

**PERKINS-TRYON ELEMENTARY HANDBOOK**  
**2017-2018**

**MISSION STATEMENT**

We, at Perkins-Tryon Schools, believe that all children can learn. Believing this, we strive to provide a safe environment which enhances pride and learning; we set high standards, and we encourage students to reach their maximum potential.

**PERKINS-TRYON ELEMENTARY SCHOOL PHILOSOPHY**

Perkins-Tryon Elementary School recognizes that each child is a unique individual, with varying experiences and needs. The faculty feels a great responsibility to provide instruction necessary for students to develop skills needed for today's changing society. We will work diligently to provide the opportunities for each child's optimum development intellectually, personally, socially, and physically. While responding to changes in education, it is also necessary to provide a positive and stable environment to enhance each child's feeling of self worth and accomplishment. Therefore, as educators and role models, we acknowledge our obligation to convey a love for learning, so that our students will respond with equal enthusiasm.

**PRINCIPAL'S MESSAGE**

Our belief here at Perkins-Tryon Elementary is that all children can learn. The faculty and staff of our school go above and beyond to make the learning environment positive, interesting, and motivating. We also encourage and expect parental involvement in every aspect of the child's education.

Parents, guardians, and community members are always welcome in our building, your child's classroom, and at the various functions held throughout the school year. We conduct opening assemblies at our school, called "P-T Prime Time" every Monday morning that you are welcome to attend. Please feel free to contact me at any time if you should have questions about our school and its mission. We consider it a privilege to be able to serve you through Oklahoma public education.

Bobby Simma  
Perkins-Tryon Elementary Principal

**ATTENDANCE**

Supervision of students begins at 7:55 A.M. Our school day begins with the ringing of the bell at 8:30 A.M., and students arriving after this will be counted as tardy. Children arriving later than 10:30 A.M. or leaving before 1:30 P.M. will be counted one-half day absent. Please call the school when your child is absent. If communication with school is not made, the principal or his/her designee may attempt to contact the parent, or the school automated calling system will call you to let you know your child is not at school.

Perkins-Tryon Elementary School Attendance Policy is as follows:

1. 90% attendance rule. Elementary students may be absent up to 18 days during the school year, based on the 175 day school year.
2. In the event that a student is absent more than 18 days during the school year, a committee made up of teachers and the principal will determine if the student will be retained. Factors used to make this determination will include illness, emergencies, religious observances, court appearances.
3. No "excused" or "unexcused" absences; the student is at school or they are not. If they are not, they will be registered as absent. Students will be given the opportunity to make up work after being absent and will be expected to complete it.
4. Students attending school sponsored functions will not be counted absent.

5. Accumulation of 3 tardies will equal a half-day absent.
6. Our student resource officer may be contacted for Truancy issues.

### **STUDENT DISMISSAL AND CHECK OUT**

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office at the front entrance before going to any other part of the school. No student will be permitted to leave the building with a visitor unless this has been cleared through the school office.

Students are dismissed at the following times: PreK – 3:15 PM, Kindergarten car riders – 3:30 PM, all bus riders – 3:45 PM, 1<sup>st</sup> and 2<sup>nd</sup> grade car riders – 3:50 PM. Teachers will give you more information about car pick-ups at Meet Your Teacher Night before the start of school.

### **REQUIRED IMMUNIZATIONS:**

DTP: five doses, POLIO: four doses, MMR: two doses, Hepatitis A: two doses, Hepatitis B: three doses, Hepatitis A: two doses, Varicella: one dose.

### **VISION SCREENINGS**

On November 1, Senate Bill 1795 became law, requires vision screenings beginning with the 2007-2008 school year. Parents of students 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 conducted 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, though screenings for Kindergarten students may be completed anytime during the school year. Students who fail a screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist. Per the new law, no student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

It is extremely important that every student maintain an up-to-date address and working telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

### **ILLNESSES**

If a student becomes too ill to remain in class, we will reach you by telephone and recommend that you come to school and check your child out. We have temporary facilities to help comfort the sick child while he/she is waiting. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or head lice will be sent home from school and must remain there until the condition or disease is corrected.

Please assure that any prescription medication to be dispensed at school has the child's name, date, amount of dosage to be taken, and at what times during the day the medication is to be taken.

