2019-2020 Eastside Elementary Student Handbook

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OUR PHILOSOPHY

We believe students are our nation's most valuable resource. We also believe they can and will learn if they are provided with the necessary support from home, school, and community.

Basic skills are essential for a sound education. However, our children need to demonstrate mastery not only for specific subject areas but also in the areas of responsibility and self-discipline.

Behavior is maintained by its consequences. We believe it is partially our responsibility to teach our students to behave appropriately. We support the idea that we should provide students with training that enables them to make appropriate choices in a climate of warmth and support. Keeping in mind that persuasion is more powerful than fear and that influence is greater than control, we believe in reinforcement of desired behaviors.

To establish and maintain an effective school climate, we must perceive excellence from our students, parents, and staff. We cannot achieve excellence if we do not expect excellence.

Your Character Really Counts!

Caring
Trustworthiness
Respect
Responsibility
Citizenship
Fairness

EASTSIDE MISSION STATEMENT

The mission of Eastside Elementary School is to ensure all students acquire the skills and knowledge necessary to be successful at the next level of their education.

EASTSIDE ELEMENTARY CREED

I am a sagacious Eastside student and a tenacious Sallisaw Black Diamond. I believe in myself and my ability to do my best for this day, realizing it can never come again. I accept the challenge to become the best that I can be, and take responsibility for all my choices. I have respect for myself and others.
Education is my passport to the future for tomorrow belongs to the people who prepare for it today. My future is destined to be filled with success. I am the future.

DIRECT 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.

Principal's Message:

Dear Parents/Guardians and Students:

Welcome to Eastside Elementary School! We are pleased that you and your child will be a part of our school family this year. We hope that this will be an exciting and successful year for you and your child. Our wonderful and excellent staff is dedicated to recognizing the value of each individual student. We are committed to creating a positive and safe environment for learning where all students are given the best opportunity to succeed in school.

The pages of the student handbook are filled with important information regarding school policy and procedures. I recommend parents and students review the information together. If you have questions that remain unanswered after reading the handbook, please call the school office. We believe that open and clear communication between school and home is vital to the success of your child's academic and social development at Eastside Elementary School. We look forward to hearing from you.

Parents serve a partnership in helping to educate the children of the school community. We encourage you to help us make this a very special and successful year for your child by visiting us often and participating in school activities. There are numerous opportunities for you to be actively involved in the education of your child and our school family. We welcome you to be a part of the wonderful things we have in store at Eastside.

It is an honor to have the opportunity to serve as Principal of Eastside Elementary. On behalf of our exceptional staff, we welcome you back to school. We are excited to partner with you to make Eastside Elementary a place where we all grow, learn and work together.

For our kids,

Chad Jasna
Principal, Eastside Elementary

"Every child deserves a champion-an adult who will never give up on them, who understands the power of connection, and insists that they become the best that they can possibly be."
-Rita Pearson

Academic Year 2019-20

August	**12-14**	**District Professional Days**
	15	**First day of Classes**
September	**2**	**Labor Day (No School)**
October		
	14	**Parent Teacher Conference 4:00-7:00 p.m.**
	15	**Parent Teacher Conference 4:00-7:00 p.m.**
	17	**Professional Day (No school for students)**
	18	**Fall Break**
	21	**Fall Break**
November	**25-29**	**Thanksgiving Break (No School)**
December	**20**	**End of 2nd Quarter**
	23-Jan. 3	**Christmas Break (No School)**
January	**06**	**Classes Resume**
	20	**Professional Day (No School for Students)**
February	**13**	**Parent Teacher Conference 3:30-9:30**
	14	**No School**
March		
	16-20	**Spring Break (No School)**
April	10	**No School (Good Friday)**
May		
	14	**Last Day of School / 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

