

# Liberty Elementary

a PLACE to learn, laugh and love!



2019-2020  
Parent - Student Handbook

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## **FORWARD**

Liberty Elementary provides every student with a copy of this handbook as a means of communication between the home and school. It is our hope that it will give you the necessary information to acquaint you with the schools rules and regulations. If you have questions, we encourage you to call the school office or the counselor. Please read and keep this handbook readily available throughout the year. A parent or guardian is asked to sign and return the insert of the handbook.

## **DISTRICT MISSION STATEMENT**

The mission of the Sallisaw Public Schools is to empower all students to make educated choices and meet challenges of the future as productive citizens.

## **LIBERTY MISSION STATEMENT**

At Liberty Elementary our mission is to learn and to be productive citizens. We will use our heads, hearts and hands to become leaders by setting goals, solving problems and working together.

## **OUR PHILOSOPHY**

Welcome to Liberty Elementary School  
“Where Leadership is a Habit”

**"WE BELIEVE"** student learning is facilitated when it takes place in a safe and nurturing environment where students are engaged, supported, and valued.

**"WE BELIEVE"** clear instruction, used in conjunction with teacher modeling, provides necessary scaffolding for student learning and ultimately student independence.

**"WE BELIEVE"** high expectations for students and staff lead to improved classroom performance.

**"WE BELIEVE"** differentiated (varied) instructional practices must be provided to ensure student academic success.

**"WE BELIEVE"** on-going professional development is critical to school improvement.

## **Welcome to Liberty Elementary School,**

I would like to extend a warm welcome to all of our new students and their families. For our returning students and families **“WELCOME BACK”!** At Liberty, we are committed to providing the highest level of education where ALL students can learn and be prepared. Our outstanding teaching staff, support staff and wonderful LPTO are committed to academic excellence and making a positive difference for ALL students.

I encourage you to become active in our LPTO this year by donating your time to the various activities throughout the year.

Liberty teachers, staff, students, and parents are committed to working cooperatively to create a safe, secure, and nurturing environment that promotes the highest level of academic achievement and character development while empowering our community and meeting the diverse needs of all learners. At Liberty, we maintain high expectations for all students and adults on our campus. Students are expected to act responsibly and always do their best academically, behaviorally, and socially. We encourage our students to seek additional support whenever they have a problem, need assistance or have a concern. We also believe that the best way to be aware of your children’s progress is to communicate with your child’s teachers. As a way to further this communication, we will have parent/teacher conferences in October and March, quarterly report cards and grade level quarterly family nights. It is important to listen to your child and support him/her by encouraging each child to do his/her best.

Our school rules are carefully designed to protect our students’ best interests and to ensure our students’ success. Students are responsible for knowing the contents of this handbook as it applies to rules and regulations. I look forward to meeting each of you and invite you to come by and say “hello”. My primary goals are the education and safety of our children. Children come first! We must all be positive role models for the children by continuing to model appropriate dress, talk and respect. In addition, support of academics and life-long learning should continue to be a top priority of our entire community. I wish everyone a wonderful school year at Liberty!  
Sincerely,

Toni Jasna  
Liberty Elementary Principal

# SALLISAW PUBLIC SCHOOLS

2019-2020

August 12		Faculty & Staff Report Professional Day
August 13		Professional Day
August 14		Professional Day
August 15	Classes Begin	Students Report
September 2	No Classes	Labor Day
October 14		Parent/Teacher Conf. 4:00 - 7:00 p.m.
October 15		Parent/Teacher Conf. 4:00 - 7:00 p.m.
October 17	No Classes	Professional Day
October 18	No Classes	Fall Break
October 21	No Classes	Fall Break
November 25-29	No Classes	Thanksgiving Break
Dec. 23, 2019–Jan. 3, 2020	No Classes	Winter Break
January 6, 2020	Classes Resume	2nd Semester
January 20	No Classes	Martin Luther King Day Professional Day
February 13		Parent/Teacher Conf. 3:30 - 9:30 p.m.
February 14	No Classes	
March 16-20	No Classes	Spring Break
April 10	No Classes	Good Friday
May 14		Student's Last Day
May 15	Work Day	Teachers Check Out Graduation

**BOARD OF EDUCATION**

Justin McGrew .....President  
Bobby Qualls ..... Vice-President  
Mike Daffin.....Clerk  
Frank Sullivan III .....Deputy Clerk  
Dr. Amanda Trudeau Hatcher..... Member

**ADMINISTRATION**

Randy Wood ..... Superintendent  
Steve Merrill .....Assistant Superintendent  
Toni Jasna. .... Principal, Liberty  
Chad Jasna .....Principal, Eastside  
James McInerney ..... Principal, Middle School  
Russell Tillery.....Principal, High School  
Brad Jackson .....Assistant Principal, High School

## LIBERTY ELEMENTARY SCHOOL STAFF

### PRINCIPAL

Toni Jasna

### COUNSELOR

Jessica Barlow

### SECRETARY

Sheila Johnson

### PRE-K

Lynn Bese

Masami Capehart

Kathy Crase

Karen Land

### KINDERGARTEN

Jennifer Agent

Hannah Caughman

Jill Davis

Natalie Johnson

Erin Milteer

Kim Strong

### TRANSITIONAL FIRST

Kristy Cox

Thena Garrett

### FIRST GRADE

Kim Booth

Dolly Dunlap

Carol Evans

Lou Ann Gladd

April McInerney

Chelsea Merrill

Cynda Real

### SECOND GRADE

Terri Burnsed

Cheryl Gustafson

Henry Phillips

Tabitha Rhoads

Misty Waters

Debra Williams

### RESOURCE OFFICERS

Lita Armer

Bobby Qualls

### TECHNOLOGY

Stephanie McClure

### HEALTH AIDE

Linda Upchurch

### SPECIAL EDUCATION

Ericka Dickerson

Glenda Smith

### TITLE I/READING SPECIALIST

Geneva Ford

Barbara Gipson

Ilona Jones

### MUSIC

Tara Mendiola

### MOVEMENT

Tonya Stites

### MEDIA SPECIALIST

Taren Madding

### REFLECTION ROOM

Barbara Poor

### TEACHER ASSISTANTS

Paige Bartel, Pre-K

Jennifer Jones, Kindergarten

Laurie Macon, Pre-K

Brandi McGinnis, Pre-K

Madison Morgan, Pre-K

Lisa Randolph, Kindergarten

Jan Sharp, Media Center

### TITLE VII TUTOR/JOM

Brenda Covington

### PARAPROFESSIONALS

Jordan Jones, Special

Roberta Lineberry, Special

### CUSTODIANS

Maranda Barker

Kathy Connell

Gina Coppock

Danita Webb



## ACCELERATED READERS

**Accelerated Reader** is a computer program that promotes reading from K-12. This program offers quizzes on thousands of books on every grade level. After finishing a book, students take a short computerized reading quiz. These quizzes help teachers and parent monitor each child's reading level and comprehension. Students receive points on a quiz taken depending on the reading level and quiz score. Within the **AR** program, there are four types of quizzes.

- **Reading Practice** quizzes ask students about the book to measure comprehension.
- **Vocabulary Practice** quizzes help readers improve their vocabulary knowledge and skills.
- For struggling readers, **recorded voice** quizzes allow students to take the quiz on their own with the help of a narrator.
- The **literacy skills** quiz asks more difficult questions that require students to use 24 different reading skills.

Each nine weeks goals are set for each student. These goals are determined using STAR360 scores. At the end of the nine weeks period, goals can be lowered if a student is really trying but just can't make it, or raised if a student is breezing by.

Students should be challenged to reach their full potential. To grow as readers, books students read **MUST** be on their level or above not lower.

