

SCHOOL HOURS:

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| Office | 8:30 a.m. - 4:15 p.m. |
| School | Monday 9:30 a.m. – 4:00 p.m. Tuesday – Friday 9:00 a.m. - 4:00 p.m. Latch Key 7:15 a.m. - 8:30 a.m. and 4:00 p.m. - 5:45 p.m. |
| Cafeteria | Monday 8:30 a.m. - 9:20 a.m. Breakfast Tuesday – Friday 8:30 a.m. – 8:50 a.m. Lunch (grade level times vary) |
| Rise and Shine | Friday 9:00 a.m. |

TARDINESS:

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives to school after 9:30 a.m. Monday or 9:00 a.m. Tuesday - Friday is considered tardy and must check in through the office for an admission to class. A parent must walk in and check the child(ren) into the office if he/she is tardy. Please note that four tardies are equal to one day absence.

ATTENDANCE:

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

ARRIVAL AND DISMISSAL:

Arrival and dismissal procedures should be strictly followed for your child's safety. Students should not arrive at school before 8:30 a.m., with the exception of Latch Key students. Parents delivering students to school should use the South parking lot. Students participating in the breakfast program may be dropped off no earlier than 8:30 a.m. (There is no adult supervision until 8:30 a.m. unless the child is enrolled in Latch Key) Parents who pick up their children must REMAIN IN THEIR CARS in the pickup lane and wait for the teacher on duty to put the child in the appropriate car. Children will not be allowed to cross the loading zone to go to waiting parents. As a courtesy and for safety, we ask that you please turn off your cell phones during car loading. The north doors are for special needs students only. Students in PK-2nd

grade will be released at 3:50 along with their older siblings if applicable. Please do not come to the office to pick up your child unless you have an appointment with documentation available. During the school day, please use the main entrance located on the west side. All other doors are locked for the safety of our students. The main driveway is reserved for bus traffic before and after school. Students not picked up by 4:15 p.m. will be delivered to the Latch Key teacher. There will be a charge. Parents are discouraged from picking up students early from school. Teachers teach from bell to bell. If a student does need to leave early, please send the doctor's note the next day.

TRANSPORTATION:

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

BUS CONDUCT:

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

Students must:

- *Use only the bus and bus stops assigned.
- *Behave in an orderly manner at the bus stop.
- *Remain seated, facing forward, when the bus is in motion.
- *Talk quietly and make no unnecessary noise.
- *Refrain from talking to the driver unless it is necessary.
- *Keep head and arms inside bus.
- *Not litter the inside of the bus or throw anything out the window.
- *Keep hands and feet to themselves on the bus.
- *Not bring food, drinks, or gum on bus. I

Infractions of the above rules will be brought to the attention of parents. Abuse of bus privileges will result in assigned seating or in the denial of transportation. Every student must have a signed Bus Contract on file in order to ride the bus to and from home or on a fieldtrip.

BUS ROUTE AND OPERATING POLICIES:

Bus routes and stops are planned and established by the administration's transportation department. Safety, economy, efficiency, and allocation of resources are some of the considerations, which must be evaluated in determining bus operation policies. For further information contact Tom Potter at 224-7089.

CAFETERIA GUIDELINES:

The same general rules for behavior that apply in the classroom are also required in the cafeteria. Breakfast is served from 8:30-9:15 on Mondays and from 8:30 – 8:50 Tuesday through Friday. On Monday, students need to arrive by 9:10 am to eat breakfast. On Tuesday through Friday, students need to arrive by 8:40 a.m. to eat breakfast. Breakfast will only be served after these times if a bus arrives late. Parents, who wish to eat lunch with their child, must make reservations by 9:30 a.m. with the Cafeteria Manager. Parents must check-in at the office before going to lunch. Breakfast for parents is \$2.00 and lunch for parents is \$3.75. The student price for breakfast is \$1.35 and lunch is \$1.85. Extra milk may be purchased for 50¢. Students who pay for meals are encouraged to do so on a weekly or monthly basis. Each student has an account into which money may be deposited. Students will be allowed to accumulate up to three lunch and three breakfast charges. After the student has reached this limit, he/she will not be allowed to charge, but will be given an alternate meal at lunchtime for up to three days. Nothing will be given at breakfast. Notices will be sent home when an account is delinquent. Applications for Free and Reduced meals are available in the office. Online payment of student accounts are now available. No charges are allowed the last 2 weeks of school.

