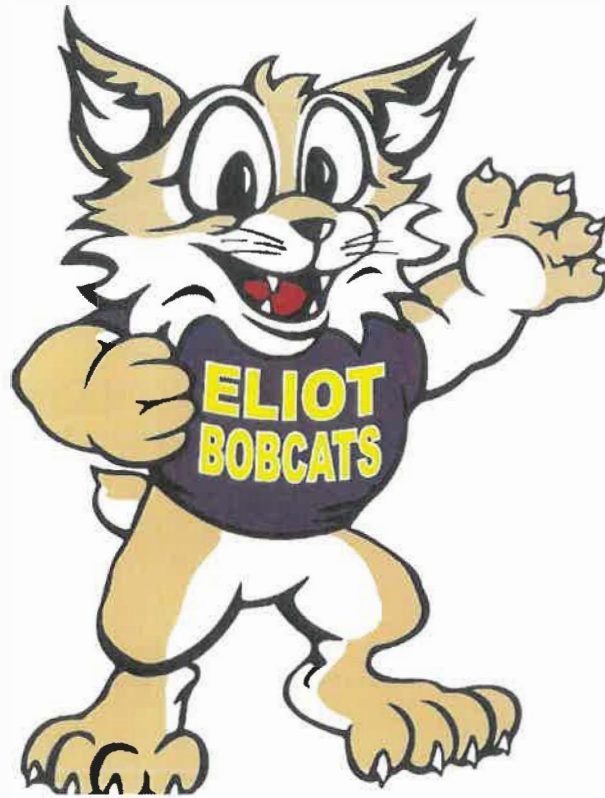


STUDENT HANDBOOK

ELIOT ELEMENTARY

2025-2026



1442 E. 36TH ST.

Tulsa, OK 74105-3216

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:959d3c69-8610-4f67-aa83-7b9a378a7b03>

PHONE – 918-746-8700
FAX – 918-746-8715

ELIOT FACULTY & STAFF

Principal – Sharon Holt
Counselor – Charleen McCracken

Pre-K

Cathy Essley
Sarah Russell

Kindergarten

Detrice Lewis
Abigail Perry
Samantha Zelle

First

Kirstin Purtell
Baylee Reynolds
Rani Smith

Second

Jennifer Drever
Tammy Long

Third

Stefani Bartholomew
Julie Macy
Kristen Parkhurst

Fourth

Kayla Bell
Jamie Francis
Sarah Ivie

Fifth

Kristen Nicholson
Robyn Osman

Music

Esther Ruiz

Art

Maegen Nair

Physical Education

Greg Journey

Special Education

Guenter Holweg

SPARK

Brittany Snyder

Library

Derek Baldrige

ELD

Karisa Semon

Speech

Ashely Zotta

SUPPORT STAFF

April King – Principal's Secretary
Kendall Williams – Attendance Clerk
Tabitha Price – Health Assistant
Eduardo Vargas – Head Custodian
Regino Cebrero – Night Custodian
Maria Macias – Night Custodian
Kristina Solt – Cafeteria Manager
Linda Allen – Cafeteria Assistant
Patricia Porteous – Cafeteria Assistant
Pam Goode – Paraprofessional
Alexa Morrow – Paraprofessional
Samantha Wixon – Paraprofessional
Taquisha Gibson – PreK Teacher Assistant
Pamela Kruse - PreK Teacher Assistant
Jessica Brauer – SRA Teacher Assistant
Rose Nar - 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 students' grades and attendance. A letter with a Username 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 to 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 be sent out via Peach Jar. Peach Jar provides the most highly effective method of electronic flyer distribution. Families may view all school-approved e-flyers through the Eliot Website at the bottom of the Home Page. Please keep your email information updated. Remember to verify that your account is updated each year at 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. This handbook helps 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 22nd 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 while becoming 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 –

Start time – 7:30am

End time – 2:35pm

PreK & K school day ends at 2:30pm

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

STUDENTS LATE FOR SCHOOL – TARDIES – **Students should be sitting at their desk in class at the 7:30am bell.** Students not in their seat at this time will be marked tardy or absent by the teacher. Students arriving at the building after 8:00am 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, but 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.

A few tips to help your family:

- Adequate rest
- Lay out clothes the night before
- Get backpacks ready and place close to the door
- Calm morning to set the tone.