## ARRIVALS

All students arriving prior to 7:45 a.m. are to report directly to the cafeteria. Students arriving after 7:45 leave their backpacks outside their locked classroom and report to the cafeteria for breakfast. For the safety of our students all doors with the exception of the front entry are locked. No admittance will be allowed except at entrances designated by traffic flow.

Students who are eating breakfast at school should arrive no later than 8:00. Those who are not participating in the breakfast program are encouraged to arrive no earlier than 8:00, unless arriving by bus. Our first bell rings at 8:15. All Pre-K and Kindergarten travel to the cafeteria for breakfast.

## ASBESTOS

In response to the asbestos Hazard Emergency Response Act, P.L. 99-519 and EPA regulations, we have completed a survey of our buildings for asbestos containing building materials.

As a result of our recent building survey concerning asbestos, we are pleased to announce that areas that contain asbestos pose no health problem.

The management plan (results of the survey) will be available for your viewing during office hours in the office of the principal. Please call for an appointment.

## ATTENDANCE

We want our students to achieve both academically and socially to the best of their ability. To assist them, our home-school liaison, Ernie Martens will track student attendance. We will comply with the legal requirements of the Compulsory Attendance Laws of the State of Oklahoma, Title 70 §10-105-106, by reporting excessive absences to the Sequoyah County District Attorney.

Parents will be notified by letter when their student has missed 3 unexcused days in each semester. When a student has reached 9 or more days, parents will once again be notified by letter. Those with excessive absences will be reported to the District Attorney.

If a child is ill, they certainly need to stay home. However, the school should be notified when a student is absent, either by a phone call from the parent or a note sent to the office on the day the student returns to school.

A child should stay home if they have a fever of 100 degrees or above. They may return to school after he/she has been fever free without a fever reducer such as Tylenol or Motrin for 24 hours. Also, a child with diarrhea and/or vomiting should stay home and return to school after they are symptom free for 24 hours.

A child with a suspicious rash should return to school only after being seen by a health care provider and has a note from his/her doctor stating that he/she may return to school.

If an illness or injury prevents a student from participating in physical education for an extended period of time, **a doctor's statement must be provided.**

Students will be dropped from enrollment when absences exceed 10 days in a row and the District Attorneys Office will be notified. They must be reenrolled upon return to school.

### ABSENTEE & TARDY POLICY

If a student comes in between 8:15 – 10:00 then they will be counted tardy.

If a student comes in after 10:00 a.m they will be absent ½ day.

If a student leaves before 1:30 p.m. they will be absent ½ day.

If a student leaves after 1:30 p.m. they will be counted as early pick-up.

### AUTHORITY TO RELEASE STUDENTS

Only the principal, or designated representative, may release a student from school for any reason. This release must be to the parents or to the authorized adult listed on the student's enrollment form. Every effort will be made to contact the parent/legal guardian in all cases. In the event of an emergency, however, when the parent/authorized adult cannot be reached, the principal will give consent. All students must be signed out through the office.

### AWARDS ASSEMBLY

All students have the opportunity to strive to receive the following awards at our assembly in May:

- ❖ Citizenship – Grade Level  
“A good citizen is someone who cares about the feelings and rights of others and shows concern for the safety and well-being of others.”
- ❖ Math Facts Champions in 1<sup>st</sup> Grade
- ❖ Math Facts Champions in 2<sup>nd</sup> Grade
- ❖ Reading Awards – Over 100 Books – AR Awards
- ❖ Perfect Attendance – All Grades

## **BICYCLES**

We recommend that students not ride bicycles to school. Due to the heavy flow of traffic, bicycles are only recommended for those students who are experienced riders. In the interest of safety, bicycle and skate board riding on the school grounds is not permitted. Bicycles must be **walked** on the school grounds. Bicycles should be equipped with baskets for books and backpacks. Students are encouraged to wear proper safety gear. Sallisaw Public Schools System is not responsible for any bicycle.

## **BULLYING**

In order to provide an environment conducive to learning, the Sallisaw School District will not tolerate any form of bullying. This can involve physical intimidation or verbal abuse. Examples include pushing, tripping, hitting, teasing, mocking, taunting, spreading insults, racial slurs, rumors, gossip, lies about sexual history or sexuality, taking lunch money, vandalizing a student's property, or forcing others to do your homework. Students should make formal complaints to teachers, counselors or the administration. Punishment can include, but may not be limited to (recess time out/P.A.R., lunch detention, ISS) suspension, or expulsion. The school counselor will provide classroom sessions for students on topics to prevent bullying.

The Sallisaw Public Schools' student conduct code prohibits harassment, intimidation, and bullying. Bullying is defined as pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

The mistreatment must be intentional, hurtful, threatening, and occur more than once. Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. The matter should be reported to the building principal who will investigate the report and determine if the school discipline code was violated. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.

The bullying policy is found at FNCD, FNCD-R, FNCD-P, and FNCD-E in the school district's policy manual. If you would like to receive a copy of the policy, please contact the building principal, Toni Jasna at 918-775-4741.

## **BUS DISCIPLINARY STEPS**

The following steps are a guide for the principal taking whatever reasonable action he/she deems necessary.

1st offense – Warning-Parent Contact

2nd offense – Reflection Room

3rd offense – 3 Day Bus Suspension

4th offense – 10 Day Bus Suspension

5th offense – Semester Bus Suspension

**If the student is absent during the 3 or 10 Day Bus Suspension, the suspension time will be extended for the days the student is not in school.**

**SALLISAW PUBLIC SCHOOL  
BUS RIDER RULES**

RIDING A SCHOOL BUS IS A PRIVILEGE AND THE PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RIDER RULES. Parents should not hold the bus at their child's bus stop. If there is a problem, the parent should contact the driver's supervisor and set up a meeting if necessary, (775-4848 or 775-5544). Parents should never enter the bus.

**Prior to loading, students should:**

1. Be on time at the designated school bus stops--keep the bus schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than regular bus stop.

**While on the bus students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Never throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

**After leaving the bus students should:**

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

**Extracurricular Trips**

1. The above rules and regulations will apply to all trips under school sponsorship.
2. Sponsors will be appointed by the school officials.

## **CELL PHONES**

Wireless telephones are allowed but are to be left in backpack and not turned on during the school day. If the student chooses to disregard the rule, the phone will be placed in the Principal's Office. The parent will be required to come pick the phone up at school. The principal will determine if further consequences are applicable.

## **CHANGE OF INFORMATION**

Please keep you child's enrollment information current by reporting any changes, such as new phone numbers, new address, employer, etc. In the event of an emergency, if your child gets sick or injured at school, or if we need to contact you for any reason, current information is vital. **PLEASE CONTACT THE SCHOOL OFFICE ANYTIME INFORMATION CHANGES. Any legal changes must have proper documentation filed in the office.** Information update forms may be sent home periodically.

## **CHILDREN IN NEED OF SPECIAL HELP**

Special education programs mandated by state and federal regulations for children three to 21 years of age are available through the Special Services Department. SoonerStart provides programs for newborn up to three years. Please contact the school counselor at 918-775-4741 or the Special Services Director, Erica Dickerson at 918-775-7761.

## **CODE OF STUDENT CONDUCT**

What is expected of Me?

It is very important for parent, students, teachers, and principals to work cooperatively to ensure that each student receives a high quality education free from disruption.

What is a Code of Student Conduct?

- Describes behavior that builds a positive environment for learning.
- Describes specific examples of student misbehavior.
- Defines penalties that will be imposed for student misbehavior.
- Provides for district-wide uniformity in dealing with student discipline.

When is this Code in Effect?

- During regular school hours (including from the time students leave home until they return home).
- While waiting for the school bus, being transported on the school bus, or leaving the school bus.
- At school related functions when school personnel have responsibility for students.

