

Sapulpa Public Schools Elementary Handbook



2020-2021

Academic Excellence in a Caring Environment

School Calendar and Hours:

SPS First day of school	Thursday, August 20
Morning latchkey opens	7:15 AM
*Doors open for students	8:30 AM
Class begins	9:00 AM
Monday PLC delayed start time	9:30 AM
PM dismissal (M - F)	4:00 PM
Afternoon latchkey closes	5:45 PM

*Liberty's daily schedule is different from the rest of the district's elementary schools. A procedure page will be included in Liberty's district handbook detailing the start/end times + early release on Fridays.

School vacation days for 2020 / 2021

- Labor Day Holiday on Monday, September 7
- Professional Day- No school for students, Friday, October 2
- Fall break set for October 14 - 16
- Happy Thanksgiving - No school on November 23 - 27
- Winter Holiday - No school on December 21 - January 4
- Dr. Martin Luther King Jr. Holiday - Monday, January 18
- Professional Day- No school for students on Friday, February 12
- President's Day - No school for students on Monday, February 15
- Spring break - March 12 - 19
- Last day of school - Friday, May 21

ABSENCES

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. If a parent does not call, the secretary will call the home to confirm the reason for the student's absence.

- Absences for school-sponsored activities do not count against attendance.
- 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 and/or parent call is required for an absence to be excused.
- Students who arrive after the start of school must be signed in at the front office by a parent or guardian.

ATTENDANCE

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. Parents may request homework from the classroom teacher if a student is absent for more than 2 days.

Parents are encouraged to make every effort to schedule doctor and dentist appointments outside school hours. However, when this is not possible, students will be excused for these special appointments. Prior notification is encouraged. Parents must check students out from the office.

540.2* **STUDENT ATTENDANCE** (Revised 4-12-2010)(Negotiated 8-19-13, 8-24-17, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours. To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or Edgenuity) approved by the school district and are meeting the following attendance requirements:
 - The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - The student is on pace for on-time completion of the course as required by the school district,
 - The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, "a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible." The State Board of Education Rules state "the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the

number are state and national levels of school-sponsored contest. State and national contest are those for which a student must earn the right to compete.”(If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work

from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

- D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.
- E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the fifth absences.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester.
3. Any elementary student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned

throughout the semester and there will be no penalty reflected for attendance.

G. CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

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 behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism

21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity 500 Section Sapulpa Public Schools 2-2007
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

BULLYING

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION (Approved 1-13-03) (Revised 11-11-13)

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 regulations 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 of school in accordance with the policies, rules and regulations of the District's Board of Education.

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 online reporting system found on the District's website or by calling the school. 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.

BUS CONDUCT FOR ALL STUDENTS

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

Students:

- 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 noises.
- Refrain from talking to the driver unless it is necessary.
- Keep head and arms inside the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Remain quiet when the bus is crossing railroad tracks.
- Keep hands and feet to themselves on the bus.
- **DO NOT bring 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. Every student must have a signed Bus Contract on file in order to ride the bus to and from home or on a fieldtrip.

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 Director of Transportation at (918) 224-7089.

CAFETERIA GUIDELINES

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

1. Students are to remain quiet in line and keep hands to themselves.
 2. Students are not allowed to save places in line or at the tables.
 3. Students are not allowed to lean on the glass wall.
 4. Breakfast is served from 8:30 - 9:20 on Mondays and from 8:30 – 8:55 Tuesday through Friday (*Liberty breakfast is served from 7:40 - 8:00 on Monday - Friday*). Breakfast will only be served after these times if a bus arrives late.
- Students who pay for meals are encouraged to do so on a weekly or monthly basis. 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, but will be given a peanut butter sandwich at lunchtime for up to three days. Nothing will be given at breakfast. Notices will be sent home when an account is delinquent.
 - Applications for Free and Reduced meals are available in the office.
 - No charges are allowed the last 2 weeks of school.
 - Please contact the school office to verify current meal pricing.

CANCELLATION OF SCHOOL

Every avenue possible is used to notify parents of a cancellation, including radio, TV, and social media.

- Classes are cancelled only during circumstances such as bad weather, equipment failure or public crisis.
- The school board and administration are aware of the hardship that can be caused by an abrupt cancellation. Therefore, classes will not be cancelled unless a significant safety risk has been created by unusual circumstances.
- In the unusual circumstance where school must be cancelled during the day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

CELEBRATIONS

- Parties are for the students. Siblings are not allowed to attend.
- **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.
- Balloon/flower deliveries are discouraged, however, students who receive deliveries may pick them up at the end of the day from the office.
- Please be aware that balloon bouquets are not allowed on buses.

CELL PHONES

Sapulpa Elementary Schools promotes an environment for instructional learning that is safe and secure, therefore, in order to foster digital citizenship students are encouraged to

practice mature and responsible cell phone use. The following guidelines will be implemented.

- In the classroom the device will be turned off and secured in backpacks.
- Students are prohibited from using the device unless the teacher allows the use of the device for academic purposes.
- No devices may be used in areas where a reasonable expectation of privacy exists.
- If a device is being misused the student may lose the privilege of having the device at school.

CHANGE OF ADDRESS AND TELEPHONE

It is important that every student maintain an up-to-date address and telephone number at 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.**

COMMUNICATIONS

- Your child's teacher will send home weekly communications. Parents will also receive phone calls or emails from school messenger in PowerSchool as needed.

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 your child's teacher if you have a concern.

COUNSELOR

Our school counselors are a full-time staff member. Students and parents are encouraged to make use of the school counselor when needed by arranging an appointment during school hours.

