



2025-26 Salk Elementary Family & Student Handbook

English

Translations- Spanish, Pashto, Dari

**Salk Elementary
7625 E. 58th Street
Tulsa, OK 74145
918-833-9500**

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

<https://salk.tulsaschools.org/>

Welcome to Salk Elementary.....	2
Vision Statement.....	2
Mission Statement.....	2
About Salk Elementary.....	3
Our Motto.....	3
TPS Student & Family Success Guide.....	4
2025-2026 School Calendars.....	4
Salk Staff Contacts.....	5
Scheduling Meetings with Staff.....	7
Arrival and Dismissal Procedures.....	8
Bell Times.....	8
Attendance Expectations.....	10
Birthday Celebrations and Classroom Parties.....	12
Child Nutrition.....	13
Salk PTO — Join the Fun!.....	15
Student Supplies.....	15
Transportation.....	15
Dress Code Policy.....	16
Labeling Personal Items.....	17
Clothing Closet.....	18
Digital Access & Learning Tools.....	19
Technology and Device Expectations.....	21
Student Behavior and Expectations.....	22
Visitors and Volunteers.....	22
Emergency Procedures.....	23
Community Resources and Family Support.....	24
Stay Connected.....	27
Key Contacts.....	27

Welcome to Salk Elementary

"Where Eagles Soar to Success!"

At Salk Elementary, we are committed to providing a safe, supportive learning environment where every child is encouraged to grow, achieve, and lead.

Our mission is to inspire students to reach their full potential — academically, socially, and emotionally — while building strong character and community spirit.

Vision Statement

At Salk Elementary, we envision a community where every student is empowered to think critically, dream boldly, and contribute meaningfully to the world around them.

Through joyful learning, collaboration, and perseverance, we prepare our Eagles to soar — in school, in life, and beyond.

Mission Statement

Our mission at Salk Elementary is to inspire a love of learning, cultivate resilience, and prepare every student to set ambitious goals, achieve excellence, and positively impact their community and the world.

About Salk Elementary

At Salk Elementary, we believe education is the foundation for a lifetime of success, innovation, and service to others.

Named in honor of Dr. Jonas Salk — the pioneering scientist who developed the first successful polio vaccine — our school carries forward his legacy of courage, curiosity, and compassion.

Our vibrant community is built on strong partnerships between families, educators, and students. With a dedicated, experienced staff and a commitment to nurturing the whole child, we offer a safe and welcoming environment where every Eagle can learn, lead, and soar.

From academic excellence to creative exploration, from wellness initiatives to community engagement, Salk Elementary is a place where students build the skills, confidence, and heart to make a difference — today and tomorrow.

Our Motto

I am smart.

I am brave.

I am kind.

I am strong.

I am me.

Together, we are Salk Eagles!

TPS Student & Family Success Guide

Before the start of school, we encourage all families to review the following guide:

 [TPS Student & Family Success Guide](#)

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

You will also receive a packet of forms at Meet the Teacher Night or on the first day of school.

Please complete and return these forms to the front office within the first week:

- Salk Student Update/Dismissal Information (My Way Home)
- Health History Form
- Field Trip Authorization
- Parent-School Compact

If you have any questions or need assistance, please contact the main office at 918-833-9500.

We are here to help!

2025-2026 School Calendars

English

https://resources.finalsuite.net/images/v1743108041/tulsaschools.org/evr7m0dxctxrfo6ys8rx/Calendar_Student_2526_English.pdf

Español

https://resources.finalsuite.net/images/v1743108054/tulsaschools.org/f2arhqz6flmphbdwaxok/Calendar_Student_2526_Spanish.pdf

Salk Staff Contacts

We believe that strong relationships between home and school build a strong community for our Eagles!

Below are the key contacts for Salk Elementary.

Staff can be reached by email or through the front office at 918-833-9500.