### **PARENTS SHOULD:**

- Assume major responsibility for helping their children develop good habits of behavior.
- Recognize and help their children understand that the teacher assumes the role of the parent while their children are at school.
- Teach their children respect for property and rights of others.
- Speak positively about the school and education in front of their children.
- Assist their children to come to school well-groomed and appropriately dressed.
- Explain any necessary absences or tardies promptly to the appropriate school office.
- Provide necessary school supplies for their children to be able to perform classroom work.
- Discuss daily work assignments and report cards with their children in a constructive manner.
- Keep in close contact with the school to ensure good communication.
- Attend requested parent conferences.

### **PRINCIPALS SHOULD:**

- Establish a school climate for learning which is conducive to good teacher performance and maximum student growth.
- Implement a positive discipline framework for all students using the Code of Student Conduct as a reference point.
- Strive to assist students to perform in a socially acceptable manner.
- Serve as the leader for the instructional program.
- Work to assure that physical surroundings are conducive to a learning environment.
- Manage human and physical resources in a manner that supports the overall goals of the educational program.
- Appear at school in a well-groomed and appropriately dressed manner.

### **STUDENTS SHOULD:**

- Attend school daily and arrive on time.
- Respect the authority of the teachers and school administrators.
- Cooperate in the development of good habits of behavior.
- Assume responsibility for their own actions.
- Come to school well-groomed and dressed appropriately.
- Help to keep all school property clean and free from unnecessary destruction.
- Respect the right of others.
- Keep parents informed regarding school assemblies, supplies needed, and written information sent from the school to the home.

### **TEACHERS SHOULD:**

- Provide an effective program of instruction.
- Maintain an atmosphere conducive to learning.
- Serve as a model for students by showing respect for themselves, their students, their parents, and other school personnel.
- Be in regular attendance and on time.
- Maintain a well-groomed appearance and dress appropriately to serve as a role model for students.
- Indicate a genuine interest and concern for the welfare of the students.
- Assist students in every possible way to follow the rules of expected behavior.
- Teach students responsibility for their actions by enforcing the rules of conduct and disciplining fairly and appropriately those students who violate these rules.
- Recognize the growth, success, and achievement of students.

The examples of violation to the Code of Student Conduct are listed in three specific groups depending on the seriousness of the offense; below each group is a list of penalties from which the teacher or principal will determine appropriate action. The penalty for the offense will be assessed depending on the seriousness of the violation and frequency of misbehavior. The groups are not intended to be inclusive of all possible action of misbehavior.

### **LEVEL I MISBEHAVIOR**

#### **INFRACTIONS**

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Use of tobacco on school grounds
5. Inappropriate display of affection on school grounds
6. Failure to bring necessary materials to class
7. Copying the work of another student
8. Failure to do assigned classwork

#### **POSSIBLE PENALTIES**

1. Student/teacher conference/Time out
2. In-class disciplinary action
3. Assigned school duties other than class tasks
4. Student/counselor conference
5. Parent/teacher conference
6. Student/teacher/principal conference
7. Exclusion from extra curricular activities
8. Student/parent/teacher/principal conference
9. Noon Detention
10. Reflection Room
11. Suspension up to 3 days

### **LEVEL II DISRUPTIVE AND DISORDERLY BEHAVIOR**

#### **INFRACTIONS**

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Bus misconduct
5. Profanity
6. Altering or disrupting school records
7. Defiance of authority of school personnel
8. Defacing school property
9. Harassment of students or school personnel
10. Immoral conduct

#### **POSSIBLE PENALTIES**

1. Student/parent/principal conference
2. Exclusion from extra-curricular activities
3. Noon Detention
4. Reflection Room
5. Suspension up to 3 days
6. Suspension more than 3 days
7. Withdrawal of privileges
8. Financial restitution
9. Refer to Court related services

### **LEVEL III ILLEGAL BEHAVIOR**

#### **INFRACTIONS**

1. Theft
2. Assault (verbal or physical)
3. Fighting
4. Vandalism
5. Use of drugs or alcohol
6. Possession, threat, or use of a deadly weapon
7. Conduct that jeopardizes safety of others
8. Fireworks

#### **POSSIBLE PENALTIES**

1. Reflection Room
2. Exclusion from activities
3. Suspension
4. Refer to Court Related Services
5. Financial restitution
6. Involve Law Enforcement
7. Expulsion

The student will accept the punishment, as designated by the administrator and/or teacher, or be suspended from school until a parent or guardian returns with him/her for a conference with the administrator and teacher involved.

If a student is disruptive to the point of depriving other students of their education, that student will immediately be removed from the classroom by the principal and/or teacher. The parent/guardian will be notified immediately.

In cases of suspension, the principal shall immediately notify the parents/guardian by phone and/or writing that the student has been suspended and of their right to a conference with the principal. The conference will be held during regular school hours. At the conference the principal will explain the rule or regulation which the student is charged with having violated and should briefly outline the conduct on the part of the student, being certain the parent/guardian understands the reason for suspension. At the conclusion of the conference, the principal should state if the suspension is upheld or modified.

In case of suspension, if the parent/guardian feels the decision is not just, the parent/guardian has the right to appeal the decision to the superintendent.

Additional appeal procedures are as follows:

Any student who is guilty of immorality or violation of the regulations of a public school, may be suspended by the principal/teacher of such school, which suspension shall not extend beyond the current semester and the succeeding semester; provided the student suspended shall have the right to appeal the decision of such principal/teacher to the board of education of the district, which shall upon a full investigation of the matter, determine the guilt or innocence of the student, and its decision shall be final.

Nothing in this Code of Conduct shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension or expulsion.

This Code shall be interpreted by the principals in such manner as they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not covered in Code of Student Conduct.



### DAILY SCHEDULE

7:45-	8:15	T, 1st & 2nd Breakfast
8:15-	8:25	Rise-n-Shine in M&M Gym (Friday's only)
8:15-	8:30	Classes Begin / K Breakfast
8:35-	8:55	Pre-K Breakfast
11:00-	11:50	Transition Recess/Lunch
11:10-	11:55	First Grade Lunch/Recess
11:35-	12:15	Second Grade Lunch/Recess
12:00-	12:50	Kindergarten Lunch/Recess
12:25-	1:10	Pre-K Lunch/Recess
1:15-	2:25	Pre-K Rest Time
2:45		Pre-K, Kindergarten Pick-Up Dismissal
3:00		Pre-K Bus Dismissal
3:05		Kindergarten Bus Dismissal
3:15		Dismissal/T, 1st, 2 <sup>nd</sup>

### DELIVERIES

Due to safety issues, balloons will no longer be allowed on Sallisaw school buses. Please be mindful of this new rule if you choose to send your child a birthday, congratulations or Valentine gift, etc. If your child is picked up, this will not be an issue. Gifts such as candy, flowers, etc. are still acceptable. The safety and welfare of our students will always be our main priority at Liberty Elementary.

### DEPARTURES

In order to minimize interruptions to classes, students who are picked up by their parents after school, on a regular basis, will not be allowed to leave class until after the 3:15 bell. Parents who need to take their children from class are requested to come to the office and make arrangements to have the student called from class and sign them out. All students leaving the school grounds for any reason must clear through the office. If students return to school on the same day they left, they must clear through the office before returning to class. Children will not be permitted to leave school unless the office has been notified by their parent or guardian.

