting with the students or interfere with the safety of students.

Volunteers

All volunteers (including staff family members) must have an approved application on file - this includes parent chaperones for field trips. Volunteers need to log all hours in the parent resource office. If you have regularly scheduled volunteers, please give a copy of the schedule to the office. Volunteers must have their background check paperwork turned in no later than 48 hours prior to the event for which they are volunteering.

Springdale's Discipline Hierarchy



★ Positive Narration ★ Proximity ★ Point to Task