

Lanier Elementary

Student/Parent Handbook

2021-2022

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WELCOME TO LANIER

Welcome to Lanier Elementary School. We provide a positive, caring and supportive environment where each child will experience success every day. Our caring and highly-qualified staff looks forward to sharing exciting and interesting educational experiences with our students and their families.

As we strive for excellence, we value the partnership between home and school. Parents are encouraged to be active participants in the education of their children. This handbook is provided to help students and parents understand our school policies, guidelines and practices. If you would like more information, have questions or concerns please feel free to contact the school.

School office hours are from 7:00 A.M. – 3:00 P.M.

Lanier Elementary – 833-9380

Attendance – 833-9382

Health Clinic - 833-9390

Lanier Fax Number - 833-9393

Tulsa Public Schools Website - www.tulsaschools.org

Lanier Website - lanier.tulsaschools.org

Lanier Facebook – www.Facebook.com/LanierTPS

GOALS

- Each student will meet or exceed state and national standards by demonstrating mastery of a comprehensive curriculum.
- We will maintain a safe, threat-free environment that encourages mutual respect and caring among students and adults.
- We will acknowledge cultural diversity, individual uniqueness and worth.
- We will secure and maintain community involvement and partnerships.
- We will improve student learning through parental involvement.
- We will demonstrate research-based practices in the areas of technology, instructional strategies, classroom management, and curriculum development.
- We will identify and pursue financial resources through community and school partnerships, resources and grants.
- We will continually pursue openness to innovative practices through professional development.

appointment or other unavoidable emergency, the parents/guardians must come to the office with valid ID and sign-out the child. Students will only be released to an adult listed on the student's pick-up list.

- Early pick-up should not become a regular practice. Valuable class instruction is missed and students do not get full educational benefits if they leave early.
- Parents may pick up students prior to 2:15 p.m. After 2:15 p.m. students will be required to follow regular school dismissal procedures. This minimizes confusion during this hectic time of the day. Exceptions may be allowed in the case of emergency.

Absences

If your child cannot come to school, you need to report the absence and the reason for the absence to the school office before 9:00 A.M. The phone number for the attendance clerk is 918-833-9381.

Following are reasons for student absences:

- Student illness. Must be fever free for 24 hours before returning to school. If student is absent three days or more, a doctor's note must be brought to the office before the child will be admitted to class.
- Death in the immediate family.
- Observance of a religious holiday. (Only excused absence)

After 3 absences or tardies you will be contacted by a school official. Excessive absences are grounds for interventions by school personnel and referral to the District Attorney's office for non-compliance of State Laws regarding compulsory school attendance. Students must be in attendance ninety percent (90%) of the instructional time scheduled for school and make satisfactory academic progress in order to be recommended for promotion to the next grade. A student absent more than four (4) days per quarter is at risk of not passing to the next grade. All absences are included in the calculation for the 90% attendance minimum with the exception of absences due to religious holidays according to state law.

Students who have ten consecutive absences will be withdrawn. If the student returns to school a parent must accompany the child and complete the entire enrollment process again.

Pre-K classes are not mandated by the state, therefore Pre-K students who have a chronic attendance problem or failure to observe school hours will result in dismissal from the program.

wear while in the school and will be escorted to the destination. The pass is to be returned to the office when signing out. This policy is in place to provide for the safety of all persons in our school.

Please be aware that all doors are locked during the school day. The only exception is the main (West) entrance and the East entrance at the beginning of the school day. These doors will be unlocked at 7:00 so students can enter the building to go to the gym or cafeteria. The doors will be locked at 7:45 A.M. and will remain locked throughout the school day.

Visitors are welcome in our school, but it is our purpose to protect the safety and instructional time for all students. Calling or emailing ahead of time and making an appointment is the best way to ensure you will get to speak with your child's teacher. Thank you for your cooperation in helping to keep our students and faculty safe.

STUDENT EMERGENCY INFORMATION

All students are required to have a complete and accurate information form on file in the office. This information is to be kept current at all times. Please notify the school office immediately of any changes in home or work phone numbers, addresses or other emergency information. This is vital in the event of an emergency while the child is at school.

COMMUNICATION DEVICES

The office telephone is a business phone and not for student use. Please inform your child of after school arrangements before he/she arrives at school. Children will not be called to the telephone. Office staff will take a message and deliver it to the student at an appropriate time.

Wireless Telecommunication Devices

Students are prohibited from using electronic communication devices during the academic school day including transition, lunch and recess periods whether inside or outside the building. Student cell phones and other devices should be turned off and kept out of sight during the school day. Teachers and/or the front office may "hold" a device during the day for safekeeping if the student requests it. A violation of any part of this policy will result in the device being confiscated and sent to the Tulsa Public Schools Police Department. The school is not responsible for theft or loss of electronic communication devices.

child to school; with proof the child has been treated. The child will be checked in the clinic and must be cleared before the child can return to class.