DRESS CODE:

District Policy 540.1.3 While enrolled in Sapulpa Public Schools, grades PK-5, students are expected to dress appropriately for school. The guidelines listed below are relevant for school, field trips, or any other related school activities.

The dress code for PK-5th students is designed with an emphasis on good grooming, cleanliness, and proper dress.

1. All clothing must be appropriate for school and may not have slashes, cuts, or holes.
2. Students will not wear clothing or accessories that display pictures, lettering, or numbering that is profane, vulgar, repulsive, violent, grotesque, sexually suggestive, or obscene, whether it advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drug-related items or drug paraphernalia.
3. Students will not wear clothing that unduly exposes the body, including but not limited to: a. Tops that do not cover the midriff b. Halter tops c. Sundresses d. Tube tops e. Thin strap tops

- f. See-through clothing
 - g. Bike shorts
 - h. Any clothing made of spandex
 - i. Shorts or skirts that are more than 3 inches above the knee or principals discretion.
 - j. Jean cut off shorts
 - k. Any clothing that exposes the underwear under the garments
 - l. Sagging pants
 - m. Bandanas
4. Students will not wear underwear (boxer shorts, etc.) or pajamas as outerwear.
 5. Students will not wear hats, caps, or sunglasses in the school building. Exceptions will be considered on a case by case basis for medical reasons.
 6. Students will not wear clothing, accessories, make-up, hair styles, or use decorations worn on the body that are likely to cause a substantial and material disruption of school operations. Such items include but are not limited to hair color of an abnormal color or unusual hair style, extra-long belts, chains worn as apparel or as an attachment to clothing, any type of visible body jewelry, except for conservative earrings worn by female students in the ear. Boys are not allowed to wear earrings. Only small feathers of a natural hair color (a color you could be born with), are allowed.
 7. Students are encouraged to wear shoes that are suitable for PE/recess. Flip-flops are discouraged as they are considered dangerous for elementary students.

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

CHANGE OF ADDRESS AND TELEPHONE:

It is important that every student maintain an up-to-date address and telephone number at the school office. Notify the office and your child's teacher immediately if you have a change of address or telephone number during the school year. A number where a parent can always be reached is required for your child's safety.

COMMUNICATIONS:

Please sign up for "School Connect" to get the fastest updates from the principal and your child's teacher.

Go to : <http://www.sapulpaps.org/files/user/2/file/Setting%20up%20School%20Connect.pdf> to sign up to receive updates through "School Connect".

CONFERENCES:

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

COUNSELOR:

Our school counselor is a full-time staff member at Jefferson Heights. She is available to all students PK-5th grade. Students and parents are encouraged to make use of the school counselor and the services she may offer.

FIELD TRIPS:

Class field trips are for Jefferson Heights students only. Siblings are not allowed to attend field trips with parent sponsors. Parents may ride on the field trip bus only if room is available. In-district field trips do not require a permission slip from parents. However, information will be sent home via newsletters and notes

GUM:

Our school has a policy, which governs the use of gum during school hours. Absolutely no gum allowed on school premises.

HOMEWORK/MAKE-UP WORK:

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place to work and by seeing that assignments are completed. Most homework is daily work that has not been completed at school and must be turned in. When a teacher assigns a specific homework project, it is expected to be completed by the student and to be on time. Make-up work may be assigned if a student is absent due to illness. Students have one day per day of absence to make-up any missed work. A parent may request assignments for absent students by calling the school office prior to 9:00 a.m. Assignments and books may then be picked up at the office after 4:00 p.m. Work sent home ahead of time should be completed and returned on the day the student returns to school. Grade Level/teacher requirements may vary.