We understand that occasionally it is necessary for a student to leave early; however, when students are picked up early the entire class is disrupted. Students not riding a bus or walking should be picked up by their ride between 3:15 p.m. and 3:30 p.m. When picking up your child, please stay in your vehicle at all times, an assigned staff member will walk your child to your vehicle. **For safety reasons, we ask that you do not walk up to the pick up line to get your child.** After 3:30 p.m. you will need to park and come inside to the office to pick up your child. Please help us to make your child's school day as productive as possible by following the school schedule. Because our students are so young and we have so many busses, pickups and walkers to sort, we need this time to ensure the safe dismissal of every student. We work very hard to make sure every child gets home safely. **Any changes in daily transportation home should be sent in note form to the teacher or by calling the school office before 1:00 pm. WE CAN NOT TAKE A STUDENT'S WORD FOR CHANGE IN TRANSPORTATION.** We request every effort be made to have a consistent routine to one destination.

**Any student who accumulates more than five (5) early departures for any nine week period of time may be assigned to miss noon recess for each additional early departure.**

## **DRESS**

Sallisaw Public Schools has established dress code guidelines for students. It is believed that grooming and dress will contribute to good attitudes and conditions that enable students to do their best work. Students are expected to dress in a manner appropriate for school. In order to establish high standards for our school, we must maintain neatness, cleanliness, and decency in the dress of all students.

Hats are not to be worn indoors. We will not allow tank tops, t-straps, fish net or tops with exposed midriff. All shorts should be the length of the fingertips when the hands are straight at the student's side. We discourage any dress that will draw undue attention to the wearer or cause disruption in the classroom. Shoes must be worn at all times. **Slippers or house shoes are not considered appropriate for school.** Tennis shoes are needed for physical education. Items of clothing that display obscene or offensive messages will not be allowed. Hair must be neat and clean, natural colors only.

### **STATEMENT OF POLICY DRUG-FREE, SALLISAW PUBLIC SCHOOL**

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and community as a whole, the Sallisaw Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades Pre-K-12.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
- C. It shall be the policy of Sallisaw Public School, that any teacher who has reasonable cause to suspect that a student may be under the influence or said student has in his/her possession alcohol or a controlled dangerous substance while in school or while attending school sponsored events, shall immediately notify the principal or his designee of such suspicions. The principal or his designee shall make a determination as to the validity of the suspicion. If it is determined that the student is in violation of this policy, the principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student in this matter.
- D. The student, upon the first offense shall be suspended from school for a period of five (5) days. During that period the student must enter a counseling or treatment program. The student will remain suspended until verification or confirmation is received by the school from the person or persons administering the program, which the student has entered. Failure to abide by this procedure will result in the immediate suspension for the current semester and possibly the next semester.  
A second offense will result in the immediate suspension of the student for the current semester.  
If the school official in charge cannot contact the parents or legal guardian, he will take whatever action he deems necessary in the interest and welfare of the student and student body, e.g. calling the physician listed by the parents or the emergency ward of the local hospital. In all such cases, law enforcement officials will be advised (Federal, State, and Local). Thereupon every attempt will be made to notify the parents or legal guardian so that they might be present at the law enforcement interview or might give their permission for an interview without their presence.  
If the school suspects the use, sale, or possession of illegal drugs or alcoholic beverages by a student but does not have hard evidence to support that suspicion, the school may suspend the student and contact the parents of the student relative to the school's suspension.
- E. Administrative personnel will be familiar with counseling and rehab services available to students in the local district.

- F. Standards of conduct as outlined in Paragraph "C" and disciplinary sanctions in Paragraph "D" will be a part of Notification to parents and students:  
"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. (Federal Regulations can be examined through the school office.)"
- G. Notification is hereby given to parents and students that compliance with the standards of conduct as related to the Drug and Alcohol Policy is mandatory.
- H. Effectiveness of this program will be evaluated by:
1. Daily Records
  2. Attendance Records
  3. Grades
  4. Teacher Documentation

### **ELECTRONIC COMMUNICATION DEVICES**

Electronic devices are to be left at home. Students may only bring them at the teacher's discretion for academic purposes. Liberty Elementary is not responsible for theft or loss of any kind.

### **E-MAIL**

E-Mail is available throughout our school system. To e-mail a teacher, (ie. Jane Doe) use the first initial of first name, last name @sallisawps.org ([jdoe@sallisawps.org](mailto:jdoe@sallisawps.org)). This is a good way to communicate with your child's teacher on a regular basis.

### **ENGLISH AS A SECOND LANGUAGE**

Anyone in the Sallisaw Public School District with English as the second language or anyone who is visually or hearing impaired can contact the school district for assistance as needed in regard to school policy and or employment.

### **EXTRACURRICULAR TRIPS**

1. School rules and bus rules and regulations will apply to all trips under school sponsorship.
2. The school officials will appoint sponsors.
3. A student's disciplinary record can be used to determine whether he/she can attend an extracurricular trip. The Principal can decide whether a student can or cannot attend the activity. Parents should not hold the bus at their child's stop. If there is a problem, the parent should contact the driver's supervisor and set up a meeting if necessary. (775-4848 or 775-5544)

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTICE**

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

(1) The right to inspect and review the student's education records within 45 days of the day the school 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 School official 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the 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 School 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 School 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 performing his or her best tasks.

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

(Optional) Upon request, the School discloses education records without consent to officials or 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 parent or student of the 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 School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-460

### **POLICY NOTIFICATION**

It is the policy of the Sallisaw Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran and provides equal access to youth groups in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and unemployment. Inquiries concerning applications of this policy may be referred to Chad Jasna, Coordinator of Title IX, and Section 504 responsibilities, Jessica Barlow.

Sallisaw Public Schools  
701 South J.T. Stites Blvd.  
Sallisaw, OK 74955

## **FIELD TRIPS**

Field trips are planned for specific instructional goals and are an extension of the classroom. Parents must give written permission before children are allowed to participate in field trips. Children may be expected to pay a small fee to cover expenses.

A student's disciplinary record can be used to determine whether he/she can attend a field trip. The Principal decides whether a student can or cannot attend the activity.

## **SALLISAW PUBLIC SCHOOLS GRIEVANCE PROCEDURES**

Sallisaw Public Schools provides equal opportunities in regard to race, color, national origin, sex, age, qualified handicap or veteran and provides equal access to youth groups in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and unemployment.

The following steps will be used in any complaint or grievance.

Grievance Officer: Chad Jasna, Principal  
Eastside Elementary School  
1206 E. Creek  
Sallisaw, OK 74955  
Phone: 775-9491

- Step #1 The complainant must present in written form within ten days (two working weeks) the complaint to the responsible person designated as the grievance officer.
- Step #2 The responsible person has a working week (five days) in which to investigate and respond.
- Step #3 If not satisfied, the complainant may appeal within ten days (two working weeks) to the superintendent or the designated officer.
- Step #4 Response by the district officers and Field Specialist be given within five days (one working week).
- Step #5 If the complainant is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the local Board of Education which will hear the complaint at the next regular meeting or within thirty (30) calendar days. Local board hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates and specific charge, right to counsel, right to present witnesses, right to cross examine, and to present written statements. The decision of the board shall be by a majority of the members at a meeting which shall be public.
- Step #6 The local Board of Education will respond to the complaint within 30 calendar days.

## **GUIDANCE**

Guidance services are available for every Sallisaw student. These services include assistance with educational planning, interpretation of test scores, study helps, personal problem, or any questions that the student or parent may have.

- Students may contact the counselor, Jessica Barlow, at any time for a conference.
- Parents may contact the school to schedule a conference with the teacher, counselor or principal.

## HEAD LICE POLICY

When a student has head lice he/she must be treated with a head louse product and be cleared at the school office before being admitted to class. Proof of adequate treatment is considered to be the following:

1. No nits (eggs) present in the hair.
2. No bugs present in the hair.

## HOMEWORK

Just as with all other aspects of learning, we feel that parental involvement can and does influence the child's attitude toward homework. We encourage you to support homework as a valuable part of your child's educational progress. Twenty (20) minutes each evening should be ample time for students to complete all homework assignments. Parents are encouraged to assist children with homework when necessary. If you are in doubt as to how to help your child, please consult with your child's teacher for ideas. We strongly recommend that you set aside time each day to listen to your child read and for you to read to them.