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THIRD GRADE TEACHERS

TALISA BARNES MICHELE GRAHAM
MARSHA SCOTT VERONICA LARSON

MELLISA BIGGS HALI CRASE

FOURTH GRADE TEACHERS

JAMIE CLEVELAND
KAREN HARRIS
KAYSHA BELL
MURANDA HOLLIE
CARLA CLIFTON
NICOLE COX

FIFTH GRADE TEACHERS

SAMANTHA MEREDITH
MADISYN MERRILL
STEPHANIE GRAGG
TAMMY WILLIAMS
KIM CRAWFORD
EMILY QUICKEL
JEFF HOLMES

ADDITIONAL TEACHERS

KERRI BRIGGS ……SPECIAL EDUCATION
CRYSTAL CALLAHAN ……SPECIAL EDUCATION
MANDY PACK …….....COUNSELOR
KANDACE STREUN …….PHYSICAL EDUCATION
TRACI ABELL……..……....MUSIC
WENDY WILLIAMS……..……GIFTED/.KEYBOARDING

SUPPORT STAFF

ATALIA AULD….. ……..……TEACHER ASSISTANT
GLORIA FITZSIMMONS……..……TEACHER ASSISTANT
DORIS JOHNSON ……..…...TEACHER ASSISTANT
SHARON HOOVER……...……...CUSTODIAN
DANITA WEBB…….....…….CUSTODIAN
QUINTON OSBURN…….CUSTODIAN
JANNA MCINERNEY……..…..SECRETARY
BARBARA POOR…….....TEACHER ASSISTANT
OFFICER BOBBY QUALLS & OFFICER LITA ARMER……...…....SCHOOL RESOURCE OFFICERS
ERNIE MARTENS……..ATTENDANCE LIAISON
LINDA UPCHURCH……...……NURSE

TAMMIE TAYLOR	**SUPERVISOR**
SANDRA CARR	**FOOD SERVICE WORKER**
CHARLITE BARKER	**FOOD SERVICE WORKER**
BEVERLY MOORE	**FOOD SERVICE WORKER**
SHERRI HOGUE	**FOOD SERVICE WORKER**
VANESSA WOFFORD	**FOOD SERVICE WORKER**

PARENT/TEACHER ORGANIZATION

We have a very devoted Parent/Teacher Organization and encourage you to become a member and active participant. This group provides many hours of volunteer time to enhance our programs. We would love for every parent to be as much a part of their child's school day as possible.

2019-2020 EASTSIDE PARENT/TEACHER ORGANIZATION

Natalie Girdner ……..PRESIDENT
Melinda Carlin…… VICE PRESIDENT
Christa Williams ……SECRETARY
Melinda Carlin ……TREASURER
Group Effort ……..BOX TOPS COORDINATOR
Melinda and Natalie……..TEACHER APPRECIATION

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home every nine weeks. Each reporting period, the parent will receive written comments. Please read the comments and review grades with your child, sign and return the report card. Any student failing or borderline will receive a written progress report. Notices of concern are issued during the fifth week of each nine weeks period. 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.

PHYSICAL EDUCATION/MUSIC/COMPUTER

S-SATISFACTORY PROGRESS
N-NEEDS TO IMPROVE
U-UNSATISFACTORY PROGRESS

THIRD, FOURTH AND FIFTH GRADE

A	**90-100**	**SUPERIOR QUALITY OF WORK**
B	**80-89**	**GOOD QUALITY OF WORK**
C	**70-79**	**SATISFACTORY QUALITY OF WORK OR SATISFACTORY IN TERMS OF ABILITY**
D	**60-69**	**BELOW QUALITY OF WORK EXPECTED**
I	**INCOMPLETE**	**STUDENT HAS BEEN GRANTED A CERTAIN PERIOD OF TIME TO COMPLETE WORK OR RECEIVE A FAILING GRADE**
F	**0-59**	**UNSATISFACTORY WORK (FAILING)**

Our grading system includes additional information regarding whether the student is on grade level, below grade level, or above grade level. Please give careful consideration to this section of the progress report.

