

HOLMES PARK ELEMENTARY

2017-2018



PARENT-STUDENT HANDBOOK

Roger Johnson - Principal

Jamie Eidschun - Assistant Principal

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SCHOOL HOURS: Office 8:30 a.m.- 4:15 p.m.

School: Monday 9:30 a.m.-4:00 p.m. Tuesday- Friday 9:00 a.m.- 4:00 p.m.

Latchkey: 7:15 a.m.- 8:30 a.m. and 4:00 p.m.- 5:45 p.m.

Cafeteria Breakfast: Monday 8:30 a.m.- 9:25 a.m. Tuesday – Friday 8:30 a.m. – 8:55 a.m.

Rise and Shine Friday 9:00 a.m.

Lunch (grade level times vary)

TARDINESS: Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time.

- Any student who arrives to school after 9:30 a.m. Monday or 9:00 a.m. Tuesday - Friday is considered tardy and must check in through the office for an admission to class.
- A parent must walk in and check the child(ren) into the office if he/she is tardy. Students that walk will need to have their parents notify the office of their tardy via email or phone call.

ATTENDANCE: When a student is unable to attend school, parents should call the office by **9:30 a.m.** **Parents should give the student's name, teacher's name, and reason for the absence.** Parents may also email the office to report an absence. Repeated tardiness/absences can lead to a home visit by a school official and /or notification to the district attorney for legal action. **A doctor's note is needed for an absence to be excused.** Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student.

ARRIVAL AND DISMISSAL:

Arrival and dismissal procedures should be strictly followed for your child's safety.

- Students should not arrive at school before 8:30 a.m., with the exception of Latchkey students.
- Parents delivering students to school should use the South parking lot.
- Students participating in the breakfast program may be dropped off no earlier than 8:30 a.m. (There is no adult supervision until 8:30 a.m. unless the child is enrolled in Latchkey).
- Parents who pick up their children must **REMAIN IN THEIR CARS** in the pickup lane and wait for the teacher/assistant on duty to put the child in the appropriate car. Students in PK-KG will be released at 4:00 p.m. along with their older siblings if applicable.
- Please do not come to the office to pick up your child unless you have an appointment with documentation available.
- During the school day, please use the main entrance located on the south side. All other doors are locked for the safety of our students. The north parking lot is reserved for bus traffic before and after school.
- Students not picked up by 4:15 p.m. will be delivered to the Latchkey teacher. There will be a charge.
- Parents are discouraged from picking up students early from school. Teachers teach from bell to bell. If a student does need to leave early, please send the doctor's note the next day.

TRANSPORTATION: It is very important to inform your child's teacher as soon as possible if there is a change in your child's transportation home. Please do this by sending a note to school. If there is an emergency, you may call the office to inform the secretary and teacher of the change. Please do this before 3:00 p.m. Your child will be sent home by his/her regular mode of transportation unless the office is notified prior to 3:00 p.m. Students thrive on the security of a regular schedule. Please let your child know how he/she is getting home BEFORE you send him/her to school.

BUS CONDUCT: The following rules have been established in order to insure the safety of all students who ride buses.

Students Must: *Use only the bus and bus stops assigned. *Behave in an orderly manner at the bus stop. *Remain seated, facing forward, when the bus is in motion. *Talk quietly and make no unnecessary noise. *Refrain from talking to the driver unless it is necessary. *Keep head and arms inside bus. *Not litter the inside of the bus or throw anything out the window. *Keep hands and feet to themselves on the bus. *No food, drinks, or gum on bus. Infractions of the above rules will be brought to the attention of parents. Abuse of bus privileges will result in assigned seating or in the denial of transportation.

BUS ROUTE AND OPERATING POLICIES: Bus routes and stops are planned and established by the administration's transportation department. Safety, economy, efficiency, and allocation of resources are some of the considerations, which must be evaluated in determining bus operation policies. For further information contact Beverly Woolery at 918-224-7089.

CAFETERIA GUIDELINES: The same general rules for behavior that apply in the classroom are also required in the cafeteria.