Administration

Tiffany Morgan - Principal

morgati@tulsaschools.org

Brandy Kopichanski - Asst. Principal

kopicbr@tulsaschools.org

Kim Jones - Counselor

joneski@tulsaschools.org

Allie Diaz - Academic Engagement

diazal@tulsaschools.org

Office

Brian Blevins - Principal's Secretary

blevibr@tulsaschools.org

Jenneth Caskey - Attendance Clerk

caskeje@tulsaschools.org

Shanta Johnson - Nurse

johnssh3@tulsaschools.org

Alyson Santana - Parent Facilitator

santaal@tulsaschools.org

Pre-K

Lindsay Chang

changli@tulsaschools.org

Renee Greene

cruzre@tulsaschools.org

Tia Steidley

steidti@tulsaschools.org

Kindergarten

Brandin Ensley

enslibr@tulsaschools.org

Linda Easley

easleli@tulsaschools.org

Jennifer McDowell

mcdowje@tulsaschools.org

1st Grade

Tiffany Curtis

curtiti@tulsaschools.org

Sharra Teague

teagush@tulsaschools.org

Elizabeth Vaughan

vaughel2@tulsaschools.org

2nd Grade

Tricia O'Brien
Tamara Swets
Terri Williams

obrietr@tulsaschools.org
swetsta@tulsaschools.org
willite1@tulsaschools.org

3rd Grade

Chyvone Chouinard
Alondra Gutierrez
Tiffney LaMunyon

chouich@tulsaschools.org
gutieal@tulsaschools.org
lamunti@tulsaschools.org

4th Grade

Emily Harmon
Sarah Siakama
Sondra Duran

harmoem@tulsaschools.org
siakasa@tulsaschools.org
duranso@tulsaschools.org

5th Grade

Jean de Dieu Gakuba
Tracy Russell
Emma Norris

gakubje@tulsaschools.org
russetr@tulsaschools.org
norriem@tulsaschools.org

Specials

Josh Cirbo - PE
Mark Hankins - STEAM
Kyle Gallien - Music
Kimbra Mavis - Library

cirbojo@tulsaschools.org
hankima@tulsaschools.org
galliky@tulsaschools.org
maviski@tulsaschools.org

Special Services

Susan Comfort - Gifted & Talented
Kelli Schroeder - Autism Teacher
Jefferey Thomas - MM Sped Teacher
Heather Philley - ELD
Lisa Wrest - ELD
Laura Hardin - ELD
Mary Duncan - ELD
Stephanie Shumaker - Speech

comfosu@tulsaschools.org
schroke@tulsaschools.org
thomaje2@tulsaschools.org
phillhe@tulsaschools.org
wrestli@tulsaschools.org
hardila@tulsaschools.org
duncama@tulsaschools.org
shumast@tulsaschools.org

Scheduling Meetings with Staff

Families are welcome to email staff at any time.

To schedule a conference or meeting, please email the staff member directly to request an appointment.

We are unable to meet with families without an appointment.

Alternatively, you may stop by the front office to leave your name and phone number, and a staff member will contact you to schedule a meeting.

Please Note:

- Staff members are off contract at 3:00 p.m. each day.
- Staff receive one 40-minute planning period daily, which is the preferred time for meetings.

We appreciate your partnership and look forward to working together for your child's success!

Arrival and Dismissal Procedures

Bell Times

Event	Time
School Begins	7:30 a.m.
School Ends	2:35 p.m.

Morning Drop-Off

- Students may not be dropped off before 7:10 a.m. unless they are participating in Safety Patrol or Leadership Corps.
- Car Drop-Off: Use the back loop around the playground (same route as dismissal). Traffic enters at the gate between Salk and Memorial Middle School and is one lane only. Please follow posted directions and staff instructions.
- Walking Drop-Off: Walkers will enter through the same doors as car riders by grade. Please say good-bye outside the doors — students will head inside independently.

Grade	Entrance
Pre-K – 5th	Cafeteria Doors

- The back gates and doors lock at 7:30 a.m.
- Tardy students, those arriving after 7:30 a.m., must be brought to the front entrance and signed in by a parent/guardian.
- Classes begin promptly at 7:30 a.m.