ARRIVALS

Students who are eating breakfast at school should arrive no later than 8:00. Those who are not participating in the breakfast program should arrive no earlier than 7:30 a.m. Classes begin at 8:15. After 8:15, students must enter through the front door.

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 the 3:10 bell. Parents who need to take their children from class are requested to come to the office and make arrangements to have the students called from class. All students leaving school grounds other than during regular dismissal procedures, must be cleared through the office. If students return to school on the same day they left, they must be cleared through the office before returning to class. Students must be signed out in the main office by a parent/guardian before leaving campus. For their safety, students will only be released to their parents/guardians.

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 by 3:10 p.m. *A student leaving in the afternoon before 2:30 pm will be counted one half day absent. Those leaving after 2:30 pm are counted as early pick ups*. Please help us to make your child's school day as productive as possible by following the school schedule. (See pick up procedure page)

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

TRANSPORTATION

Any changes in transportation arrangements must be made by contacting the school office no later than 1:00 p.m. . Without a call/note from a parent/guardian, we will assume that the normal procedures are in place. Messages called in after 2:30 p.m. will not be guaranteed to reach your child before school is dismissed.

PARENTS OUT OF TOWN

Parents who are going to be out of town should send a note to the teacher and office with information regarding who will be responsible for their children in the parents' absence.

TRAFFIC FLOW

Only buses 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 urged to remain in their cars. When a car is left parked, it can delay several people and cause a traffic jam. All students being dropped off and picked up should do so on the north end of Eastside. They should exit Choctaw at Comanche Street then enter the east side of the school parking lot and make the circle heading north on Kiowa. Following this route will insure the safety of all children.

INCLEMENT WEATHER

If school is to be closed, due to severe weather conditions or any other unpredictable reason, information will be given on: Eastside's Facebook Page, Sallisaw Public Schools Website (www.sallisawps.org) KXMX 105.1 and 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.

WALKERS

Students who walk home from school are to leave the school grounds immediately upon dismissal. They should not return to the playground until after 3:30 pm.

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 4 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.

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.

TARDINESS/ABSENT

Being at school and in class on time each morning is the most effective way to start the day. A student is tardy if they are not in class on time. 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. Classes begin at 8:15 a.m. any student who arrives after 8:15 a.m. will be considered tardy. Any student arriving after 9:00 will be considered absent.

8:15-9:00 Tardy
After 9:00 Absent A.M
Leave before 2:30 Absent P.M.
Leave at/after 2:30 Early Pickup

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 at school and complete the steps on the form.

IMMUNIZATION REQUIREMENTS

State Law requires that all students in the public schools of Oklahoma, Pre-School – 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.

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.

VISION SCREENING LAW

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 certification must be provided within 30 days of the beginning of 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 students who are absent on the scheduled visual screening dates or parents of students who enroll after 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.

Guidelines for Keeping Sick Children at Home

***FEVER:** The child should remain at home with fever of 100 degrees or above, without a fever reducer such as Tylenol or Motrin. The child may return to school after he/she has been without fever for 24 hours (without medication).*

***Diarrhea/Vomiting:** A child with diarrhea and or vomiting should stay at home and return to school only after being symptom free for 24 hours.*

***Eyes:** Itching, burning or feel scratchy, watery or red appearance, and yellow dried drainage in the eyelashes, should return to school only after being seen by a healthcare provider and has a note from his doctor that he/she may return to school.*

***Rashes:** A child with suspicious rash should return to school only after being seen by a healthcare provider and has a note from his/her doctor that he may return to school.*

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 and (2) No bugs present in the hair. A parent must accompany the student for re-entry to school.

PARENT CONFERENCES

We encourage the parents to set conferences with their child's teachers. Please schedule an appointment with the teacher at least a day in advance. Every teacher has a conference/planning period each day. This is the ideal time for teacher/parent conferences to be scheduled. Please limit your visit to 30 minutes. Parents should call the school office in order to schedule a conference with a teacher.