IS YOUR CHILD TOO SICK TO COME TO SCHOOL?

While attendance is important, sick children should not be sent to school. These guidelines may help parents to determine if your child is too sick to come to school.

- Fever above 100 degrees F. within the past 24 hours.
- Continuous or frequent cough, vomiting or diarrhea within the past 24 hours.
- An unidentified rash
- Open, draining wounds. Minor abrasions should be kept covered with a clean dressing while at school.
- Head lice
- Pink Eye
- Chicken Pox
- Scabies
- Ringworm-must be under treatment and covered at all times for a student to remain in school.
- Specific instructions or advice of your physician.

TRANSPORTATION

CROSSING GUARD

A School Crossing Guard assists children who must cross Harvard before and after school.

SCHOOL SAFETY PATROL

Lanier Elementary has a student safety patrol that is used to help provide supervision for safety to all students at school. The patrol members are assigned duties to help protect the safety of students before and after school. Other duties may be assigned by the sponsor as necessary. Students are expected to respect each Safety patrol member on duty and follow their directions. Safety Patrol members are selected by the patrol sponsor.

BICYCLES / SCOOTERS / SKATEBOARDS

Scooters and skateboards are not allowed at school. Any child who rides a bicycle to school is to park the bicycle in the racks on the east side of the building. Bicycles are to remain in the racks until dismissal. Students are not to ride the bicycle on the school grounds or in the parking lot. Students will walk

Free or Reduced Breakfast/Lunch

All elementary students in Tulsa Public Schools can receive free breakfast and lunches, regardless of income. Free/Reduced applications are still necessary in order for TPS to receive funding for other programs. Parents are strongly encouraged to fill out the application at the start of each school year.

Breakfast

Breakfast is served in the cafeteria at 7:00 a.m. Hot breakfast is not served after 7:15 A.M. A sack breakfast is served to students arriving between 7:15-8:30 A.M., as requested. Please make every effort to have your child at school on time.

Lunch

Students are expected to remain at school for lunch unless the parent/guardian comes to the school office for the child's release from school. When the child returns from lunch, the parent is to come to the office to sign the child back into school. Students have the option of bringing their lunch. Students are expected to eat a healthy lunch. Treats such as pop and candy are not to be brought as a substitute for lunch. All food is to be eaten in the cafeteria and any left-overs will be discarded.

STUDENT CONDUCT AND DISCIPLINE

The Lanier Staff is committed to maintaining a positive, safe and threat-free environment. A concerted effort is made by the staff to encourage students in the development of self-discipline. Procedures and routines are taught so students are very clear about what is expected.

Behavior Response Plan

No person has the right to interfere with the learning or wellbeing of others. Behavior that is dangerous or disruptive to the learning environment will not be tolerated. It is, therefore, sometimes necessary to impose penalties or consequences for inappropriate behavior. These consequences include, but are not limited to, conferences with parents, loss of privileges, referrals, time-out, In-School detention, or Suspension from School. Logical consequences related to the inappropriate behavior are imposed to the extent possible.

Children with recurrent discipline problems may be placed on an individualized behavior plan agreed upon by the teacher, parent, child, and principal. Severe

active participants. The PTA provides classroom parties, celebrations and activities for all students. Fund-raising events have provided additional resources for students, such as special programs and assemblies, classroom materials, field trips, and playground equipment. All parents, family members and friends of Lanier students are encouraged and invited to join PTA and participate in the many activities that are provided. We need everyone's help and support by joining the PTA.

Volunteers

We value the school volunteers who perform valued services for students and staff. Volunteers make learning materials and prepare bulletin boards. They assist children in the classrooms, during field trips, and parties, and other school and classroom activities. Parents who are unable to be at school during the school day often do volunteer projects at home. All volunteers are required to register as a school volunteer by completing a School Volunteer Profile Form, which is available in the school office.

Conferences

Parent-Teacher Conference Days are scheduled twice yearly for all parents. Conferences at other times are encouraged and may be scheduled by parents or teachers whenever the need arises. All conferences must be scheduled with the teacher prior to the conference time. During the school day your child's teacher is engaged in instruction and supervision of students. Messages will be taken and given to the teacher. Teachers will return your phone call before or after school; or on their plan time. Other duties and responsibilities immediately before school, during school and after school often prevent the teacher from conferencing at unscheduled times. Since teachers are greeting children and preparing for the day's activities, they are not able to conference before school unless prior arrangements have been made.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are prepared and issued by the end of the fifth week of each quarter, or whenever the need arises. Progress reports are issued whenever the student's achievement is unsatisfactory. They are also used to inform parents of commendable achievement, effort and positive attitudes. Report cards are issued quarterly. They contain valuable information about the child's academic and social behavior progress. Parents are expected to sign the progress reports and report card signature cards. The student is to return the signature card the

Personal Belongings

Students are expected to bring to school only items that contribute to the learning process or their well being. Toys and games are not to be brought to school except by the teacher's permission for special projects in the classroom. Items considered inappropriate for school include, but are not limited to, toys, electronic games or devices, radios, purses and cosmetics. Children should not bring extra money or items of exceptional value to school. The school is not responsible for valuable items brought to school.