- Breakfast is served from 8:30 - 9:25 on Mondays and from 8:30 – 8:55 Tuesday through Friday. On Monday, students need to arrive by 9:10 am to eat breakfast. On Tuesday through Friday, students need to arrive by 8:40 a.m. to eat breakfast. Breakfast will only be served after these times if a bus arrives late.
- Parents, who wish to eat lunch with their child, must make reservations by 9:30 a.m. with the Cafeteria Manager. Parents must check-in at the office before going to lunch. Students who pay for meals are encouraged to do so on a weekly or monthly basis. Parents will be asked to pay for a breakfast or lunch tray if they eat with their child.
- Each student has an account into which money may be deposited. Students will be allowed to accumulate up to three lunch and three breakfast charges. After the student has reached this limit, he/she will not be allowed to charge. Notices will be sent home when an account is delinquent. Applications for Free and Reduced meals are available in the office. Online payment of student accounts are now available.
- No charges are allowed the last 2 weeks of school.

DRESS CODE: District Policy 540.1.3 While enrolled in Sapulpa Public Schools, grades PK-5, students are expected to dress appropriately for school. The guidelines listed below are relevant for school, field trips, or any other related school activities. The dress code for PK-5th students is designed with an emphasis on good grooming, cleanliness, and proper dress.

1. All clothing must be appropriate for school and may not have slashes, cuts, or holes.
2. Students will not wear clothing or accessories that display pictures, lettering, or numbering that is profane, vulgar, repulsive, violent, grotesque, sexually suggestive, or obscene, whether it advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drug-related items or drug paraphernalia.
3. Students will not wear clothing that unduly exposes the body, including but not limited to: a. Tops that do not cover the midriff b. Halter tops c. Sundresses d. Tube tops e. Thin strap tops f. See-through clothing g. Bike shorts h. Any clothing made of spandex i. Shorts or skirts that are more than 3 inches above the knee or principal's discretion. j. Jean cutoff shorts k. Any clothing that exposes the underwear under the garments l. Sagging pants m. Bandanas
4. Students will not wear underwear (boxer shorts, etc.) or pajamas as outerwear.
5. Students will not wear hats, caps, or sunglasses in the school building. Exceptions will be considered on a case by case basis for medical reasons.
6. Students will not wear clothing, accessories, makeup, hair styles, or use decorations worn on the body that are likely to cause a substantial and material disruption of school operations. Such items include but are not limited to hair color of an abnormal color or unusual hairstyle, extra-long belts, chains worn as apparel or as an attachment to clothing, any type of visible body jewelry, except for conservative earrings worn by female students in the ear. Boys are not allowed to wear earrings. Only small feathers of a natural hair color (a color you could be born with), are allowed.
7. Students are encouraged to wear shoes that are suitable for PE/recess. **Flip Flops are discouraged as they are considered dangerous for elementary students.**

The principals of the respective schools and grade levels are authorized by the Board of Education to enforce standards of appropriate dress in their respective buildings. Any unusual manner of dress or appearance which, in the judgment of the principal, tends to detract from the chief function of the school will be prohibited. Principals should seek the cooperation of parents in solving specific problems in this area, but the decision of suitable attire and grooming rests with the principal.

CHANGE OF ADDRESS AND TELEPHONE: It is important that every student maintain current address and telephone numbers with the school office. Notify the office and your child's teacher immediately if you have a change of address or telephone number during the school year. A number where a parent can always be reached is required for your child's safety.

CONFERENCES: Parent/Teacher conferences are scheduled during the fall and spring. Attendance by parents is very important. Parents must schedule a specific appointment with their child's teacher, regardless of the progress of the child. Parent conferences are encouraged and can be arranged at any time during the school year. Please do not hesitate to call or email your child's teacher if you have a concern.

COUNSELORS: Our school counselors are full-time staff members at Holmes Park Elementary. They are available to all students PK-5th grade. Students and parents are encouraged to make use of the school counselors and the services they may offer.

