

School Handbook Addendum 2025-26



Garfield STEAM Academy

701 N Roosevelt Ave, Sand Springs, OK 74063

Principal Russell Ragland

Sand Springs Public Schools

Table of Contents

Introduction.....	3
Mission Statement.....	3
The School Day.....	4
Supervision of Students.....	4
Attendance.....	5
Legal and/or Custody Documents.....	7
Request to Leave the Building.....	7
Personal Property.....	8
Personal Electronic Devices.....	8
Visitors.....	8
School Safe ID Policy.....	9
Medications.....	10
Illness at School.....	10
Immunizations.....	10
Student Dress Code.....	11
Student Behavior.....	11
Cafeteria.....	12
Nuisance Items.....	13
Weapons.....	13
Alcohol Use/Drug Abuse.....	13
Gangs, Cults, Hate Groups, & Bullying.....	14
Clubs and Organizations.....	15
Playground/Recess Guidelines.....	15
Lockers.....	16
Car Riders/Walkers & Bus Rider Rules.....	16
Academics.....	17
Notice of Nondiscrimination.....	18
Parent-School Compact.....	18
Parent/Guardian - Student Statement of Responsibility.....	21

Introduction

Dear Garfield Parent:

This handbook has been prepared with the intent that it will answer some of the more pertinent questions you may have about your child's school.

The policies that are indicated herein are the result of school board policies, local student needs, and faculty experience. The main consideration in the adoption of these policies has been that the child is the focal point of the school; that is, all that we strive for should be in the best interest of the child.

By working with each of you and with your child, we feel confident that we can look forward to a successful and rewarding school year.

Garfield STEAM Academy
Principal and Staff

Please visit our website at www.sandites.org and like us on [Facebook](#).

Changes and frequently asked questions (FAQs) can be found on the school's webpage for additional information throughout the school year.

Mission Statement

Garfield STEAM Academy will provide all students with a safe and nurturing environment and with a curriculum that is rich in literacy, science, technology, engineering, arts, and mathematics, in a developmentally appropriate atmosphere, which respects diversity in students' learning styles. We have one guiding principle: Excellent instruction in every classroom.

The School Day

The school day begins at 7:40 a.m. and ends at 2:30 p.m. except for Fridays. Fridays we have early release at 2:00 p.m.

NO student should arrive before 7:15 a.m. due to the absence of adult supervision. Upon arrival, students should report immediately to the cafeteria or gymnasium where a staff member will be on duty. Students will not be allowed to go to their classrooms to put up books, lunchpails, etc., before 7:37 a.m. Students not in their rooms by 7:40 a.m. will be considered tardy. Students arriving to school after 7:40 a.m. will need to be signed in by an adult. This will help ensure that students are coming straight to school and not roaming around the neighborhood.

School dismisses at **2:30 p.m.** Monday through Thursday and 2:00 p.m. on Fridays. All students who are walkers, car riders or daycare riders must leave for home immediately when dismissed. **We ask that Students needing to leave early, need to be picked up by 2:00 p.m.**

Supervision of Students

The school and its professional staff act in loco parentis of the parent during the time that a student is under the school's care and supervision. This time includes that period of the day beginning when the parent releases that student to the school until he/she is returned to the parent and the time required for school-sponsored activities. Included is that time when students are traveling to and from school on a bus or are walking to school by the most direct route from home. When a student is walking to or from school, the school will furnish disciplinary oversight to the student or take steps, along with other community agencies or governmental entities, to correct or prevent unsafe behaviors or actions from occurring.

Students who ride a school bus come under the supervision of the school the moment that they board the bus and until they disembark from the bus. If a student does not go directly to his home or to school, the school will not be responsible for any contingencies affecting his safety. When a child reaches his home, the responsibility of the school ceases; however, the school is always willing to assist a parent in locating a child or assisting with the child's safety when contacted.

During the school day or while engaging in school activities, students are to be released only to their parents or other authorized persons as indicated in their student file.