ATTENDANCE POLICY - 2025-2026

Arrival Time - 7:15am Tardy Bell - 7:30am Dismissal Bell - 2:35pm

ALL ABSENCES ACCUMULATE TOWARD ATTENDANCE PERCENTAGE AND SCHOOL'S REPORT CARD

Any student not in their seat by 7:30am, will be marked absent (A) by the teacher for the AM and PM day periods. Students arriving after 7:45am or leaving school before 2:35pm must be checked in/out by a parent/guardian listed in PowerSchool or on the Student Information Update Form, showing proper ID. The office will change absence codes for full or half day absences as appropriate, as listed below:

- **Tardies (T)**

Any student who is not in their seat at the 7:30am bell is considered tardy. Chronic 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.

- **Unexcused Absences (W)**

These include absences due to family emergencies and illness/injury of the student without doctor/dentist visit documentation. The office must be notified of the reason for these absences by phone, email, or note. These also include absences due to travel, vacations, events/activities (such as ball games or concerts), car trouble, personal business, sleeping in, etc.

Pleasure trips/vacations are considered as scheduled unexcused absences. The principal should be notified in writing by note or email of these absences prior to the travel dates.

- **Excused Absences (E)**

These absences include illness/injury with doctor/dentist visit documentation, funerals or court appearances with documentation, religious holidays, TPS school tours or shadowing with documentation, or non-TPS school tours or shadowing with prior notice to the office and documentation.

Absences will only be excused if the office is provided with documentation within 48 hours of the absence.

Absence codes will not be changed after 48 hours.

Please contact the school office by 7:45am when a student will be absent.

Regular and punctual attendance is mandatory for student success and 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 is mandated (10% of the school year) or a transfer comes under review. TPS Board Policy 2206, Admission of District Transfer Students, also states that students must follow approved board policy for behavior as outlined in the Behavior Response Plan.

Parents are encouraged to monitor their student's attendance on PowerSchool. Log in information is available from the office.

Students with excessive absences will be reported to the District Attorney for non-attendance, per Oklahoma Compulsory Attendance Law.

Students attending Eliot on a transfer can have transfers revoked due to excessive absences or behavior challenges.

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 ID 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.

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 truant.

Principals shall review all student's 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.

Every absence (Pre-K – 5th) counts toward our building attendance becoming a portion of our state letter grade. So please make every effort to be here daily before 7:30am.

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.

Teachers will work individually with students who are absent for extended illnesses.

DRINKS IN SCHOOL – **Plain water only** in class and hallway. We are a safe and healthy school. Please do not send your student to school with coffee, cocoa, soda, or energy drinks.

BREAKFAST – Breakfast will be served 7:15am until 7:30am in the cafeteria at no cost. **Refrain** from sending donuts and sugary items with your student.

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 many 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 2:00pm. 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 the 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 2:00pm. 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 party 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 recess 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 DRESSCODE –

- Uniforms may be worn daily.
- 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.

- Students should dress modestly within TPS Dress Code and use good judgement.
- Clothing or accessories should not be a distraction to the school environment.

DRESS GUIDELINES

- 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
- Hats should not be worn inside the building.

GUIDELINES FOR DRESSCODE NONCOMPLIANCE

- First Time – Student will be sent to the office, non-compliance recorded, and policy sent home with student for parent/guardian signature. Students will be given a change of clothes if available.
- 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 Free Dress Privilege and will be required to wear a uniform (extent to be determined by the principal).

For the complete Tulsa Public School Student Dress Code, go to 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 into the office staff **two weeks** before the event. Also, please record your volunteer hours in the notebook 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 PowerSchool; please use your access information to view/print. Children must be enrolled for 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 student led. Additional 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 child's benefit.

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. Students should not keep medication with them.

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.

TOYS – Students are not permitted to bring toys to school. Toys can be distracting during the school day and may become lost or damaged. The only exception is on designated Show and Tell days, as directed by the classroom teacher. On those days, toys must remain in the student's locker or backpack until it is time for Show and Tell.

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 other groups 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 experiences 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. Students without a permission slip will remain at school. Students with poor behavior will remain at school. 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 **two weeks** 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 always succeed both academically and behaviorally, during school hours, and extended clubs or special activities. As a reminder, students begin each day with the Pledge of Allegiance and the Eliot Creed. We encourage students to always use ‘Kind Words & Kind Hands’. Good behavior 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 according to the TPS (BRP) Behavior Response Plan. 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 and safe 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. The district behavior response plan will be followed in the event of behavior interfering with the educational process. Disruptive behavior in school will not be tolerated.

Each teacher will handle routine behaviors as needed, developing procedures for the classroom that encourage self-correction. The principal will support the learning environment if students require additional reminders.

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 with the exception of unsafe behavior. 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 2025-2026 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 always display patience and courtesy. 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 7:15am and 7:25am.