STUDENT WITHDRAWALS

If you are planning to move from the Sallisaw School District, report the planned move to the school office as soon as possible. All library books and school textbooks must be returned. All lunch charges must be paid. Transcripts will be mailed to the new school upon receiving a request for records from that school.

SUPPLIES AND TEXTBOOKS

Textbooks are furnished by the school. Lost or damaged books, textbooks as well as library books, must be paid for before grades are released. Supplies may be purchased in the school office or a local store.

MEALS

Breakfast is served from 7:30 to 8:10 daily. 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 8:00 a.m. Classroom instruction begins at 8:15. Exceptions will be made due to late busses and/or other emergencies. The Eastside 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. Parents/Guardians may send or bring lunch for their child only.

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 2019-20 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.

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 and complete the Medical Treatment Authorization Form. Cell phone rules apply on field trips. They must be turned off and put away.

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.

MAKEUP WORK

Work that is not turned in can be very damaging to a student's progress. It is the student's responsibility to obtain missed assignments from the teachers upon return to school. Whenever *two or more days* are missed, make up work can be obtained by calling the secretary before 8:30 a.m. The requested assignments can be picked up in the office between 2:30 and 3:00 p.m. *To be given credit for an assignment, all work must be turned in no later than Friday of the following week it was assigned.*

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.

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.

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.

SELLING CANDY OR OTHER PRODUCTS

Students are not allowed to sell candy or other products at school. Soliciting is prohibited during school hours.

BICYCLES

In the interest of safety, bicycle and scooter riding on the school grounds is not permitted. Bicycles must be kept in the racks provided at Eastside. It is the responsibility of the student to secure their bicycle to the rack with the proper security devices.

ELECTRONIC DEVICES

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

OTHER ITEMS

Pocket knives are not allowed on school property. Games, cards, toys are to be left at home. Chemical substances (nail polish, nail polish remover, perfume, etc.) should not be brought to school.

CELL PHONES

Wireless telephones are allowed but are not to be 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.
It will be the principal's decision whether a student can continue to bring the wireless phone to school. Students are not allowed to use their cell phones to contact home during the school day.

TELEPHONE

In case of an 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. Students will not be permitted to use the phone for forgotten books, homework, costumes for dance, etc. Students are not allowed to leave class to accept calls.

CLASS PARTIES

Students participate in class parties three times each school year. Please see our school calendar for dates and times. 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. (We *do not* have classroom birthday parties or allow cupcakes/treats to be sent to school for birthdays.) ***BIRTHDAY PARTY INVITATIONS MAY ONLY BE SENT HOME WITH STUDENTS IF THE ENTIRE CLASS IS INVITED TO THE PARTY.***

BALLOON POLICY

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 Valentine or Birthday gift. 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 Eastside Elementary.

VISITORS

Visitors are always welcome; however, we ask that all visitors present themselves at the office before moving through the hallways or into the classroom. School safety policy prohibits any adult to enter a classroom hallway without an official pass from the office. If you would like to eat lunch with your child please check in at the school office first. All exterior doors, with exception of the front entrance, will be locked at 8:15 a.m. Fewer interruptions to the classroom increase the quality of instruction time. Please help us ensure the security of your children at school by following these guidelines.

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.

INSURANCE

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

SMOKING/TOBACCO

The Sallisaw School Board specifically prohibits smoking in school. Use of any tobacco products is prohibited.

DRESS

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. No tube tops, spaghetti straps or halter tops may be worn. Tank tops must cover all undergarments. Mesh tops must have appropriate clothing beneath them. Shirts must cover the stomach completely and at all times. Shorts should be fingertip length. Undergarments may not show. Clothing not in compliance with the dress code may result in a change of clothing given to the student, phone call home for a change of clothes or other disciplinary action if the clothing disrupts the educational process or happens after first reminder. *Hairstyles or clothing that draw undue attention to the wearer or cause a disruption in the classroom will not be allowed.* Shoes must be worn at all times. Items of clothing that display obscene or offensive messages/pictures will not be allowed.