## IMMUNIZATION REQUIREMENTS

State Law requires that all students in the public schools of Oklahoma, Pre-K – 12, have up-to-date immunization records on file at the school. Such records must be provided at the time of enrollment to show proof of immunization. All students not previously enrolled in Sallisaw Schools **must have an UP TO DATE, OFFICIAL IMMUNIZATION RECORD** on file with the school before they can attend any classes.

## INCLEMENT WEATHER

If school is to be closed, due to severe weather conditions or any other unpredictable reason, information will be given on: Liberty's Facebook Page, Sallisaw Public Schools Website ([www.sallisawps.org](http://www.sallisawps.org)), Radio KXXM 105.1, TV Channels 5, 6, 8, and 40/29. We will also use School Messenger to notify parents of school closings.

## IN SCHOOL SUSPENSION REFLECTION ROOM

At times, consequences are needed to let a child know that unacceptable behavior is not permitted and they are responsible for the choices made. We have made provisions in our discipline policy to provide a time-out (REFLECTION ROOM) area for students who demonstrate inappropriate actions. If the REFLECTION ROOM is utilized in the designated area, the child has time to think about their inappropriate actions. They will be required to complete classroom assignments and specific behavior reflection modules. Failure to do these things may result in further discipline action, including additional time in the REFLECTION ROOM. Continuing disruptive behavior, defiance of authority, disrespectful or abusive language, throwing objects, or hitting and physical abuse are some of the behaviors for which a child can be sent to time-out. If these or other negative behaviors continue in the reflection room, students will be suspended from school and parents/guardians will be required to come get them. This plan can be very successful and involves parents, students, teachers and administrators. We believe that as we work together, your child will have a successful school year and become a more responsible and capable person. That is one of our major goals.

If you have questions or concerns about any part of your child's school activities, please call the principal or counselor's office and set a time to come by school. Together we can make a difference for your child.

## INSURANCE

Accident insurance is not provided by the school; however, pupil insurance is available at minimum cost through an insurance company approved by the school district. Parents are urged to obtain adequate coverage, either through the school approved policy or their own insurance company.

## MAKE-UP WORK

Work that is not turned in can be very damaging to a student's progress. It is the students' responsibility to obtain missed assignments from the teacher upon return to school. Whenever two or more days are missed, make-up work can be obtained by calling the office **before 8:45 a.m.** **The requested assignments can be picked up in the office after 2:00 p.m.**

## MCKINNEY-VENTO EDUCATION HOMELESS ACT

Anyone who lacks a **fixed, regular and adequate night time residence** may be considered homeless. If a student is found eligible for services under the McKinney-Vento Act, the school district may be able to assist in removing barriers that hinder a student's opportunity to receive a free and appropriate education. Parent/Guardians who think their student may qualify for services under McKinney-Vento Education Assistance Act should contact Martha Howell, Assistant Superintendent or Dana Stites, Homeless Liaison at 918-775-5544.

## MEALS

Breakfast is served from 7:45 to 8:15 daily for T – 2<sup>nd</sup> Grades. School begins at 8:15 each day; therefore, any student wishing to eat breakfast at school must present themselves at the serving line no later than 8:10 a.m. Classroom instruction begins at 8:15. Exceptions will be made due to late busses and/or other emergencies. Pre-K will be eating at 8:35 and Kindergarten students will be eating at 8:15.

The Liberty cafeteria serves a choice of a delicious hot lunch or a sack lunch daily. Meals include choice of fat-free chocolate or 1% white milk and water to drink with the meal.

**In keeping with the Safe, Healthy and Fit Schools requirements, students are no longer allowed to bring a drink of any kind to have with lunch served in the cafeteria.** Students bringing their lunches may also bring a drink, **no glass containers please.**

If a child has any allergies or medical conditions that will not allow him/her to drink milk, it is the responsibility of the parent/guardian to make the principal or counselor aware of this condition and have the physician's note on file. In this case the school will provide a substitute of juices or water for the student.

For the 2019-2020 school year, all students will eat breakfast and lunch free. Adult breakfast is \$1.00 and lunch is \$2.50. Prices are subject to change.

Students are not allowed to leave the grounds for lunch unless picked up by a parent. No student will be allowed to leave with the parent of a fellow classmate without special permission from the office.

## **MEDIA CENTER**

The media center staff welcomes students. All classes have a scheduled time to visit the media center for book selection. During class hours, students are admitted only with passes issued by their teacher.

Students are expected to be quiet, courteous and use materials in a responsible manner at all times. If this is violated constantly, these privileges may be taken away and/or a probation period given as designated by the librarian and/or administrator.

New students should maintain attendance for two weeks before checking out a library book. A lost library book should be paid for as soon as possible. Refunds will be given only during the same calendar year. For outstanding books or bills, a student may check out a book but cannot take it home.

## **MEDICATIONS**

**Our school policy states that school personnel will not give medication (prescription or non-prescription) to students during school hours.** We encourage you to discuss with your child's physician the possibility of scheduling your child's medication so that it can be given at home outside of school hours. However, if your physician feels that it is necessary for the medication to be given during school hours, you will need to pick up the medication permit form from the front office or school health aide/nurse at school and complete the steps on the form.

## **MENINGOCOCCAL DISEASE**

According to Oklahoma School Law, we are required to provide parents with information about Meningococcal Disease. You may obtain an English or Spanish version of this information from your child's building nurse or counselor at any time. This information is also published on the Sallisaw School District website which is [www.sallisawps.org](http://www.sallisawps.org). If you have questions, please contact the Sallisaw School Nurse at 775-6561.

## **MESSAGES FOR STUDENTS**

In case of emergency, the office will deliver messages to students. It is important that students be informed of after school activities and transportation before they leave home. **Any changes in daily transportation must be made by sending a note to the teacher or please call the office before 1:00 p.m. each day. WE WILL NOT** take the students word of changes in their transportation. **Messages called in after 2:30 pm will not be guaranteed to reach your child before school is dismissed.** Students may use the office phone for personal calls in case of emergencies with staff permission. We recommend students have one destination after school if possible. Young students have a difficult time with many destinations and are often confused as to where they are supposed to be going.

## **MONEY**

Please do not allow your child to bring large amounts of money to school. (Students frequently lose money and occasionally it is stolen.) The student should bring only what is needed for that particular day. The student normally will need money only to pay for lunch or to purchase paper and pencils.



## **NOTES REQUIRED FROM PARENTS**

We realize that there are some students who have physical care needs that dictate:

- Physical activities be restricted for short periods of time, limited P.E. participation or remaining inside during recess. These notes are good for one week only.
- Extra restroom privileges
- Frequent absenteeism. A doctor's statement will be required; otherwise, absences will be counted as unexcused. These absences will count toward the 10 day notification letter sent by the school attendance liaison.

- Medical problems

Other reasons requiring a note of explanation from parents are:

- Change in address, phone, place of employment, child's babysitter
- Doctor/Dental appointment during school hours
- After-school instructions, such as child is to go somewhere different after school, ride a different bus or someone else is picking him/her up.
- Absences
- Homework
- Discipline

## **PARENT CONFERENCES**

We encourage the parents to set conferences with their child's teachers. Every teacher has a conference/planning period each day. This is the ideal time for teacher/parent conferences to be scheduled. Parents should call the school counselor in order to schedule a conference with a teacher. Teachers will not be called to the phone during class; the office will take a message to be given to the teacher.

## **PARENT/TEACHER ORGANIZATION**

We have a very active Parent/Teacher Organization and invite you to become a member and active participant. This group provides many hours of volunteer time to enhance our instructional program as well as assistance with special programs, both in manpower and financial assistance. Parents and volunteers are welcome to join LPTO at any time.