Breakfast

- Breakfast will be offered in the classroom from 7:10–7:30 a.m. Students arriving after 7:30 a.m. will not receive breakfast.
- Parents/guardians are not permitted inside the building during morning drop-off. Please send hugs and waves as students exit the car or walk inside.

Dismissal Procedures

- School day ends at 2:35 p.m.
- To protect instructional time, we ask that parents do not pick up students after 2:00 p.m. whenever possible.
- From 2:00–2:35 p.m., students will be transitioning to their dismissal locations. Transportation changes cannot be made during this time.
- To make a permanent change to your child's transportation, please visit the office and complete a new "My Way Home" form.

Pick-Up Option	Details
Car Pick-Up	Back car loop (same as morning drop-off).
Parent Walk-Up	Under the awning at the back of the building by the music room. Please bring your transportation sign to check out your student with a staff member.

- Any students not picked up by 2:50 p.m. will be brought to the main office.
- Once the back gates are closed at 2:50 p.m., parents/guardians will need to come into the office to sign out their student.
- For student safety, if a child remains at school after 3:00 p.m. and no contact has been made with a parent or guardian, Campus Police may be notified, and DHS may be contacted if there are ongoing concerns regarding supervision.

Attendance Expectations

Good attendance is essential to student success!

Starting strong attendance habits in preschool sets students up for success in school, college, and careers.

"Official attendance shall be reported and recorded in 'half-day' increments.

Students must be present for at least two hours to be counted as present for one-half day."

— [TPS Board Policy 2204](#)

<https://www.tulsaschools.org/about/board-of-education/policysearch/viewpolicy~board/policies/post/policy-2204-student-attendance>

Key Attendance Points:

- 16 or more absences in a school year (even excused) = chronically absent.
- Submit all doctor's notes to the attendance clerk promptly.
- Attendance is recorded accurately based on arrival and departure times.

How Families Can Support Strong Attendance:

- Set a regular bedtime and morning routine.
- Prepare clothes and backpacks the night before.
- Create backup transportation plans when needed.
- Schedule medical appointments outside school hours whenever possible.
- If your child feels anxious about school, talk with their teacher or our counselor for support.

Tulsa Public Schools Attendance Policy

All absences must be explained by the parent or guardian within 48 hours of the student's return to school.

Explanations may be provided in writing or verbally to the school office.

Excused Absences (per state law) require documentation such as:

- Doctor's note
- Court document
- Funeral program or obituary

A parent's explanation alone will be recorded as "With Explanation (W)" but will not be classified as excused under state law.

Important:

- Explained absences are legally considered unexcused without appropriate documentation.
- Chronic absenteeism may lead to intervention by the district attendance office, and excessive unexcused absences could be reported to the District Attorney for truancy proceedings.

For more details, please review

 [TPS Board Policy 2204: Student Attendance](#)

<https://www.tulsaschools.org/about/board-of-education/policysearch/viewpolicy/~board/policies/post/policy-2204-student-attendance>

Birthday Celebrations and Classroom Parties

We love celebrating our Eagles!

To maintain a safe and orderly environment, please review our celebration guidelines:

- All birthday celebrations must be approved in advance by the classroom teacher.
- No balloons, flower bouquets, or gifts may be delivered during the school day.
- All treats must be store-bought and labeled. Homemade treats are not permitted for student safety.
- Parents/guardians assisting with celebrations must:
 - Check in at the front office, and
 - Have a background check on file prior to the day of the event.

We appreciate your help in making every celebration safe and special!

Child Nutrition

Salk Elementary participates in Tulsa Public Schools' Child Nutrition Program. All students receive free breakfast and lunch daily.

If students bring a lunch from home, it must be a full meal. Soda pop is not permitted at school.

We encourage every family to complete the Free and Reduced Meal Application, even if your child will eat school meals.