MEDICATION:

Medication and relevant equipment must be delivered to the school by the legal custodian of the student. An Authorization Form, supplied by the office, must accompany all medications. All medication must be in the original labeled prescription bottle. Antibiotics to be taken 3 times a day will NOT be given at school. Over the counter medication will not be dispensed at school without a doctor's note. Children are not allowed to carry any medications in their backpacks or purses. Asthma inhalers need to be approved by the school nurse in order for students to carry.

ILLNESS OR INJURY:

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

HEAD LICE:

Sapulpa Public Schools has a nit free lice policy. Parents of students with nits and/or live bugs will be notified immediately. Students need to be checked by the school nurse prior to returning to school. If your child has nits, he/she will not be allowed to ride the bus or return to school until the hair is completely nit free. We understand that head lice are inconvenient however, due to the spreading of the bugs we must insist that children are not in school with lice.

PLAYGROUND RULES

1. Stay inside the fenced area.
2. Only one to a swing. No jumping out of swings. Students must swing forward and backward, sitting at all times. Students not swinging may not be in the swing area. Students should not push other students on swings.
3. Slide down the slide on your back pockets. Do not walk up the slide. Slide down one at a time.
4. Children may not leave the playground area without permission.
5. Soccer and football will be allowed as long as there is no rough play or fighting about fairness. No tackle football.
6. Quietly line up before entering the building.
7. Grades 1 – 5 only are allowed on the elementary play area.
8. Preschool and Kindergarten students only are allowed on the early childhood play area.
9. Do not throw wood chips or any other objects.

RULES FOR GENERAL BEHAVIOR:

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

1. Fighting
2. Defiance
3. Use of profanity
4. Possession of weapons (real or fake) or other dangerous objects
5. Possession or use of tobacco or any controlled substance
6. Vandalism
7. Theft
8. Threatening/bullying
9. Sexual Harassment
10. Uncooperative Behavior
11. Disrespect

SCHOOL LAW: SECTION 487.1 SCHOOL BULLYING ACT:

The Legislature finds that bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, and the use of drugs and alcohol. Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Bullying is not tolerated.

REPORT CARDS/PROGRESS REPORTS:

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

HONOR ROLL:

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

PROGRAMS:

Students are expected to attend all programs. Please turn off cell phones during programs. Parents are asked to stay for the entire program and remain seated to show respect to other students and their families. Food and drinks are not allowed in the gymnasium. Out of respect for our children who are performing, please escort small children who are unable to sit through the program quietly out of the gymnasium.

RISE AND SHINE MORNING ASSEMBLY:

Parents who choose to attend Friday morning Rise and Shine are asked to sit in the bleachers at the south side of the gym or stand at the North side and participate in all Rise and Shine activities.

SCHOOL SUPPLIES:

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

LOST AND FOUND:

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

TEXTBOOKS:

Textbooks and workbooks are furnished for each student. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book at current value.

TELEPHONE: The school phone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another student's home after school. Cellular phone usage is prohibited by students during the school day. Phones shall remain out of sight and turned off from 8:30 a.m. to 4:00 p.m. Violation will result in loss of property until parent can pick up from the office.

TOYS, ELECTRONIC GAMES, ETC.:

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

CELEBRATIONS:

Parties are for the students at Jefferson Heights. . Siblings are not allowed to attend. Store bought treats may be brought in for special occasions with prior teacher approval. No homemade treats are permitted due to state health codes. Birthday party invitations are NOT to be passed out at school unless every student in the class is invited. Balloons are not allowed at parties. Balloon/flower deliveries are discouraged, however, students who receive deliveries may pick them up at the end of the day from the office. Please be aware that balloon bouquets are not allowed on buses.

VISITORS/PARENT VOLUNTEERS:

For our student's safety, all visitors are required to report to the office upon entering the building. Visitors must sign in and will be assigned a badge. Please return the badge as you leave. Parents are welcome and encouraged to visit our school with teacher and principal permission.

T.A.P.S

The Jefferson Heights T.A.P.S (Teachers and Parents of Sapulpa) meets periodically throughout the year. The major purpose of T.A.P.S is to improve and enhance the relationship between the home and school. Meetings will be announced through notes sent home with

students and in the school newsletter. Parents and teachers are encouraged to participate in T.A.P.S. sponsored events.