- **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' driveways.
- Safety patrols will be available at the Front Door to help students enter the building.
- Staff will be available in the cafeteria to support.
- 36th Street doors are locked at all times.

BOBCAT 5-ALIVE CAMPAIGN

Students

1. Always use the cross walks
2. Always stay on the sidewalk
3. Cross 36th St. with the guard only
4. Never cross between parked cars
5. Exit/Enter your car **curbside only**

Parents

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

Please Do Not allow students to cross traffic

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 36th Place

1st Grade Exit – Southeast Corner Doors on 36th Place

2nd/3rd Grades Exit – Front Doors on Rockford

4th Grade Exit – Northeast Doors on 36th Street

5th Grade Exit - Northwest Doors on 36th Street

- **Remain in your car during pick up.** (Except PK/K families)

- **Park in designated areas only (Southwest or side streets)**
- Do not park or drive into faculty lots or neighbors' drives.
- All students and teachers will promptly leave the building and go to their dismissal area outside:

PK/Kindergarten (2:30pm), 1st-5th (2:35pm)

- 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 2:45pm.

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 names. 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

Appreciation/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

LIFE SKILLS

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.

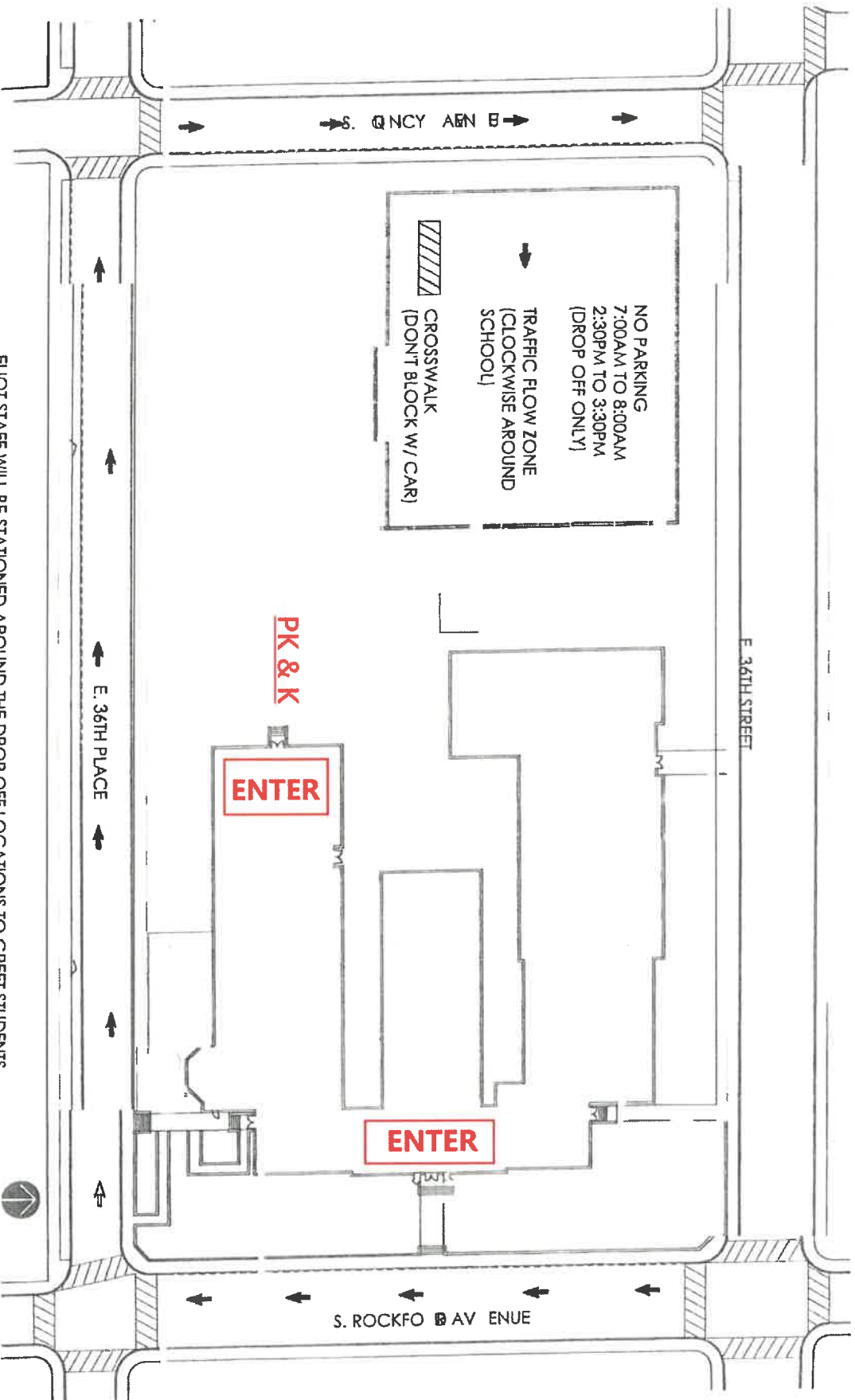
SPECIAL NEEDS ANNOUNCEMENT – Every child with special needs has a right, by law (P.L.94-142) to a free and appropriate education. This includes children and adults (0-21) with any type of physical, mental, emotional, or learning handicap. This is an attempt to locate these children in order to assist 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, OK, 74114. Telephone – 918-746-6390