Completing this form helps our school secure funding for:

- Field trips
- Student activities
- Teaching assistants
- Other important programs

For lunch menus, meal policies, and more information, visit:

 [TPS Child Nutrition Website](#)

<https://www.tulsaschools.org/about/teams/child-nutrition>

Lunch Schedule

Grade	Lunch Time
Pre-K-5th	<p>Lunch times may vary by grade level and classroom needs.</p> <p>Please contact your student's teacher for their specific lunch schedule.</p>

Lunch Visits

Parents and guardians are welcome to eat lunch with their student!

Please remember:

- A **background check** must be completed and on file in the school office.
- A **current ID** must be presented when entering the building.

Salk PTO — Join the Fun!

We invite you to become a part of our Salk PTO family!

Your involvement helps us create amazing experiences for students and strengthens our school community.

Learn more or get involved here:

 [Salk PTO Facebook Page](#)

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

Email: JSalkPTO@gmail.com

Student Supplies

Salk is proud to be a **Supplied for Success** school!

Most classroom supplies are provided. However, families may wish to provide personal items such as:

- Backpack
- Lunch bag
- Water bottle
- Facial tissues
- Sanitizing wipes
- Hand sanitizer

Teachers may also send wish lists throughout the year for additional classroom needs.

Transportation

Information about bus routes, eligibility, and transportation services can be found here:

 [TPS Transportation Information](#)

<https://www.tulsaschools.org/student-and-family-support/bus-routes>

Dress Code Policy

Salk Elementary follows the Tulsa Public Schools Dress Code Policy.

 [View the Full Uniform Policy Here](#)

<https://www.tulsaschools.org/student-and-family-support/uniforms/~board/uniforms/post/salk-elementary>

Approved Clothing Items:

Shirts:

- Long or short sleeves
- Collared (unless Salk Spirit wear shirt)
- No logos, writing, stripes, or patterns (Salk spirit shirts permitted)
- Undershirts and leggings/tights must be uniform colors (red, navy, black, gray, or white)

Pants and Shorts:

- Khaki, navy blue, or black
- Jeans permitted
- Leggings only under skirts or shorts (uniform colors only)
- Solid-colored belts (black or brown) may be worn

Shoes:

- Athletic style and closed-toe shoes required
- Shoes with lights, sounds, or wheels are not permitted
- Any color of shoe is acceptable

Dresses, Skirts, and Jumpers:

- No writing, logos, stripes, or patterns
- Must wear a uniform shirt underneath jumpers
- Skirts and dresses must be no shorter than three inches above the knee

Sweaters and Sweatshirts:

- Solid-color sweatshirts or sweaters may be worn

Prohibited Items:

- Tank tops or spaghetti straps
- Pants with excessive holes or rips
- Shirts advertising alcohol, tobacco, or containing profane, vulgar, or suggestive language
- Hoodies, jackets, or coats worn inside the classroom
- Sandals, slides, flip-flops, or shower shoes

Note: Uniforms are optional.

Labeling Personal Items

- To help reduce lost items and ensure belongings make their way back to the right student, we strongly encourage families to write their child's name on the inside of all personal items brought to school — including coats, jackets, sweaters, lunchboxes, backpacks, and water bottles.
- Items without names are much harder to return and often end up in the Lost and Found.
- A permanent marker and a two-second scribble can save a whole lot of stress later!

Clothing Closet

- Salk Elementary maintains a clothing closet to support students who need genuine assistance or are experiencing an emergency situation that requires an immediate change of clothes (such as a bathroom accident or significant spill).
- While we understand that minor accidents happen, the clothing closet is not intended for small spills (like water, juice, or milk) or comfort-based clothing changes. In situations where a student needs a change of clothes but it is not an emergency, a parent or guardian may be contacted to bring appropriate clothing. If a student is out of dress code, a parent or guardian will be called to bring a change of clothes. Using the closet for non-essential needs limits access for students who truly rely on it.
- It's always a great idea to send an extra set of clothes (including undergarments and socks) in your child's backpack if possible — especially for younger students. If a change of clothes is needed and none are available, a parent or guardian may be contacted to bring a fresh set to school.
- If your family is in need of clothing assistance, please contact our Parent Facilitator, Alyson Santana, or speak with someone in the front office. We're here to help.