Attendance

A student is expected to be present and punctual for all his/her classes throughout the year. A pupil is entitled to be counted present only on those days when in actual attendance or in scheduled school activities under the direction and supervision of a regular member of the faculty.

Absences

- Students who check **IN after 8:48 a.m.** ----will be counted **½ day absent.**
- Students who check **OUT before 1:22 p.m.-** will be counted **½ day absent.**

School is a crucial learning experience for students. Every minute spent in class contributes to their knowledge and personal growth. When sickness or high obligation to family necessitates an absence, parents should call the attendance office before **9:30 a.m.** each day of an absence.

When the office is closed, parents may leave a message regarding a student's absence. The office staff will be available to record the incoming calls after **7:00 a.m.** Should the Principal's office not be notified of the absence, parents will be called to verify the reason for a student's absence.

An absence DOES NOT excuse the student from the work assigned during the absence.

Appointments

For students who check out for appointments, such as doctor visits or lunch, absences will be calculated in minutes. The total number of minutes a student is absent will determine if they are marked as absent for half a day or the entire day. To be counted as present, students must attend at least 136 minutes of either the morning or afternoon session.

For example: Juan's dad checks him out at 10:45 to take him to lunch for his birthday. He brings him back to school at noon. This means Juan missed 20 minutes of the AM session and 55 minutes of the PM session. Even though he missed a total of 75 minutes, he would still get credit for being present for both AM and PM because he met the two-thirds guideline for each session.

Absenteeism

In accordance with the policy FOE-R of the board of education, the following regulation shall govern truancy and attendance in the Sand Springs School District.

1. Each attendance officer shall develop procedures to notify a student's parents, guardian, or other responsible person of a student's absence. The parent, guardian, or other responsible person should be made aware of Oklahoma Statutes, Title 70, Section 10-105, which requires compulsory school attendance of school-age children, and which provides criminal penalties for failure to comply.
2. Each attendance officer shall take necessary steps to ensure that a child determined to be truant is properly reviewed for special education needs.
3. If a student is absent from school as designated below in item 4 and 5, the attendance officer will inform the parents that they are not in compliance with Oklahoma Statutes, Title 70, Section 10101, et seq., and will notify the district attorney in the county in which the school is located.

4. Disciplinary Action for Truancy: Elementary Schools and Middle Schools (K-8)

Per calendar year:

6th Absence:

- Attendance notification form #1 sent to the parent

9th Absence:

- Attendance notification form #2 sent to the parent
- Truancy Court paperwork #1 sent to SRO

12th Absence:

- Attendance failure notification form given to parents and student (See Policy FDC-R1)
- SRO informed that the student continues to be absent

15th Absence:

- SRO notified of continued absences
- Truancy Court paperwork #2 sent to SRO

18th Absence

- Student deemed Chronically Absent (see policy FDC-R1)

Tardiness

Students are expected to be at school and in their classes on time. A student who is not at his/her desk and ready for the teacher's instruction when the bell rings is considered tardy. Whenever a student is tardy, **he/she must be signed in by an adult at the office**. The student will pick up a clearance slip and then report to his/her homeroom. If the reason for the tardy is a doctor or dentist appointment a note will be required.

Make-Up Work

Time given for make-up work will correspond to the time of absence; i.e., if absent two (2) days, student will be given two (2) days to make-up work. When a student is absent longer than three days, the parent should contact the school office and make arrangements to obtain the student's assignments. **If the request is made before 10:00 a.m. on the day of absence, the assignments may be picked up from the office between 2:00 and 2:30 p.m. the same day.**

Withdrawal/Transfer

When it is necessary for a student to withdraw or transfer, the school office must be contacted by the parent or guardian to initiate the withdrawal process.

Legal and/or Custody Documents

Legal documents regarding guardianship, divorce decrees, judges' orders, restraining or protective orders, etc. must be on file and updated copies provided to the office when necessary. Any documented changes which were verified at enrollment must be reported to the main office when subsequent changes occur.