### **2019-2020 LIBERTY PARENT/TEACHER ORGANIZATION BOARD MEMBERS**

Kelley Zuroweste .....	President
Christa Williams.....	Secretary
Misty Bailey .....	Treasurer
Barbie Soto .....	Teacher Appreciation

## **PARTIES**

Students take a break from classes three times each year to enjoy parties provided by room parents. The Fall Festival (NO COSTUMES), Christmas and Valentine parties are held one hour before class dismisses on the day closest to the holiday. Any other parties should be cleared with the building principal and should be part of some occasion for class celebration such as behavioral or academic accomplishments.

Birthday treats are allowed in grades PreK-2<sup>nd</sup> coordinating with the teacher's unit of study. Party invitations may only be sent home with students if the entire class is invited to the party. **Only pre-packaged food or drinks will be permitted.**

Due to safety issues, balloons will no longer be allowed on Sallisaw school buses. Please be mindful of this new rule if you choose to send your child a birthday, congratulations or Valentine gift, etc. If your child is picked up, this will not be an issue. Gifts such as candy, flowers, etc. are still acceptable. The safety and welfare of our students will always be our main priority at Liberty Elementary.

## **PHYSICAL EDUCATION**

Many varied experiences P.E. are incorporated into the program which include gross motor skills, cardiovascular exercise, music theory and appreciation, vocal, dance, instrumental instruction, as well as introduction to foreign languages.

## **PROFICIENCY BASED PROMOTION**

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of core curriculum.
  - A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.
  - B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in 70 O.S. §11-103.6:
    1. Social Studies
    2. Language Arts
    3. The Arts
    4. Languages
    5. Mathematics
    6. Science
  - C. Students may obtain credit by examination in lieu of Carnegie Units for courses, but subject to compliance with the Oklahoma School Testing Program.
    1. Courses not tested under the Oklahoma School Testing Program.

The school district will make available assessment tools to determine proficiency for credit by examination for courses without corresponding Oklahoma School Testing Program assessments. The assessment tools will be aligned to the school district's curriculum and will accurately measure the student's demonstration of sets of competencies in standards adopted by the State Board of Education.
    2. Courses tested under the Oklahoma School Testing Program.

If a student seeks to "test out" of a course under the Oklahoma School Testing Program, a student must obtain a score of at least "Proficient" on the Oklahoma School Testing Program assessment corresponding to the course.
  - D. Qualifying students are those who are legally enrolled in the local school district.
  - E. The district will not require registration for the proficiency assessment more

- than one month in advance of the assessment date.
- F. Students will be allowed to take proficiency assessments in multiple subject areas.
  - G. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will NOT be noted on the student transcript.
  - H. Exceptions to standard assessment may be approved for those students with disabling conditions.
2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
    - A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision.
    - B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.
    - C. Failure to demonstrate proficiency will not be noted on the transcript.
    - D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
    - E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.
    - F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
  3. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.
  4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:
    - A. Individualized instruction;
    - B. Correspondence courses;
    - C. Independent study;
    - D. Concurrent enrollment;
    - E. Cross-grade grouping;
    - F. Cluster grouping;
    - G. Grade/course advancement;
    - H. Individualized education programs.
  4. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

## **PROFICIENCY BASED TESTING POLICY**

Sallisaw Schools will offer Proficiency Based Promotion Testing the weeks of August 12, 2019 and May 4, 2020 (dates are subject to change). Students meeting criteria on tests will receive credit and move to the next level of study. This is for students PreK-12.

### **PROMOTION AND RETENTION**

Retention does not mean that the child has failed. It does not mean that teachers or parents are not working hard enough. The purpose of retention is to give children who have deficiencies more time and the intensive instruction they need to perform on grade level. Each elementary site in the district will form a committee to review and make decisions regarding retention. The committee will be composed of the classroom teacher, a counselor, and the principal with additional personnel who may be assigned by the principal or superintendent when appropriate.

- As to elementary students, supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on testing which actually covers the subject matter being taught. Consideration will also be given to the student's level of physical, mental, emotional and social maturity.
- The parent must be made aware of the possibility of the student's impending retention. Any student being considered for retention shall be notified prior to the end of the school year that the student's performance is insufficient.
- Students on IEPs are excluded from the retention portions of this policy and will be advanced in accordance with their Individualized Education Program team recommendations.
- Special Promotion

#### **Third Grade Retention**

In accordance with Oklahoma state law beginning with students that complete third grade in 2014, a student will be retained at the third-grade level if the student scores below proficient on the reading portion of the third-grade criterion-referenced test.

#### **Special Promotion**

The student shall be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:

- Parent(s) and/or guardian(s) of the student,
- Teacher assigned to the student who had responsibility for reading instruction in that academic year,
- Teacher in reading who teaches in the subsequent grade level,
- School principal, and
- Certified reading specialist.

The student will be promoted if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student.

If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

## **READING SUFFICIENCY**

Students enrolled in the kindergarten, first, second and third grades must be assessed by multiple, ongoing assessments for the acquisition of reading skills. Students not reading at the appropriate grade level will be provided a reading assessment plan which shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. (House Bill 2878 Reading Sufficiency Act)

## **REPORT CARDS**

Following the end of each quarter a Report Card will be sent home with each student. Be advised ALL students will receive grades on Reading and Math assessments and on report cards based on the district grading scale below and the Oklahoma District Accountability terms:

A 90-100	Advanced
B/C 80-89, 70-79	Satisfactory
D 60-69	Limited Knowledge
F 0-59	Unsatisfactory

Parents are encouraged to call the counselor's office to make an appointment for a teacher conference regarding any aspect of their child's educational program. Any outstanding obligations for school meals or textbooks may result in Report Cards not being released.

## **RESOURCE OFFICER**

The role and responsibility of the school resource officer is to provide safety and security for all students and staff. Our resource officer will assist the administration in establishing and/or critiquing safety procedures within the school district. He/she will be visible at each school regularly and will be available to assist students, parents and staff at any time. They will also assist in teaching classes on safety and teach D.A.R.E. classes at the upper elementary levels.

## **SAFETY DRILLS/CRISIS PLAN**

Sallisaw Schools strive to ensure the safest possible environment for student learning. Periodic safety drills will be conducted to provide both students and staff with needed information and to assure their safety in case of an emergency such as fire, tornado, crisis etc. In accordance with the policy of the Sallisaw School Board of Education, tornado drills are to be conducted at least two times per school year to ensure that students and school personnel know what they are to do when a signal for a tornado has been given. Students will be led by their teachers to their designated safe areas in the building.

A crisis plan is in place for each site and staff members have received training on dealing with possible crisis situations. A toll-free anonymous hotline is available to anyone who has information suspected of endangering the safety of a school. That number is 1-877-723-3225 ext. 651. The toll free hotline is available 24 hours a day, 7 days a week.

## **SCHOOL MESSENGER**

This program is designed to call parents with important messages and to let you know about upcoming activities. Please make sure phone numbers are updated as needed.

## **LIBERTY'S SCHOOL PARTNERS THANK YOU!**

Pizza Hut – Book It!  
Braums – Book Buddies  
Mazzios – Liberty Leaders  
Taco Bell – Outstanding Students  
Wal-Mart – Spelling Bee

## **SCHOOL PICTURES**

School pictures are taken in the fall. A picture of each child is needed in the office for various reasons; therefore, ALL CHILDREN will have their picture taken. Parents are not required to purchase pictures. Individual pictures will be taken of all students to be included in our elementary yearbook. Individual spring and Group pictures will be taken in the spring and will be available for students to purchase.

## **SELLING CANDY OR OTHER PRODUCTS**

Students are not allowed to sell candy or other products at school. Soliciting is prohibited during school hours. No gum is allowed at school.