Digital Access & Learning Tools

Grades and Powerschool Access

PowerSchool is the platform where families can monitor student grades, attendance, schedules, and more. We encourage all families to check it regularly to stay informed and involved in their student's progress.

How to Create a Parent PowerSchool Account

1. Go to: tulsaschools.org/grades
2. Click the purple PowerSchool icon
3. Click "Create Account"
4. Select "Create Account" again
5. Fill out all required fields and create your username and password
6. Link your student using their Access ID and Password
 - This information is provided in a letter from the school.
 - If you don't have it, contact the front office to request a copy.
7. Once created, you can log in anytime at tulsaschools.org/grades

Important Note:

If multiple guardians choose to share a PowerSchool account, only one person can be logged in at a time. Multiple simultaneous logins may cause errors.

Important:

It is essential for your student to know their TPS Student ID number, as they will use it daily in the cafeteria and may need it when signing up for various school services or activities. Helping them memorize it early can make daily routines much smoother!

How to Log Into Canvas and Clever (Access to Amira, Zearn, Imagine Learning & More)

Students will use Canvas to access their daily assignments and learning programs like Amira, Zearn, Imagine Learning, and more. Here's how to get started:

Logging Into Canvas:

1. Go to tulsaschools.org/canvas
2. Click the "STUDENT" button.
3. You'll be redirected to a Google login page.

Your Login Info:

- Email/Login:
FirstName + LastInitial + BirthMonth + BirthDay (2-digit format)
followed by @student.k12.tulsaschools.org
Example: brianb0703@student.k12.tulsaschools.org
- Password:
Your student's 6-digit Student ID number

 Don't know your child's login info?
Ask their teacher or the front office — we're happy to help!

Once Logged In:

You'll land on the Canvas Dashboard, where your student can access:

- Class assignments
- Clever apps including Amira, Zearn, Imagine Learning, and more.

Keeping login info handy at home is a great way to stay connected to your child's learning!

Technology and Device Expectations

At Salk Elementary, technology is an important part of student learning. Students are expected to use all school-issued devices, including Chromebooks or tablets, responsibly and for educational purposes only.

Misuse, damage, or inappropriate online behavior may result in restricted access, disciplinary action, and/or financial responsibility for repairs.

Families are encouraged to talk with students about safe and respectful digital habits.

For more information, please visit: [Chromebook Handbook](#)

<https://www.tulsaschools.org/student-and-family-support/student-and-family-support-services/behavior-guide/~board/student-and-family-guide-to-success/post/chromebook-hanbook>

Student Behavior and Expectations

At Salk, we believe in creating a positive, respectful, and safe learning environment for every student. Positive behavior is essential for a successful learning community.

We expect all students to:

- Show kindness and respect to others
- Follow adult directions
- Keep hands, feet, and objects to themselves
- Use appropriate language
- Take care of school property

Discipline is handled in accordance with district policies. For more details, please review the

 [TPS Student and Family Success Guide](#)
<https://www.tulsaschools.org/student-and-family-support/student-and-family-support-services/behavior-guide>

Visitors and Volunteers

We welcome visitors and volunteers at Salk — your support makes a difference!

All visitors must:

- Check in at the front office
- Present a valid photo ID
- Wear a visitor badge while on campus

To volunteer, families must complete and pass a TPS background check prior to helping in classrooms or at school events.

Please contact the school office if you'd like to become a volunteer!

Emergency Procedures

Student safety is our top priority. Salk Elementary takes proactive steps to ensure students are prepared for emergencies. We regularly conducts safety drills to prepare for emergencies, including:

- Fire drills
- Tornado drills
- Lockdown procedures
- Atmospheric Releases

In the event of an actual emergency, the school will follow all TPS safety protocols, and families will be notified through the district's official communication system.

If you have any questions about safety procedures, please contact the front office.