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, a certificate from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

### **CAFETERIA**

School food service is available in each attendance center. Menus are planned to provide nutritious and well-balanced meals that offer a variety of foods. All meals meet the requirements as established by the State Department of Education and the United States Department of Agriculture.

Families are encouraged to complete an application for free/reduced meals. All information on applications is confidential.

The School Food Service Department encourages parents to visit the schools and have lunch with their children during the year. We do ask that you notify the office the morning that you plan to visit so that the cafeteria may have an accurate lunch count.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 100 Independence Avenue, SW, Washington, D.C 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **BUS RIDER RULES**

There will be no tolerance of misconduct of bus riders. Elementary students will receive one warning from the principal if reported by their bus driver for misconduct and parents will be contacted about it. Further incidents will likely result in suspension of riding privileges.

#### I. Previous to loading (on the road at school):

1. Be on time at the designated school bus stops -- keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

#### II. While on the bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, packages, coats, and all other objects out of the aisles.
7. Keep legs, arms, feet, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the school bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils, and the driver.
13. Keep absolutely quiet when approaching a railroad crossing stop.
14. In case of a road emergency, children are to remain in the bus.

#### III. After leaving the bus:

1. When crossing the road, go at least ten feet in front of the bus, stop, check for traffic, watch for bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by prior authorization from the parent or school official.

#### IV. Extra-curricular trips:

1. The above rules and regulations will apply to any trip sponsored by the school.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school officials.

V. A note from his/her parent is needed if the child is to ride a different bus after school.

VI. Due to seating capacity and safety we can no longer transport additional students due to sleepovers, parties, etc. It will be necessary that other arrangements be made to pick up & transport those children.

### **RESPECT OF PROPERTY**

Let's instill in our boys and girls that our school is public property which is to be used and enjoyed by everyone. When vandalism occurs, it is an additional expense, and parents will be required to pay for damages.

### **DISCIPLINE**

Contacts will be made and conferences will be held as necessary with parents of students who have difficulty making good choices regarding behavior. All discipline matters are handled in an individualized manner. Corporal punishment will only be used with the approval of the parent. Classroom teachers will provide a discipline plan for their individual classroom at your request.

While on school district property, while in attendance at any school-sponsored activity, or while under general supervision of school officials, regardless of location, students may be suspended from school for any of the following:

1. Creating or attempting to create a classroom disturbance.
2. Disobeying a school teacher or administrator willfully or openly.
3. Using profanity or vulgar language or expressions.
4. Defying the school administrator's or teacher's authority.
5. Assault and battery of another student or person.
6. Possession or use of any dangerous weapon.
7. Under the influence of, in possession of, or consuming any alcoholic beverage or tobacco or any dangerous and controlled substance.
8. Showing disrespect for or causing damage to school property or any other property while under the supervision of school personnel.
9. Violating the rules and/or regulations of the school persistently.
10. Stealing school-owned property or property belonging to school employees or students, or any theft while under the supervision of school personnel.
11. Fighting.

The principal shall exercise his/her power as to the length of time of the suspension. In any case, it will be required that one or both parents) bring the student to the principal's office before the student is reinstated. Serious disciplinary cases may result in the student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parents will be notified by telephone, certified letter, or by some other means. During the time a pupil is suspended, he/she is excluded from all school activities, including extra-curricular activities, and will not be permitted to make up any school work missed. The pupil suspended shall have the right to an administrative appeal and a hearing before an appeal committee and the Board of Education if the suspension is more than 10 days. This decision will be final.

### **GUIDANCE SERVICES**

The Perkins-Tryon Public School System has an elementary counselor working in the broad areas of individual counseling, group guidance, and consulting with parents and school personnel. There is a growing awareness of the importance of dealing with the affective as well as the cognitive and psycho-motor domains, fostering positive self-concepts in students, and the necessity for individualization and personalization in school programs. School counselors are a part of the total school team working toward these goals.

### **LOST AND FOUND**

All clothing such as coats, hats, gloves, etc., needs to be marked with the student's name. Numerous unclaimed articles are left at the close of the school year. Students should be reminded to check the "lost and found" box frequently. Any unclaimed articles will be given to charity at the end of each semester.