Request to Leave the Building

To safeguard the well being of the student, and to assure that he/she is in the proper hands, the parent or guardian is requested to follow the office procedures for check out. This may include using the School Safe ID(or its equivalent) please bring your ID in with you.

Personal Property

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. Any students who bring cell phones or other electronic devices to school are at the student's own risk, and the school will not be responsible for damages to or theft of those items. If a student needs to contact a parent, they will request permission from the teacher and a school phone can be used if permission is granted.

Personal Electronic Devices

In the spring of 2025, Oklahoma legislators passed a law, SB 139, to make all Oklahoma public schools “cell phone-free” zones for the 2025-2026 school year. It specifically prohibits the use of personal cell phones and other personal electronic devices during the school day while on school campus.

Personal electronic devices include smart watches, smart glasses, smart headphones, tablets, computers, and other devices that can be connected to a smartphone, another device, the internet, wifi, or a cellular network. It does not include devices that have been issued by the district, such as Chromebooks or laptops, or devices that have been approved by the district.

Staff are not responsible for lost, stolen, and/or damaged personal electronic devices. Personal electronic device video is strictly prohibited on school premises and/or in school vehicles and/or buses.

Please refer to the following Sand Springs Public Schools Board of Education Policy for information pertaining to Personal Electronic Devices: Policy FNG

Visitors

Parents are encouraged to visit their child's school; to discuss their child's school progress, attitude, aptitude, or conduct; to assist in efforts designed to improve the school services to their child; and to advise the school regarding conditions needing attention or improvement. Garfield can only maximize services to children when parents assume their role as partners with the school.

Visitors must enter the building through the main office as all other doors will remain locked throughout the day for safety. **All visitors must report to the school office, sign**

in using the Guardian System and be assigned a visitor's badge. Before leaving the building, the visitor must return the assigned badge to the office.

Visitations to the classroom for observation purposes or for meeting with a teacher must be scheduled through the Building Principal forty-eight (48) hours in advance unless the Building Principal deems an earlier visitation necessary.

School Safe ID Policy

The Sand Springs School District is always seeking new ways to improve safety districtwide. As such, SSPS will implement the School Safe ID visitor management system at school sites throughout the district.

School Safe ID visitor management will allow school sites to better track visitors entering and leaving the school building. The School Safe ID electronic kiosk, which will be located at the entrance of all Sand Springs school sites, will require guests to sign in by scanning a driver's license, valid identification card or passport.



School Safe ID is a touch screen, easy-to-use computer system that scans driver's license information and checks identification against a national database of sex offenders. An alert message is emailed instantly to district personnel if a banned visitor attempts to enter.

Following the sign-in process, an identification badge will be printed out and is to be worn at all times while on school grounds. Before leaving the school site, you will also check out using the School Safe ID system. Only visitors such as parents, vendors and volunteers are required to sign in. Students, teachers and SSPS staff members will not be required to use the system.

In an ongoing effort to improve safety and security, the system will create an additional layer of protection and visitor accountability in Sand Springs Schools. The addition of the system is intended to create a uniform visitor sign in and identification process throughout the district. With the visitor badge system, it will make the process of identifying visitors much easier than what currently exists.

Medications

Prescription and non-prescription medication, when prescribed by a physician and accompanied by an authorization signed by the parent or guardian, may be administered by the Principal, school nurse, or an employee designated by the Principal. The authorization should include 1) the name of medication, 2) prescribed dosage, and 3) the time of day medication is to be administered. Only ONE (1) SCHOOL WEEK of prescription medication and ONE (1) DAY of non-prescription medication shall be delivered to the school at any given time. All medication, prescription or non-prescription, must be sent to school in the original container stating the name of the patient, the name of the prescriber, and the directions for administering.

Illness at School

Children sometimes complain of illness at school and are unable to continue their classwork. The following criteria is used in making decisions about sending a child home:

- Child with a temperature of 100 or more
- Child who vomits at school
- Child who reports diarrhea
- Child with a questionable rash
- Child with pink eye and eye discharge
- Child with head lice/nits regardless of number of treatments

Immunizations

Oklahoma law: No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for school entry.