Community Resources and Family Support

At Salk Elementary and Tulsa Public Schools, we are committed to supporting the needs of every student and family — both inside and outside the classroom.

Below are important community resources available to assist families with mental health support, crisis intervention, addiction recovery, and basic needs services.

Emergency and Crisis Services

- **COPES Crisis Line (24/7):** 918-744-4800
Community Outreach Psychiatric Emergency Services — emotional support for children and adults in crisis.
- **National Suicide Prevention Lifeline:** 1-800-273-8255
- **Oklahoma Mental Health & Substance Abuse Crisis Line:** 800-566-1343
- **Child Abuse Hotline:** 1-800-522-3511
Coordinated services through the Child Abuse Network of Tulsa.
- **Sexual Violence Crisis Line (Tulsa):** 918-743-5763
- **Reach Out Helpline (Heartline):** 1-800-522-9054

Mental Health and Counseling Services

- **Counseling and Recovery Services of Oklahoma:** 918-492-2554
Community mental health support for children and adults.
- **True Blue Neighbors Behavioral Health Clinic:** 918-631-3342
Affordable services for children and families in the Kendall-Whittier and surrounding neighborhoods.
- **The Tristes Grief Center:** 918-587-1200
Professional grief counseling and telehealth services for anyone experiencing loss, anxiety, or depression.
[Visit the Grief Center Website <https://www.thegriefcenter.org/>](https://www.thegriefcenter.org/)
- **Mental Health Association of Oklahoma:** 918-585-1213
Assistance connecting to mental health services; support groups available virtually in Tulsa and Oklahoma City.
- **Indian Health Care Resource Center of Tulsa:** 918-588-1900
Comprehensive behavioral and mental health services.

- **Morton Comprehensive Health Services:** 918-587-2171
Mental and behavioral health support for children and adults.

Addiction Recovery Services

- **12&12 Addiction Recovery Center:** 918-664-4224
- **Alcoholics Anonymous (Eastern Oklahoma):** 918-627-2224
- **Narcotics Anonymous (Eastern Oklahoma):** 918-747-0017

General Support Services

- **Oklahoma 2-1-1:** Dial 2-1-1
Connects families to mental health, food, housing, childcare, and basic needs resources across the state. Visit: [2-1-1 of Eastern Oklahoma](https://www.navigateresources.net/tulh/)
<https://www.navigateresources.net/tulh/>
- **Tulsa Area United Way Community Resources** (*general family resources, basic needs, childcare*):
Visit: [211EOK](https://211eok.org/) <https://211eok.org/>
- **SAMHSA Facility Directory** (*national directory for mental health providers*):
Find a Local Provider [SAMHSA Treatment Locator](https://findtreatment.gov/) <https://findtreatment.gov/>

Thank You for Being Part of the Salk Family!

At Salk Elementary, we believe that when schools and families work together, students soar higher than ever before.

We are proud to partner with you to create a safe, supportive, and inspiring environment where every child can thrive.

Throughout the year, we will work side by side — celebrating achievements, overcoming challenges, and building memories that last a lifetime. Together, we are shaping not just learners, but leaders for tomorrow.

Thank you for entrusting us with your child's education and growth. We are honored to have you as part of our Salk community — where Eagles soar with heart, courage, and purpose.

If you ever have questions, concerns, or ideas to share, please reach out. Our doors, phones, and inboxes are always open.

Stay Connected

📍 **Salk Elementary School**
7625 E. 58th Street, Tulsa, OK 74145
📞 Main Office: 918-833-9500
🌐 <https://salk.tulsaschools.org/>

Salk Facebook Page <https://www.facebook.com/salkeagles>

Key Contacts

Role	Name	Email
Principal	Tiffany Morgan	morgati@tulsaschools.org
Assistant Principal	Brandy Kopichanski	kopicbr@tulsaschools.org
Counselor	Kim Jones	joneski@tulsaschools.org
Principal's Secretary	Brian Blevins	blevibr@tulsaschools.org

**Here's to a year of growth, kindness,
and soaring success.**

Together, We Are Salk Eagles! 