TALENT RELEASE FORMS – Often 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 Avela.**

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)

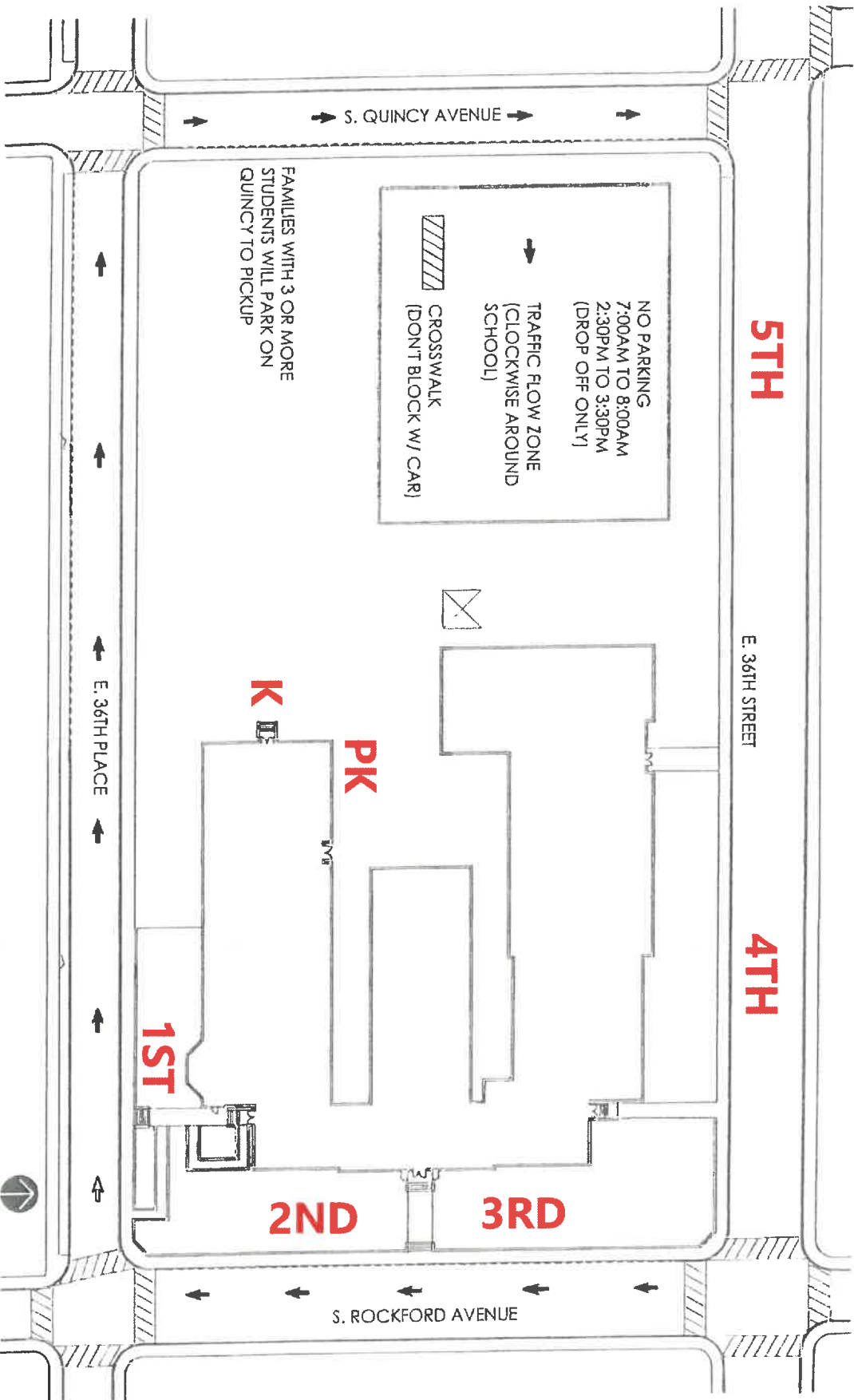
This is an attempt to locate these children in order to assist in providing the service to which they are entitled. If you are aware of a child in need of differentiated instruction, please contact the site principal, school counselor, or the gifted instructor at Eliot Elementary, 1442 East 36th Street, Tulsa, Oklahoma, 74105-3216. Telephone – 918-746-8700