An up-to-date immunization record showing:

- *5 DPT/DT, *4 polio, and 2 MMR vaccinations
- 3 Hepatitis B (or 2-dose Hepatitis B must be indicated),
- 2 Hepatitis A, Varicella

*Exception-4th dose of DPT/DT or 3rd dose of polio was given on or after 4th birthday

Student Dress Code

Please refer to the following Sand Springs Public Schools Board of Education Policies for information pertaining to dress code: Policy FNCA; Policy FNCA-R

Student Behavior

All students at Garfield are expected to maintain a high degree of self-discipline.

Self-discipline is one of the most important lessons we should learn from education. Discipline is the training that develops self-control, respectfulness, character, orderliness, and efficiency. It is the key to good conduct and consideration of other people. When you conduct yourself properly, you not only make your school a better place to learn, but develop the habit of self-restraint which will make you a better person.

In order to guarantee your child, and all the students at Garfield, the excellent learning climate they deserve, we are utilizing a school-wide discipline plan. These rules apply to the classroom, cafeteria, bus, and playground.

School Behavioral Policy

We believe all students can behave appropriately in all settings. We will not tolerate any student preventing any teacher from teaching and/or any student from learning. We will not compromise student safety by: bullying, harassing or threatening behavior.

School-Wide Classroom Rules

Our students will:

- Show respect for proper authority.
- Complete assignments on time.
- Refrain from unnecessary talking.
- Avoid disruptive behavior.
- Have materials for classwork.
- Demonstrate courtesy to all students.
- Respect school property.
- Demonstrate appropriate hallway procedure at all times

Should a Student Choose to Break a Rule

The consequence can consist of but not limited to:

- Warning
- School detention 1-3 days (parent telephoned)
- In School suspension (assigned by principal)
- Suspension (assigned by principal)

In the case of out of school suspension, Students will not be allowed to participate in any school activities until the terms of the suspension have been met. Students suspended out-of-school may request a review of the suspension with the administration of the district. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision of the administration to the board of education as provided in the regulation; the decision of the board shall be final.

The Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, counselor, social worker, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

Severe Clause: Directly to Principal

It is in your child's best interest that we work together in relation to his/her schooling. Therefore, we will be in close contact with you regarding your child's progress while at Garfield.

Cafeteria

When eating in the cafeteria, students should exhibit good manners and conduct at all times. Since hundreds of pupils are passing to and from the cafeteria at this time, it is necessary that your passing be as quiet as possible. Students **will not** have access to a Microwave.

Cafeteria Policy

If a student owes for three (3) or more breakfasts/lunches, a notice will be sent home notifying parents of the total number of charges to date.

- The maximum number of unpaid charges allowed for any student will be (5) breakfasts/lunches.
- Students without breakfast/lunch money that have accrued five (5) unpaid charges will receive toast and milk for breakfast and either ham or Turkey and cheese sandwich and milk for lunch.
- No lunch charges will be permitted after April 15th.

Nuisance Items

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedures. Fidget spinners, CD players, pagers, electronic hand-held games, knives, matches, lighters, toy cars, water pistols, trading cards, beanie babies, yo-yos, laser pens, perfume, hairspray and similar items are considered "nuisance items" and SHOULD NOT be brought to school. First offense - nuisance item will be taken to the office. Second offense - nuisance items will be taken to the office where it will remain until a parent requests the item from the office in person.

Weapons

Possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to firearms (guns), fireworks, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

Alcohol Use/Drug Abuse

The non-medical use of drugs and alcohol is hazardous to the health of students. It interferes with the education of the user, disrupts the conduct of school activities, and more importantly, it is illegal. This policy has been established to ensure that the students attending this school will be educated in a drug and alcohol free environment.

The possession, distribution, sale, or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs, will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored events. This policy extends to all school-sponsored or related activities whether on or off school property.