## **SEXUAL HARASSMENT**

Any student that feels they are being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

## **SHOW AND TELL**

Students are not to bring items to school to play with or for Show and Tell except on days designated by the classroom teacher. **Any type of gun, ammunition, knife or weapon will not be allowed for Show and Tell.** Live animals will not be allowed for Show and Tell unless prior arrangements have been made with the principal. We are not responsible for Show and Tell items.

## **SMOKING**

The Sallisaw School Board specifically prohibits students from smoking or other use of tobacco in school. When a student is found guilty of this offense, they will face board approved penalties.

## **STUDENT RECORDS**

Liberty Elementary will maintain student records. This information will not be released to anyone other than the parent and/or guardian without prior written consent.

Each year this school district will give public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten day of the official notification, the information will be classified as directory information until the beginning of the next school year.

## **SUPPLIES AND TEXTBOOKS**

Textbooks are furnished by the school. Lost or damaged books, textbooks as well as library books must be paid for before Report Cards are released.

Students must purchase pencils, paper, and notebooks at the teacher's request. Supplies may be purchased in the school office or local stores where supply lists are posted. Supply list are also posted on the website [www.sallisawps.org](http://www.sallisawps.org) under Liberty Elementary.

## TARDINESS

Being at school and in class on time each morning is the most effective way to start the day. *School begins at Liberty at 8:15 a.m. daily. Any student who accumulates more than five (5) tardies in a nine week period may be assigned to miss noon recess for each additional tardy and have a conference with the principal, teacher, student, parent and counselor. A student is tardy if he or she is not in the room when the bell rings.* Teachers will refer students to the office for a tardy slip. Entering the classroom late causes the student to miss instructions for the day and can cause their day to be less productive than students who are there on time.

## TIME

Official school time is the bell clock in the Liberty office.

## SCHOOLWIDE TITLE ONE

Liberty Elementary will provide families, students and school staff opportunities to work in partnership to help each student reach his/her potential.

1. Liberty Elementary will provide assistance to parents in understanding such topics as the following:
  - State's academic content and achievement standards
  - State and local academic assessments
  - Title I, Part A requirements
  - How to monitor their child's progress
  - How to work with teachers to improve academic achievement
2. Liberty Elementary will provide materials and training to help parents work with their children to improve their children's achievement.
3. Liberty Elementary will educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs, and build ties between parent and the school.
4. Liberty Elementary will if possible coordinate with Head Start and Preschool and conduct activities, such as parent resource centers, or programs that encourage and support parents in more fully participating in the education of their children.
5. Liberty Elementary will ensure that information related to school and parent meetings, and other activities are sent to or made available (Sallisaw Public Schools website) to parents in a format and, to the extent practicable, in a language that parents can understand.
6. The parents may request and Liberty Elementary must provide such other reasonable support for parental involvement.

Parents are asked to attend monthly parent meetings. Information will be given to all parents advising them of the requirement for Sallisaw Public Schools. Parents are encouraged to participate in the planning, review, and improvement of the parental involvement policy and other policies and plans under Title I. Parents will receive a Right to Know Parent Compact to sign at enrollment.

All Liberty students are heterogeneously grouped into homerooms. An opportunity to schedule all Liberty students for computer lab exposure will be provided. All grade levels are consistently pacing the curriculum to insure that all students are receiving adequate instruction on the curriculum the state considers a priority. Ninety minutes of guided reading allows first and second grade students to maximize their achievement, coordinated with help from the Title I Tutor, the Reading Specialist, Title VII Tutor, Literacy Coach and the Special Education Teacher along with the Foster Grandparents and Helping Hands volunteers.

**TOYS, RADIOS, CD PLAYERS, ETC.**

Students should leave all phones, iPods, iPhones, radios, electronic games, Nintendo DS, recorders, footballs, dice, sports celebrity cards, Pokemon cards, etc. at home. Pocket knives are not allowed on school property. Please leave them at home. Chemical substances (nail polish, nail polish remover, perfume, etc.) should not be brought to school.

**TRAFFIC FLOW**

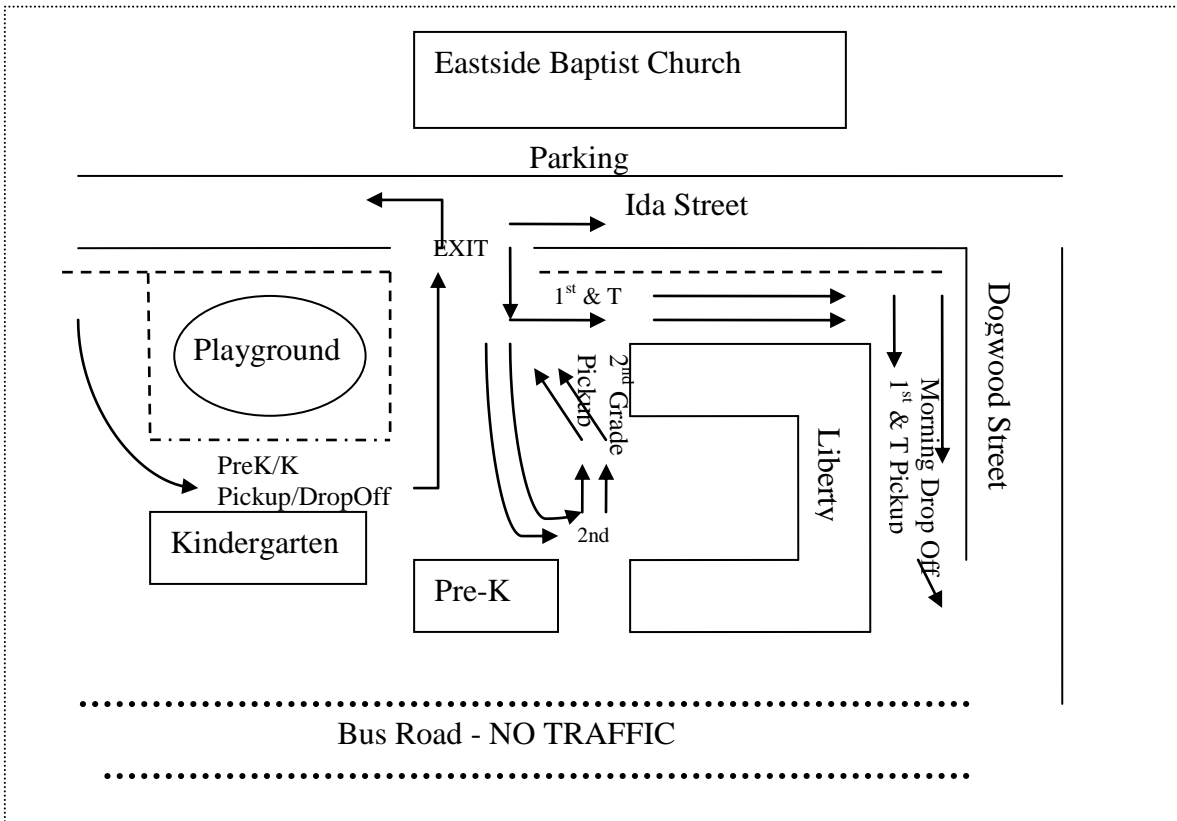
When dropping off or picking up students, we ask parents to be patient and cautious. Traffic congestion can be greatly minimized by observing the proper procedures.

**NO VEHICLES OTHER THAN BUSESSES are permitted to drive on the street that connects Eastside and Liberty campuses on the north side.**

Parents picking students up at the end of the school day are asked to remain in their cars. When a car is left parked, it can delay several people and cause a traffic jam.