MEDIA CENTER

The Media Center staff welcomes students. All classes have 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 consistently, 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.

EASTSIDE DIAMOND PRIDE

Each month we recognize student achievement and good behavior. The assemblies are student led. We encourage parents and guests to attend. Please see our calendar for scheduled dates and times.

CODE OF STUDENT CONDUCT/WHAT IS EXPECTED OF ME? It is very important for parents, 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 a 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 THE CODE IN EFFECT?

- **During regular school hours (including from the time students leave home until he/she returns 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

- **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
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 a 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.

TEACHERS
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 to 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.

STUDENTS
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 rights of others
Keep parents informed regarding school assemblies, supplies needed and written information sent from the school to the home.

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 consequence for the offense will be assessed depending on the seriousness of the violation and the frequency of misbehavior. The groups are not intended to be inclusive of all possible actions of misbehavior.

LEVEL I MISBEHAVIOR

INFRACTIONS	CONSEQUENCES
1. Unexcused tardiness	1. Student/teacher conference
2. Disruption of class or assembly	2. In-class disciplinary action
3. Lunchroom misconduct	3. Assigned school duties other than class tasks
4. Use of tobacco on school grounds	4. Student/counselor conference
5. Inappropriate display of affection on school grounds	5. Parent/teacher conference
6. Failure to bring necessary materials to class	6. Student/teacher/principal conference
7. Copying the work of another student	7. Exclusion from extracurricular activities
8. Failure to do assigned class work	8. Student/parent/teacher/principal conference
	9. Detention
	10. ReflectionRoom
	11. Suspension up to 3 days

LEVEL II DISRUPTIVE AND DISORDERLY BEHAVIOR

INFRACTIONS	CONSEQUENCES
1. Cutting class	1. Student/parent/principal
2. Leaving school without permission	2. Exclusion from extracurricular activities
3. Truancy	3. Detention
4. Bus misconduct	4. Reflection Room
5. Profanity	5. Suspension up to 3 days
6. Altering or disrupting school records	6. Suspension more than 3 days
7. Defiance of authority of school personnel	7. Withdrawal of privileges
8. Defacing school property	8. Financial restitution
9. Harassment of students or school personnel	9. Refer to court related services
10. Immoral conduct	

LEVEL III ILLEGAL BEHAVIOR

INFRACTIONS	CONSEQUENCES
1. Theft	1. Detention
2. Assault (verbal or physical)	2. Reflection Room
3. Fighting	3. Exclusion from activities
4. Vandalism	4. Suspension
5. Use of drugs or alcohol	5. Refer to court related services
6. Possession, threat or use of a deadly weapon	6. Involve law enforcement
7. Conduct that jeopardizes the safety of others	7. Financial restitution
8. Fireworks	8. Expulsion
9. Bullying/Harassment/Intimidation	

The student will accept the consequence as designated by the administrator and/or teacher or be suspended from school until a parent or guardian returns with them for a conference with the administrator and teacher involved. Consequences may still be carried out upon returning to school.

CLASSROOM BEHAVIOR

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.

SUSPENSION

In cases of suspension, the principal shall immediately notify the parent/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 cases 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 the Code of Conduct shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases that may end in suspension or expulsion.

The principals, in a manner that they deem just, shall interpret the Code given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situation not covered in the Code of Student Conduct.

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 disciplinary 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.

BUS RIDER RULES

RIDING THE 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 stop and never board the bus, for any reason. If there is a problem, the parent should contact the driver's supervisor and set up a meeting if necessary. Bus Barn (775-4848) or Sallisaw Administration (775-5544).