Gangs, Cults, Hate Groups, & Bullying

Membership in secret groups, clubs, or counterculture groups not sponsored by established agencies or organizations is prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which indicates or implies membership or affiliation with such a group is forbidden. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Threatening or bullying behavior will not be tolerated, and the Student Resources Officer with the Sand Springs Police Department can be contacted in these instances.

Bullying

Definitions

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, 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 the 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, gestures, written, verbal, physical acts, or electronic communications.

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property. Threatening behavior, harassment, intimidation, and bullying is prohibited on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events. Threatening behavior, harassment, intimidation, and bullying by electronic communications is prohibited whether or not such

communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Sand Springs Public Schools that cyber bullying will not be tolerated under any circumstances. It is in your child's best interest that we work together in relation to his/her schooling. Therefore, we will be in close contact with you regarding your child's progress while at Garfield.

Clubs and Organizations

Garfield offers a couple of opportunities for student extra curricular growth. We offer but are not limited to Student Council, Archery and Ambassadors .

Playground/Recess Guidelines

1. All students must be on the playground unless they have special permission from a teacher.
2. During recess, students are to remain inside the playground fence. Once the whistle blows or the recess bell rings, signaling that recess is over, students are to line up immediately.
3. There will be no climbing of any fence, pole, door, or wall while on the playground.
4. There will be no activities on the playground other than basketball, four square, kickball, tetherball, jump rope, volleyball, soccer or any other approved activity.
5. Students should be careful not to misuse the playground equipment.

Lockers

The students will have lockers/cubbies available to them. This is an area to store backpacks and jackets. The students will not be allowed to lock the lockers and therefore should not bring personal items to school. Students have no reasonable expectation of privacy in school lockers, desks, or any other school property without notice or reason.

Car Riders/Walkers & Bus Rider Rules

Car Riders

Car riders will be picked up on the East side of the building in the Alley way. Please join the car rider line on 7th street at or near the intersection of Main St and 7th street. It is very frustrating for the people following procedures to have someone skip the line. Please be a good neighbor and go to the back of the line. **Please remain in your car.**

Walkers

Walkers will exit the building through the south and west doors. All students are expected to use the crosswalks for their safety. Safety is top priority, for this reason, do not try to avoid the car rider line and pick up your student on a side street. This creates an unsafe situation

Bus Riders

From the first day of school, students riding buses will be assigned a bus. All buses will have a route number. There will be certified staff on duty to help load students into the buses after school.

Students need to remember that bus rules are the same as Garfield's school-wide rules.

All students are to ride their assigned buses. In this instance, the student's parent must make arrangements with the Department of Transportation. Parents may access bus route information online at www.sandites.org/transportation.

Academics

Homework

Students are given assignments, usually with time to work on them in class. If they do not finish, they may take the assignments home to complete and return the next day. Homework is an extension of the in-class learning process which allows time for mastery or remediation of a skill, furnishes an opportunity for research and individual study, and creates or stimulates the pursuit of a special interest of an educational objective of the student or the class.

Average homework formula is 10 minutes per grade level: 3rd grade = 30 minutes; 4th grade = 40 minutes; 5th grade = 50 minutes).

Progress Report

Grade reports will be sent to the parents of all students at the end of each six-week period. This progress report will simply inform parents of their student's academic performance in the various school subjects. Parents are urged to confer with the teachers when they have questions concerning these reports and the grades on them.

Grading Scale

The grading scale of Garfield STEAM Academy is as follows:

P – Proficient (85% and above)

WT – Working Toward (70%-84%)

AC – Area of Concern (69% and below)

*Reminder this is a skills based grade card.

In addition, vocal music, physical education and STEAM grades will be denoted with the letters P-Proficient or WT – Working Toward or AC - Area of Concern.

In the event a student is being considered for retention, the parent or guardian will be contacted by the student's teacher and will be asked to meet with the teacher, school counselor, and Principal at the parent's convenience. At this time, the parent or guardian will be asked to sign the Student Grade Placement Recommendation and Agreement Form.