### **SCHOOL MEDIA CENTER/LIBRARY**

The purpose of the school media center /library is to aid in developing children's reading and learning and to assist the school staff in this objective. The school media center helps the child in several ways: It:

1. Encourages the development of a love of reading.
2. Contributes to academic achievement.
3. Discovers and develops special talents and interests.
4. Cultivates independent study techniques.
5. Provides up-to-date materials and knowledge of and the proper use of the library.
6. Develops a close working relationship between the classroom and the library.

### **REPORT CARD**

At the end of each nine weeks period, report cards are prepared for students and parents. These will be sent home with the students unless other arrangements are made. Teacher-parent conferences are encouraged, and scheduled conferences will be held following the 1st & 3rd nine weeks, however, you are invited to contact your child's teacher ANYTIME you have a question.

### **FLORAL/BALLOON DELIVERIES**

In order to comply with policies in place at the other district school sites, the elementary school will no longer accept deliveries to students from local florists or similar businesses. The local florists have been advised of this policy.

### **HOMEWORK**

In most cases, enough time is given in class for students to do their work. Occasionally, some homework may be sent home. Please help your student with the completion of homework and the prompt return of the assignments. Students are responsible for completing work missed during any absence.

### **SEVERE WEATHER AND SCHOOL CLOSING**

Sometimes, it is necessary to close school or delay its start because of dangerous weather conditions. When this decision is made, it will be announced on KSPI Radio and the following Oklahoma City television stations: KOCO Channel 5, KTWW Channel 9, KTVY Channel 4. The school autocall will also be utilized to notify parents of school closings.

Severe weather is a common occurrence in Oklahoma, especially in the spring of the year. Each of our schools has a tornado procedure and the faculty and the students have a tornado drill periodically. If severe weather is rapidly approaching at the time of dismissal, students will be held at the school until the danger has passed.

### **VOLUNTEER PROGRAM**

Volunteers are encouraged to participate in the school under the direction and supervision of the classroom teacher. All interested persons are invited to contact their school office or the child's teacher.

### **WITHDRAWALS AND TRANSFERS**

Children withdrawing from school must be cleared through the school office. Please notify the school as soon as you are

aware that you will be moving so that necessary arrangements can be made. All school obligations (cafeteria balances, library book and textbook returns, etc.) need to be met before withdrawal is complete.

### **VISITORS**

All visitors are required to check in at the office before going to the classroom. Other children visiting in the classrooms is not allowed.

### **SAFE-CALL HOTLINE INFORMATION**

SAFE-CALL is a toll-free confidential hotline for students, parents, teachers, neighbors and anyone concerned about the safety of their local school. Call us when you know of any activity threatening your school.

Once a call is made to SAFE-CALL, a caller is given a case number, which allows the caller to call back in three school days to learn what has happened as a result of his/her call. Callers are asked for the name of their school, the town where they reside and for specific information about any potential danger. The call is then immediately transcribed and sent to local school officials, who receive prior notification that a SAFECALL report is being faxed to them.

If, however, the call is of an emergency nature (threat of bomb, weapons or bodily injury, for instance) then school officials and local law enforcement officials are informed within five minutes by telephone of the potential danger.

1-877-723-3225 ext. 651  
oksafecall.com

### **SUMMARY**

This handbook is made available to the patrons of the Perkins-Tryon Schools as a matter of information and convenience. It is impossible to include all items of concern in this handbook. For any other matters pertaining to your child's education, please feel free to discuss them with us.

### **WE ARE A TEAM WORKING FOR YOUR CHILDREN!!!!**

#### **Notification of Rights under FERPA For Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student's education records. They 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 principal will make arrangement 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 the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record 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 district 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 in performing his or her task.

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.

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 United States Department of Education concerning alleged failures by the School District to comply with 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, D.C. 20202-5901

**SEARCH TO FIND CHILDREN IN NEED OF  
SPECIAL EDUCATION**

The Perkins-Tryon School District is seeking to identify every student from age 3 through 21 who lives within the boundaries of Perkins-Tryon District who may be in need of special education.

Areas of special education include: visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, and speech or language impairments.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you suspect that a child may have special needs, please contact Perkins-Tryon School at P.O. Box 549, Perkins, Oklahoma 74059 or call 405-547-5703.

**ASBESTOS STATEMENT**

Perkins-Tryon Public Schools continually update the Asbestos Inspection and Management Plan which is available for review in the Superintendent's Office.