FIELD TRIPS: Class field trips are for Holmes Park students only. Siblings are not allowed to attend field trips with parent sponsors. In-district field trips do not require a permission slip from parents. Information regarding field trips will be sent home to parents.

GUM: Our school has procedure, which is that students should only have gum given to them by teachers. Gum should remain in the class that the gum was given to.

HOMEWORK/MAKEUP WORK: Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

- Parents can help their children by arranging a quiet, comfortable place to work and by seeing that assignments are completed.
- Most homework is daily work that has not been completed at school and must be turned in. When a teacher assigns a specific homework project, it is expected to be completed by the student and to be on time.
- Makeup work may be assigned if a student is absent due to illness.
- Students have one day per day of absence to makeup any missed work.
- A parent may request assignments for absent students by calling the school office prior to 9:00 a.m. Assignments and books may be picked up at the office after 4:00 p.m.
- Work sent home ahead of time should be completed and returned on the day the student returns to school.

- Grade level/teacher requirements for homework may vary.

MEDICATION: District Policy 544.2

Medication and relevant equipment must be delivered to the school by the legal custodian of the student during office hours 8:30 a.m.-4:15 p.m.. An Authorization Form, supplied by the office, must accompany all medications. All medication must be in the original labeled prescription bottle. Over the counter medication will not be dispensed at school without a doctor's note. **Children are not allowed to carry any medications.** Asthma inhalers need to be approved by the school nurse in order for students to carry.

ILLNESS OR INJURY: In case of illness or injury, the school secretary or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, paramedics will be called via 911. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at school. **YOUR CHILD NEEDS TO BE FREE OF FEVER, DIARRHEA, OR VOMITING FOR AT LEAST 24 HOURS without the use of medication, before returning to school.**

HEAD LICE: Parents of students with live bugs will be notified immediately. Students need to be checked by the school nurse prior to returning to school and receive a signed clearance note. Students should be taken by the parent to the nurse's office at the high school. If your child has live lice, he/she will not be allowed to ride the bus or return to school until the hair is completely lice free. We understand that head lice are inconvenient however, due to the spreading of the bugs we must insist that children are not in school with lice.

PLAYGROUND RULES

1. Stay inside the fenced area.
2. Only one to a swing. No jumping out of swings. Students must swing forward and backward, sitting at all times. Students should not push other students on swings.
3. Slide down the slide on your back pockets. Do not walk up the slide. Slide down one at a time.
4. Children may not leave the playground area without permission.

5. Soccer and football will be allowed as long as there is no rough play or fighting about fairness. No tackle football.
6. Quietly line up before entering the building.
7. Grades K-5 only are allowed on the elementary play area.
8. Preschool students only are allowed on the early childhood play area.
9. Do not throw tire chips or any other objects.

RULES FOR GENERAL BEHAVIOR: One of the most important phases of a child's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude for intellectual development. The following is a partial list of infractions which are not tolerated at school:

1. Conduct Threatens Safety of Others
2. Disruption of Educational Process
3. Fighting
4. Inappropriate Behavior or Gestures
5. Obscene Language
6. Physical or Verbal Abuse
7. Theft
8. Vandalism
9. Threatening/bullying
10. Possession/Threat/Use of Dangerous Weapon (real or fake)
11. Willful Disobedience of School Official

REPORT CARDS/PROGRESS REPORTS: Report cards are distributed following the completion of each nine week grading period. Progress reports are sent at midterm. Please carefully review your child's progress and contact the school if you have questions regarding grades. Parents of 3rd-5th grade students are encouraged to check grades on PowerSchool.

HONOR ROLL: The Honor Roll is a special recognition for academic achievement. It is based on the grades earned for each nine week period. Students earn the recognition of being on the Superintendent's Honor Roll by making all A's. The Principal's Honor Roll is for students earning A's and B's. The Honor Roll only applies to grades 3 through 5.