ARRIVAL PROCEDURES (7:15AM-7:30AM)



ELIOT STAFF WILL BE STATIONED AROUND THE DROP OFF LOCATIONS TO GREET STUDENTS.
PARENTS SHOULD NOT EXIT CARS.

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 attendance clerk/counselor is? YES NO
Do you know how to contact them? YES NO
2. What is the best channel for communication? (select all that apply)
 - Email: _____
 - Telephone: _____
 - Paper mail (USPS): _____
3. What is the best time for events/meetings/etc.? _____
4. Are you aware of the Parent Portal on PowerSchool? YES NO
Do you have your log-in information? YES NO
Do you know where to request the information? YES NO
Do you use the Parent Portal on PowerSchool? 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?
YES NO
7. Do you feel welcomed while you are at your child's school? YES NO
If not, please tell why: _____

8. Do you feel the following people are available when you need them?
Teachers YES NO
Counselor YES NO
Principal 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 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 Middle School and Middle School 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
- Bike Club
- Drama
- Mad Science



ELIOT ELEMENTARY

EQUITY CHARACTER EXCELLENCE TEAM JOY

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 judgment 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 (918-746-8700). Your signature indicates an acknowledgement for your child to participate in field trips throughout the current school year.

DESTINATION EXCELLENCE

1442 EAST 36 STREET | TULSA, OK 74105
918.833.8400 | www.tulsaschools.org



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:

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: _____

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 or no contest to a federal or state (any state) felony charge in a criminal proceeding? **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:

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

Date Checked(__/__/__) by: _____

Oklahoma Department of Corrections 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

Date Checked(__/__/__) by: _____

Local Police Department: 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 2:00 PM** 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, Middle and Junior High School

- 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.

High School

- Students may use their cell phone during the lunch hour and during passing periods.
- Students are prohibited from using their cell phones in the classroom.
- With prior written administrative approval, teachers may incorporate classroom activities that use cell phones, tablet devices, or other wireless telecommunication devices.
- Students using their cell phones or wireless telecommunication device in areas prohibited will have their cell phones confiscated immediately.
- If a cell phone or wireless device is used to disrupt the learning environment or compromise the safety of the school, the student will have their cell phone or wireless telecommunication device confiscated immediately.
- While the use of the cell phone or wireless device by students is allowed subject to these rules and that of the policy, the capability of a camera/cell phone/wireless device to take, store, or transmit pictures or videos is strictly prohibited.

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, gender expression, gender identity 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.

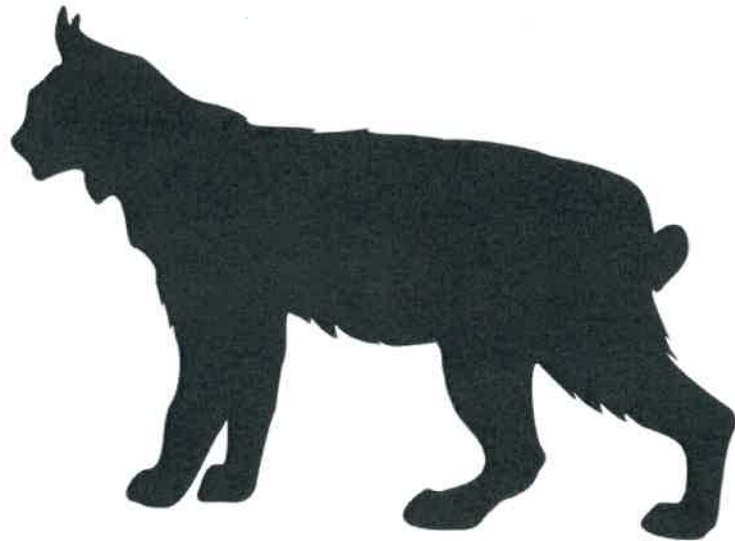
Legal reference: "School Safety and Bullying Prevention Act, 70 O.S. § 24-100.2, et seq." ;

Cross reference: 4902, Harassment, Intimidation, and Bullying

Adopted: May 2011

Revised: March 2016

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EXCELS!