Notice of Nondiscrimination

Sand Springs Schools does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Special Note: Family Education Rights and Privacy Act-Annual Notification. Under the Family Education Rights and Privacy Act of 1974, as amended, the Sand Springs Schools are required to notify all parents whose children currently attend the Sand Springs Schools and all eligible students (18 years of age or older) that they have the right to expect confidentiality in all education records. Further, a parent or eligible student has the right to inspect and review all student records upon request; the right to request an amendment of records to ensure that they are not inaccurate, misleading or in violation of other rights; the right of consent to disclosure of any personally identifiable information contained in the student's records, except in those specific cases in which consent is not required in the Act; the right to file a complaint with the U.S. Department of Education and alleged failures of compliance by the District; and, the right to obtain a copy of the school district's policies regarding the release of directory information.

Parent-School Compact

Garfield's School Compact has been developed between the school and parents to outline how parents, school staff and students will share the responsibility for student achievement. This compact gives teachers and parents the common language needed to be an effective team. The compact makes sure everyone knows what is expected of students and helps teachers, students and families work together toward the same goals.

Academic intervention services will be considered for students who score significantly below grade level in reading and math. Students are identified for service based on teacher judgment, classroom performance and supporting academic data.

School and Staff Responsibility

Garfield's administration and staff are dedicated to providing opportunities, resources, environment, and instruction so that all students, in particular, those with disabilities, can acquire the knowledge and skills necessary to become productive, successful, responsible and contributing members of our global society.

- The school administration will make sure that the school is safe so that students can focus on learning, free from disturbance.
- The school administration will provide a well-rounded curriculum and a learning environment that will enable students to meet the state O.A.S. objectives.
- Teacher will develop lesson plans that cover their grade level's content standards.
- Teacher will conduct classes using interesting and challenging lessons that promote student achievement.
- Teacher will prepare lessons to motivate all students to learn.
- Teacher will communicate regularly with parents or guardians concerning the student's progress.
- The school will provide meaningful opportunities for parents or guardians to participate in the education of their student.
The school will provide both enriched and remedial educational programs.
- Teachers will send to parents or guardians appropriate information to assist them in helping with homework and assessing their child's progress.
- Teacher will check that homework has been completed and the parent or guardian has signed the homework form.
- The school staff will respect cultural, racial, and ethnic differences.
- The school will accommodate parents or guardians with disabilities and will provide information to them in their primary language.
- Teacher will participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- The compact will be reviewed and revised on an annual basis to meet the changing needs of school, parents, and students.
- Teacher will contact parents to schedule Parent-Teacher Conferences which will be held in fall and spring.
- Teacher will provide parents with progress reports at 6-week intervals, as well as a semester report card and end-of-year report card.
- Teachers will be available for conferences with parents, by appointment, before or after school, or during their daily planning time.

Student Responsibility

- Student must take some responsibility for their own learning.
- Student will attend school regularly.
- Student will come to school ready to learn and work hard.

- Student will bring to school necessary materials, completed assignments and homework.
- Student will follow classroom and school rules.
- Student will agree to practice reading for a short time every day after school.
- Student will show respect for classmates, teacher, and school.
- Student will respect the personal rights and property of others.
- Student will ask teachers for help on assignments, when they do not understand the assignment.



Garfield STEAM Academy

Sand Springs Public Schools

701 N Roosevelt Ave, Sand Springs, OK 74063

Parent/Guardian - Student Statement of Responsibility

You are requested to read, sign, and return the following statement during the first week of school.

We have read the Garfield Student Handbook which is accessible at www.sandites.org – Garfield Elementary Handbook.pdf and, although we may not agree with all regulations, understand that the regulations must be adhered to while a student is at school.

In the event we are not entirely certain of some aspect of school policy, we will contact the Principal during the first week of school for clarification of that policy. We are especially aware of the policies for:

1. Discipline
2. Dress Code
3. Parent-School Compact

Parent/Guardian Signature

Student Signature

READ THE ABOVE STATEMENT BEFORE SIGNING