BALLOONS ARE NOT ALLOWED ON THE BUS

Prior to loading, students should:
Be on time at the designated school bus stops. Keep the bus on schedule.
Stay off the road at all times while waiting for the bus.
Wait until the bus comes to a complete stop before attempting to enter.
Be careful in approaching the bus stops.
Not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
Respect people and their property while waiting on the bus.
Don't crowd your friends getting on or off the bus; board and exit one at a time.
Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:
Keep all parts of the body inside the bus.
Refrain from eating and drinking on the bus.
Refrain from the use of any form of tobacco, alcohol, or drugs.
Assist in keeping the bus safe and clean at all times.
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.)
Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
Never tamper with the bus or any of its equipment.
Maintain possession of books, lunches, or other articles and keep the aisle clear.
Help look after the safety and comfort of small children.
Never throw objects in or out of the bus.
Remain in their seats while the bus is in motion.
Refrain from horseplay and fighting on the school bus.
Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
Remain quiet when approaching a railroad-crossing stop.
Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:
Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.
Look both ways before crossing a street, and wait for driver's signal.
Never cross the street behind the bus!
Go home immediately staying clear of traffic.
Help look after the safety and comfort of small children.
KEEP AWAY FROM THE BUS even if you drop or forget something!

EXTRACURRICULAR TRIPS

1. **The above 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)**

BUS DISCIPLINARY STEPS

The following steps are a guide for the principal taking whatever reasonable action they deem necessary:

1st offence	**Warning/parent contact**
2nd offence	**Three-day bus suspension**
3rd offence	**Ten-day bus suspension**
4th offence	**Semester bus suspension**

ELEMENTARY 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, score proficient on a state approved alternate assessment, or qualifies for one of the state mandated "good cause" exemptions.

SPECIAL PROMOTION

The student shall be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:
(1) Parent(s) and/or guardian(s) of the student,
(2) Teacher assigned to the student who had responsibility for reading instruction in that academic year,
(3) Teacher in reading who teaches in the subsequent grade level,
(4) School principal, and
(5) 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.

THIRD GRADE RETENTION AND GOOD CAUSE EXEMPTION

A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- **Limited-English-Proficient students who have had less than two (2) years of instruction in an English language learner program;**
- **Students with disabilities whose individualized education program (IEP), consistent with state law, indicated that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);**
- **Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;**

***Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level. Sallisaw Public Schools will utilize the District 3rd Grade Portfolio Reading Rubrics and the third grade student must score proficient or above on each skill to meet the portfolio criteria for good cause exemption.**

- **Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education program that reflects that the student has received the intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade;**
- **Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two (2) years.**

PROCEDURE FOR GOOD CAUSE EXEMPTION

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

- **Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall consist only of the alternative assessment results or student portfolio work and the IEP as applicable;**
- **The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and**
- **After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.**

MID-YEAR PROMOTION

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a mid-year promotion to fourth grade providing the Student Portfolio has been completed with a score of proficient or advanced on each skill listed on the District 3rd Grade Reading Rubric and upon showing progress sufficient to master appropriate fourth-grade-level skills. A mid-year promotion shall be made prior to November 1 and only upon agreement of the parent or guardian of the student and the school principal.

PROFICIENCY-BASED TESTING

Sallisaw Schools will offer Proficiency-Based Promotion testing two times each school year; once in the fall and once in the spring. Students meeting criteria on tests will receive credit and move to the next level of study. This is for students Pre-School – 12th grade.

If you are interested in your child being tested for promotion, please contact their building counselor for more information.

CHILDREN IN NEED OF SPECIAL HELP

We are looking for children and young people from age three (3) to twenty-one (21), who may be in need of special education services, which they are not receiving at this time. Those special education services may include the following handicaps: visual or hearing impairments, physical disabilities, learning disabilities or emotional disturbances. Please contact Special Programs at (918) 775-9491.

ENGLISH AS A SECOND LANGUAGE

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

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-School - 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 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 that 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 offence 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 guardians 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**

ASBESTOS NOTICE

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.

BULLYING/ INTIMIDATION/ HARASSMENT

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 Sallisaw Public Schools' student conduct code prohibits harassment, intimidation, and 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 or a disruption to the educational process, 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 Principal Chad Jasna at Eastside Elementary 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.