PROGRAMS: Students are expected to attend all programs. Please turn off cell phones during programs. Parents are asked to stay for the entire program and remain seated to show respect to other students and their families. Food and drinks are not allowed in the

gymnasium. Out of respect for our children who are performing, please escort small children who are unable to sit through the program quietly out of the gymnasium.

RISE AND SHINE MORNING ASSEMBLY: Parents who choose to attend Friday morning Rise and Shine are asked to sit in the bleachers at the east side of the gym or stand at the North side.

SCHOOL SUPPLIES: Each teacher will furnish his/her students with a list of supplies needed for the year. School supply lists can also be found on the school website. These supplies are modestly priced and easy to obtain. Teachers may request additional supplies throughout the year. If obtaining these supplies creates an economical hardship, please contact the office for avenues of assistance. Please do not send rolling backpacks to school.

LOST AND FOUND: All clothing found on campus is placed in the Lost and Found . Students may claim items after proper identification. **Please label all personal items including coats, lunch boxes, backpacks, clothing, etc.**

TEXTBOOKS: If a textbook is lost, misused, or damaged beyond reasonable wear, the parent/student will be responsible for replacing the item at current value.

TELEPHONE: The school phone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another student's home after school. Cellular phone usage is prohibited by students during the school day. Phones shall remain out of sight and turned off while on campus.

TOYS, ELECTRONIC GAMES, ETC.: CHILDREN ARE NOT TO BRING PERSONAL BELONGINGS TO SCHOOL. The school is not responsible for personal items, such as headphones, iPads, iPods, toys, etc. Personal items brought to school may be lost, broken, or confiscated by the teacher. Students are not to bring toys, video games, ipods, electronic devices such as cameras, wrist computer/watches, photo or recording devices, etc. to school.

CELEBRATIONS: Parties are for the students at Holmes Park. Store bought treats may be brought in for special occasions with prior teacher approval. No homemade treats are permitted due to state health codes. Birthday party invitations are NOT to be passed out at school unless every student in the class is invited. Balloons are not allowed at parties. Balloon/flower deliveries are discouraged, however, students who receive them will have the items delivered to the classroom before the end of the day. Please be aware that balloons are not allowed on the buses.

VISITORS/PARENT VOLUNTEERS: For our student's safety, all visitors are required to report to the office upon entering the building. Visitors must sign in and will be assigned a badge. Parents are welcome and encouraged to visit our school with teacher and principal permission.

T.A.P.S. The Holmes Park T.A.P.S (Teachers and Parents of Sapulpa) meets periodically throughout the year. The major purpose of T.A.P.S is to improve and enhance the relationship between the home and school. Meetings will be announced through notes sent home with students and in the school newsletter. Parents and teachers are encouraged to participate in T.A.P.S. sponsored events.

STUDENT BULLYING PREVENTION & INTERVENTION: District Policy 540.1.7

To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

Notification of rights under FERPA

Student and parent rights regarding student records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests, a school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Education Rights and Privacy Act Office; U.S. Department of Education; 600 Independence Avenue, SW; Washington, D.C. 20202-4605; Telephone: (202) 732-2058.

INFORMATION ON STUDENT RECORDS

On August 13, 1990, the School Board of the Sapulpa Public Schools, adopted a student record policies and procedures for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office, the Junior High counselor's office, and the High School counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Sapulpa School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading or in violation of the students' rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student record policies and procedures policy.

It is the intent of the Sapulpa School District to limit the disclosure of the information contained in a student's educational record except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The Sapulpa School District Proposes to designate the following personally identifiable information contained in a student's educational record as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e., first grade, tenth grade, etc.)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or the school district the student attended before he or she enrolled in the school district. If a parent or eligible student wishes to refuse the release of this directory information, he/she has 15 days to submit in writing this refusal. This request should be submitted to the building principal. In case a parent of a student, a student or former student 18 years old, or a citizen of the Sapulpa School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Education Right and Privacy Act Office

U.S. Department of Education

Room 4511, Switzer Building

Washington D.C. 20202

Telephone Number: 202-732-2059

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.