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-2 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 principals' discretion.
 - j. Jean cut off 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 wear shoes at all times. 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, make-up, 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 hair style, extra-long belts, chains worn as apparel or as an attachment to clothing, any type of visible pierced jewelry should be limited to the ear. 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.

EARLY CHILDHOOD PROGRAMS (Negotiated 8-07)

Children who will be four years old by September 1 will be eligible to attend the early childhood program according to the following priorities:

- A. First priority will be children who live in the Sapulpa school district.
- B. Second priority will be children who live outside the Sapulpa school district provided the district of residence agrees to transfer.
- C. Students must be independently toilet trained to enroll in early childhood programs.

GUM

No gum during school hours.

HEAD LICE

- If a child in a class has head lice or nits, all other children in the classroom will be checked.
- According to House Bill 1550, Section 1210.194(B), any child prohibited from attending school due to head lice shall present to school authorities, before said child shall re-enter school, certification from a health professional or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice and is nit free.
- Children's possessions should be stored in individual cubbies, lockers or if lockers are shared, individual plastic bags.
- Teach children not to share clothing, headgear or grooming articles.
- Sapulpa Schools shall conform to a nit-free policy as recommended by the National Pediculosis Association.
- If there are siblings in school of a child diagnosed with head lice, they shall be checked. If siblings are attending another Sapulpa School, that school should be notified and those siblings checked.
- Three all school screening dates are recommended: After the start of school, around winter break and around spring break.

HOMEWORK/MAKE-UP 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 on time.
- Make-up work may be assigned if a student is absent due to illness. Students have one day per day of absence to make-up any missed work.
- A parent may request assignments for absent students by calling the school office before the start of the day. Assignments and books may then be picked up at the office at the end of the day.
- Grade Level/teacher requirements may vary.

HONOR ROLL

The Honor Roll is a special recognition for academic achievement for students in 4th and 5th grades. 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.

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, the student will be taken to the emergency room.
- 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 medication) BEFORE RETURNING TO SCHOOL.

IMMUNIZATIONS

Immunizations required by state law for grades Pre-K through 5th: See enrollment packet for details regarding age appropriate immunizations.

LEAVING CAMPUS

Under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified by a parent/guardian and signed out in the office by a parent/guardian or parent designee.

LIBRARY PROCEDURES

Students are allowed to check out two books at a time from the library. All books must be returned to the library two weeks before the last day of school. Parents are responsible for replacing the cost of lost or damaged books. Parents may purchase and donate a book to the library in honor of their child at any time during the school year.

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.**

MEDICATION

Medication and relevant equipment must be delivered to the school by the legal parent/guardian (or the legal custodian's designated adult) of the student.

- An Authorization Form, supplied by the office, must accompany **all** medications in their original container.
- If a student brings medications to school without a properly completed Authorization Form, the school will inform the legal custodian of District policy and the inability to give the medication. The legal custodian may, however, come to the school and dispense the student's medication.
- Over the counter medication will not be dispensed at school without a doctor's note.
- **Children are not allowed to carry any medications.**

PLAYGROUND RULES

Please see site procedural page for further information.

PLAYGROUND SUPERVISION

School staff will supervise the playground during recess times. The playground is not supervised before or after school (*Latch Key* students **ONLY** have adult supervision after school). Students are expected to leave for home immediately following dismissal.

PROGRAMS

- Students are expected to attend all programs.
- Parents are asked to silence 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.

REPORT CARDS/PROGRESS REPORTS

Report cards are distributed following the completion of each nine-week grading period. Progress reports are sent at mid-term. Please carefully review your child's progress and contact the school if you have questions regarding grades. Parents of third – fifth grade students are encouraged to check grades on PowerSchool. Please contact your third – fifth grade teacher for information.

SCHOOL SUPPLIES

The district will provide parents with a list of supplies needed for the year. 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. Teachers may have a wish list of items specific for her classroom needs.

- Please do not send rolling backpacks to school.

T.A.P.S

The 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.

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.** Repeated tardiness may lead to a home visit by a school official and /or notification to the district attorney for legal action. **A parent must walk in and check the child(ren) into the office if (s)he is tardy.** (Please see Liberty's procedural page for their times.)

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.

TEXTBOOKS/DIGITAL CURRICULUM

Textbooks and workbooks are furnished for each student. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book or device at current value (Unless insurance has been purchased for the digital device.)

TOYS, ELECTRONIC GAMES, ETC.

CHILDREN ARE NOT TO BRING PERSONAL BELONGINGS TO SCHOOL. The school is not responsible for personal items, such as cell phones, 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.

TRANSPORTATION

It is our responsibility to make sure your child makes it home safely from school. Therefore, 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 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 teacher is notified prior to 3:00 p.m. Students thrive on the security of a regular schedule. **Please let your child know how (s)he is getting home BEFORE you send him/her to school.**

VANDALISM

Our school and equipment is public property. Vandalism may result in suspension from school. The school requires that damages be paid before a student is allowed to return to class.

VISITORS

Students being checked out during the school day will be called to the office. 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. Please return the badge as you leave. Parents are welcome and encouraged to visit our school with teacher and principal permission.

VOLUNTEERS

All volunteers are required to report to the office before volunteering. A volunteer contract must be on file before volunteers are permitted to work at school sites. Also, a felony affidavit must be completed.

WITHDRAWALS

When withdrawing a student in the middle of the semester a parent must complete an application for withdrawal. Teachers will summarize the student's progress and prepare the student's file for forwarding to his/her next school.