FAMILY RIGHTS AND PRIVACY ACT RIGHTS

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 decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 tasks.

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the 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

McKinney-Vento Education Homeless Act

Anyone who lacks a fixed, regular and adequate nighttime 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. Parents/Guardians who think that 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.

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 in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and unemployment. Inquiries concerning applications of the policy may be referred to Chad Jasna, Coordinator of Title IX, and Section 504 responsibilities.

Sallisaw Public Schools
701 J.T. Stites Blvd.
Sallisaw, OK 74955
(918) 775-5544

WEAPONS FREE POLICY

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

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 a firearm silencer, or (D) any destructive device including any explosive, incendiary or poison gas, a bomb, a grenade, rocket having a propellant charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearms or weapon will be confiscated and released only to proper legal authorities.

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, spring-type knife, sword cane, a 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.

SALLISAW PUBLIC SCHOOLS GRIEVANCE PROCEDURES

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

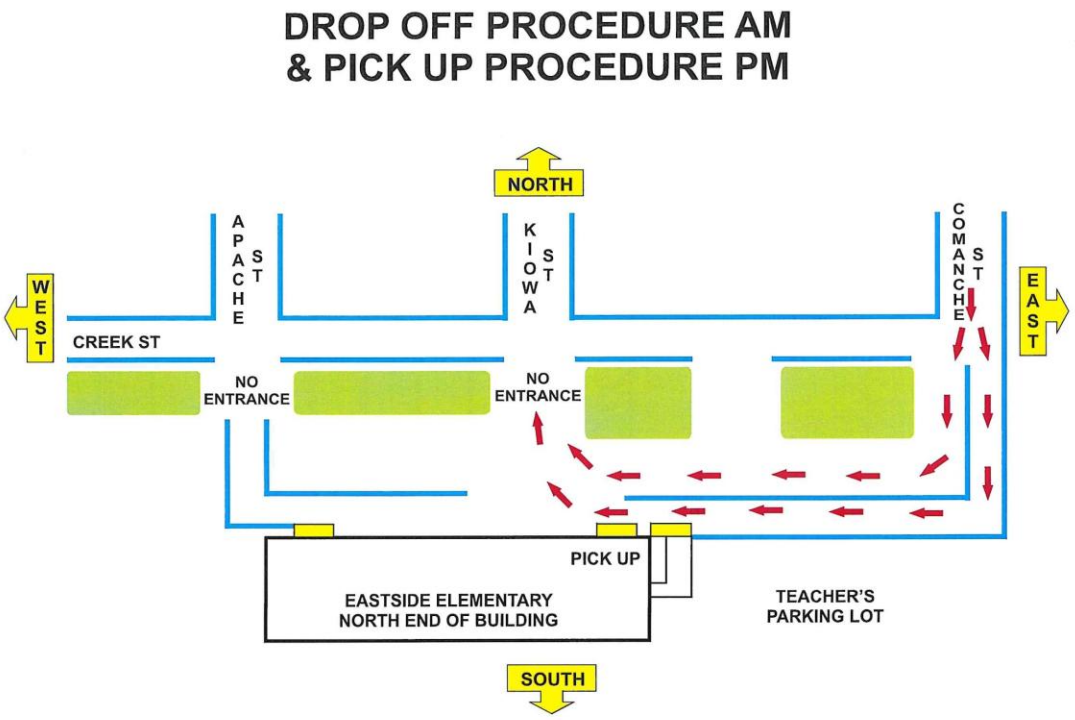
The following steps will be used in any complaint or grievance.