When delivering and picking up students at school, please follow the directions below:

<u>GRADE:</u>	<u>DELIVERY</u>	<u>PICKUP</u>
Pre-K, Kindergarten	drive next to playground	Same
First & Junior First, Readiness	One Way Drive, Front Entrance	Same
Second	One Way Drive, Front Entrance	Circle west parking lot 2 <sup>nd</sup> Grade Exit



**For the safety of your child, we ask that parents not drop off their child at the crosswalk on Dogwood.** If you must walk your child in to the building please park at Eastside Baptist Church.



## VISION SCREENING

Senate Bill 1795 requires that parents or guardians with children enrolled in Kindergarten, First and Third grades at a public school, must provide proof that their child passed a vision screening within the past 12 months. The screening must have been completed by personnel listed on the Department of Health's statewide registry. The parent may also provide documentation that their child has been seen and is under the care of an optometrist or ophthalmologist. The certification must be provided within 30 days of the beginning of the school year, though screenings for Kindergarten students may be completed anytime during the school year. Students who fail a screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist.

School districts must inform parents and guardians annually of this requirement. The Sallisaw school district provides visual screenings for students enrolled in Pre-Kindergarten through Grade 4 during the first semester of each school year. This screening service is provided by Prevent Blindness of Oklahoma. Parents of those students who are enrolled in the target grades and who are absent on the scheduled screening dates will be responsible for securing their own visual screening and reporting the results to school personnel. Please refer to the Liberty Elementary School calendar and the Eastside Elementary School calendar for the dates scheduled for vision screenings.

## VISITORS/PARENTS

Visitors are always welcome. However, we ask that all visitors present themselves at the office to get a Visitor's Pass before entering the main building. All exterior doors, with exception of the front entrance, will be locked. Fewer interruptions to the classroom increase the quality of instruction time and we also want to know who is in the building for security reasons. Please help us ensure the security of your children at school by following these guidelines.

Parents and/or legal guardians are welcome, however, **classroom visits during class time will not be allowed without special permission from the principal.** These visits must be scheduled at least one day in advance. Some class activities do not warrant visitors.

We do not permit student visitors to come to school and sit through class with friends or relatives. They may visit with an adult but should not be sent to school with one of our students.

Classes begin at 8:15 a.m. Teachers are not allowed to visit with parents/visitors after that time. When a visit with a teacher is necessary, we ask that all parents visit between 7:45-8:15 a.m., after 3:30 p.m. or schedule a conference.

**NO VISITORS ARE ALLOWED ON THE PLAYGROUND, in the classroom during instructional time or testing, unless permission is given by the principal for special occasions.**

## WALKERS

Students who walk home from school will not be dismissed until all traffic has cleared. Students are to leave the school grounds immediately upon dismissal from pick up area by duty teacher. They should not return to the playground until after 3:30 p.m.

## **WEAPONS FREE POLICY**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

"Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

## **WITHDRAWAL FROM SCHOOL**

Students moving to another school district must secure a withdrawal form from the counseling office. The form must be signed by the counselor, teacher, librarian and cafeteria cashier before presenting it back to the counselor for final withdrawal.

# SALLISAW LIBERTY ELEMENTARY SCHOOL

## 2019-2020 SCHOOL SUPPLY LIST

### PRE-KINDERGARTEN

- Full size Backpack  
(This is ESSENTIAL!!!)
- Small blanket or Beach towel
- 1 Small Plastic School Box
- 1 Pair of Blunt-Tipped Fiskars Scissors
- 16 Elmer's Glue Sticks
- 1 Bottle of Elmer's School Glue
- 4 Boxes of 24-Count Crayola Crayons  
(No Rose Art)
- 1 Box of WASHABLE Crayola Markers  
(Classic Colors)
- 2 Plastic – 2-pocket Folders with Prongs  
(5 Star Brand)
- 1 – 8 oz. bottle Hand Sanitizer
- 2 Canisters of Disinfecting Wipes
- 1 set of Prang or Crayola Watercolor  
paints
- 1 box Kleenex
- 4 pk Playdough
- 1 tub thick Baby Wipes
- 1 THICK Kinder Matt (Nap Matt)

### GIRLS

- 1 package 25mm wiggly eyes
- 1 box QUART size baggies
- 1 Bingo ink dauber
- 1 Pkg Small paper plates

### BOYS

- 1 box GALLON size baggies
- 1 package 10mm wiggly eyes
- 1 can Lysol Spray
- 1 bag of cotton balls

### KINDERGARTEN

- 1 bottle of Elmer's Glue
- 1 pack of yellow no. #2 pencils
- 1 pair of Fiskars scissors
- 4 boxes or 24 Crayola Crayons  
(other brands do not have true red)
- 24 glue sticks
- 2 boxes Kleenex
- 1 backpack – NO WHEELS
- 2 containers of Clorox wipes
- 1 school supply box
- 1 package of washable Crayola markers  
(classic colors)
- 2 Pink Pearl erasers
- 2 sets of watercolor paints
- 1 - Hand sanitizer
- 1 – box Baby wipes
- BOYS - 1 box of quart size Ziploc baggies
- GIRLS - 1 box of gallon size Ziploc baggies

### TRANSITIONAL FIRST

- 2 boxes of Kleenex
- 2 boxes of 16 Crayola crayons – regular size
- 2 – 4 ounce bottles white Elmer's school glue
- 1 package of Elmer's glue sticks (white/clear)
- 1 package cap erasers
- 1 pair child size headphones
- 1 pair blunt-tipped Fiskars scissors
- 2 containers disinfecting wipes
- 1 package regular #2 pencils
- 1 spiral notebook
- Backpack – NO WHEELS
- 1 – Hardback 3-ring binder with CLEAR  
POCKET FRONT

### PLEASE NOTE

- **Label all supplies (except those marked as do not label) with student's name in permanent marker.**
- **You may bring supplies to Open House or on the first day of school.**
- **Teachers may require additional school supplies after school begins.**

# SALLISAW LIBERTY ELEMENTARY SCHOOL

## 2019-2020 SCHOOL SUPPLY LIST

### GRADE 1

- 1 pair of scissors
- 6 boxes of crayons
- 2 boxes of Kleenex
- 1 small school box
- 1 pair of child size headphones (no ear buds)
- 2 packages #2 pencils
- 2 containers of Clorox wipes
- 1 package Expo dry erase markers
- 1 large bottle – hand sanitizer
- 2 packages of glue sticks
- 2 Crayola brand 8 count water color set
- 1 package washable markers
- 1 package of page protectors
- 1 package of erasers (large pink or pencil cap)
- 3 spiral notebook
- 1 folder with center prongs
- Backpack – NO WHEELS

#### BOYS

- 1 box gallon size baggies

#### GIRLS

- 1 box quart size baggies

### GRADE 2

- 1 backpack - NO WHEELS
- 3 boxes of 24 Crayola Crayons
- 8 glue sticks
- 2 spiral notebooks (wide-ruled)
- 1 bottle Elmer's glue
- 1 box of Kleenex
- 2 boxes (24ct) Dixon or Ticonderoga # 2 pencils
- 1 plastic supply box
- 2 black EXPO markers
- 1 Sharp Metal Scissors (not plastic)
- 1 box of colored pencils
- 1 WIDE RULED Loose Leaf Notebook paper
- 1 Clear Hard Cover Binder- Size 1"
- 1 package cap erasers
- 2 pocket folders (no prongs)
- 2 Plastic Folders with prongs and pockets
- 2 Clorox Bleach Wipes

#### GIRLS

- 1 gallon size baggies

#### BOYS

- 1 quart size baggies

#### PLEASE NOTE

- **Label all supplies (except those marked as do not label) with student's name in permanent marker.**
- **You may bring supplies to Open House or on the first day of school.**
- **Teachers may require additional school supplies after school begins.**