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

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.**
2. **The responsible person has a working week (five days) in which to investigate and respond.**
3. **If not satisfied, the complainant may appeal within ten days (two working weeks) to the superintendent or the designated officer.**
4. **Response by the district officer and Field Specialist be given within five days (one working week).**
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 of 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 member at a meeting that shall be public.**
6. **The local Board of Education will respond to the complaint within 30 calendar days.**

DROP OFF/PICK UP PROCEDURE

Dear Eastside Parents:
School begins at 8:15 a.m. Any student who arrives after that will be considered tardy.
School ends at 3:15 p.m. Any student who leaves after 2:30 but before 3:15 will be considered an early pickup.
Any student who accumulates more than five (5) tardies or five (5) early pickups in a nine week period will be assigned noon detention for each additional tardy or early pickup.
(See handbook page 11)
Breakfast will be served from 7:45-8:10 daily. School begins at 8:15 each day; therefore, any student wishing to eat breakfast should be in cafeteria no later than 8:00 a.m.
(See handbook page 12) Exceptions will be made due to late buses.



PLAYGROUND EXPECTATIONS

Safety

*Stay where a teacher can see you at all times.
*When on sidewalks and slab, walk not run.
*Leave mulch, dirt, and rocks on the ground.
*Use all playground equipment safely.

Responsibility

*Know the rules and play by the rules.
*Work together to solve problems by using your words.
*When you hear the teacher's whistle or siren, stop playing.
*Line up quickly and quietly at the end of **playtime.**

Respect

*Use kind words and actions.
*Respect all property, yours and others.
*Take turns and share.
*Allow everyone to play in games.
*Bullying is never OK. If you see it, get help.

3rd Grade Supply List

1 Backpack
1 clear view front, 1.5 inch 3 ring binder, with pockets
1 pkg. Wide ruled loose leaf notebook paper
2 composition notebooks
2 pkgs. Of 24 #2 pencils (yellow)
2 pkgs. of pencil cap erasers
2 folders with 3 holes to go in binder
2 boxes of 24 crayons
1 pkg of glue sticks
1 plastic supply box
1 clipboard
1 pencil bag to place in binder
2 boxes of tissue
1 tub of disinfecting wipes
6 black Expo markers (fine tip)
Scissors
headphones/earbuds

Boys	Girls
highlighters	hand sanitizer
quart baggies	gallon baggies

- ***Please no backpacks with wheels because they will not fit in our cubbies.***
- ***Please, no pencil sharpeners or mechanical pencils.***

4th Grade Supply List

Clear view front, 1.5 inch 3 ring binder, with pockets
3 ring supply bag to go in binder
1 pkg of index dividers with insertable tabs
2 pkgs. **Wide Ruled** loose leaf notebook paper
2 **wide ruled** spiral notebook (70 Sheets)
3 pkgs. Of 24 #2 pencils
1 pkg page protectors
1 pkg of pencil cap erasers
2 boxes of 24 crayons
Colored Pencils (optional)
6 glue sticks
1 bottle of Elmer's glue
Scissors
4 expo markers (Cox, K. Harris and Bell not needed)
Plastic supply box
3 boxes of Kleenex
2 tubs of Clorox/Lysol wipes
earbuds/headphones (Cox and K. Harris not needed)
Boys - ziploc bags girls- 1 bottle hand sanitizer

5th Grade Supply List

NO BACKPACKS

1 - 2 ½ inch binder with pockets and Clear view front
2 folders with 3 holes to go in binder (two pockets)
2 – 3 ring supply bag to go in binder
3 composition notebooks
2 pkgs wide ruled loose leaf notebook paper
4 pkgs of 24 pencils
2-3 packs of pink block erasers
1pkg markers
2 pkgs colored pencils
1 pkg of highlighters
1 bottle of liquid glue
2 glue sticks
3 Boxes of Kleenex
2 tubs of disinfecting wipes
1 bottle of hand sanitizer
1 pkg 8 binder dividers w/pockets
1 pair of scissors
earbuds (necessary for all 5th grade)
1 box gallon sized ziplock bags (boys only)
1 box quart sized ziplock bags (girls only)

Samantha Meredith, husband Josh, daughter Emerson