Guns, knives, weapons, facsimiles of weapons, or lasers are never allowed.

Animals are not to be brought to school by students. Any animals brought to school by an adult for an educational purpose must have the prior approval of the teacher and principal.

Coats and backpacks are to be placed in lockers, hung on coat hooks or placed in cubbies in the classrooms where they are to remain until the end of the day, or when needed for outside wear.

Lost and Found

Lost and found items should be turned in to the office. Clothing items will be placed in the Lost and Found Cabinet in the cafeteria. Students and parents are encouraged to check the Lost and Found Cabinet for lost clothing.

Lockers

Lockers are assigned for students' convenience. Each student is expected to use only the locker assigned to him/her. Combination locks for lockers with doors are encouraged. Serial numbers and combinations of locks are to be given to the record teacher. Students have no expectation of privacy as to school lockers, desks or other school property temporarily assigned for their personal use.

Parties and Refreshments

Students will have two parties during the school year. A Winter Break party and Valentine's Day party. Homemade foods are not permitted. All refreshments are to be purchased ready-made and arrive at school unopened in their original packaging. Students are not to bring refreshments or food to classrooms without the prior approval of the teacher. Large hard candies and suckers are not allowed.

Before School Procedures

- Students will go to their lockers while under their teacher's supervision after they leave the gym.
- Students will walk to their classroom following the hallway procedures.
- AFTER SCHOOL PROCEDURES
- Be ready to leave on time and follow teacher directions
- Follow line procedures while walking to assigned pick-up area
- Stay in your assigned area until teacher gives you permission to move.

Restroom Procedures

- Enter the restroom quietly.
- Take care of your personal needs.
- Be sure to flush.
- Wash your hands before leaving.

Cafeteria Procedures

- Use quiet voices
- Sit at your class table
- Keep your area clean
- Ask permission to get up

Hallway Procedures





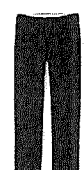
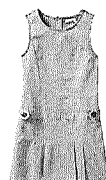


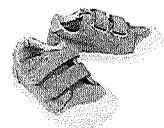


- Walk on the right side of the hallway
- Allow personal space
- Voices are quiet
- Hands and feet are kept to yourself

Assembly / Audience Procedures

- Sit on your pockets throughout the assembly (no bathroom or drink breaks)
- Keep hands and feet to yourself
- Use attentive listening

Playground Procedures

- Share and take turns
- Follow directions
- Use good sportsmanship
- Take care of equipment

<u>Clothing</u>	<u>Colors</u>	<u>Examples</u>		
<u>Polo Shirts</u> <ul style="list-style-type: none"> • Polo shirts can be long sleeve or short sleeve • No t-shirts or sleeveless shirts. All shirts must have collars. • No writing, logos, stripes, or patterns. 	Red, blue white, black and gray.			
<u>Pants & Shorts</u> <ul style="list-style-type: none"> • No cargo pants/shorts and no jeans • Pants should fit properly in all areas. • Shorts must extend below the fingertips when the child is standing with hands to their sides 	Navy Khaki/Tan Black			
<u>Dresses, Skirts, and Jumpers</u> <ul style="list-style-type: none"> • Length must extend below the fingertips when the child is standing with hands to their sides. • Jumpers must have a collared shirt underneath • No writing, logos, stripes, or patterns. 	Navy Khaki/Tan Black			
<u>Shoes</u> <ul style="list-style-type: none"> • All shoes must have rubber soles. • No open toed shoes. • Rain boots are allowed, but please send a change of shoes to be worn during the day. • Shoes with lights, games, or sounds are not allowed. 	Any			
<u>Jackets and Coats</u> <ul style="list-style-type: none"> • Any light jacket may be worn in the classroom. Heavy coats need to stay in lockers. • Teachers may have students put their jacket in their locker if it becomes a distraction. 	Any			
<u>Tights/Leggings/Jeggings</u> <ul style="list-style-type: none"> • Tights/leggings/jeggings may be any color or pattern. They should be worn under a skirt or dress. They are not to be worn as pants alone. 	Any			

Accessories - Costume headbands are not allowed. All jewelry and hair accessories should be modest and not distract from learning. The teacher may choose to have them remove any pieces that become a distraction. Hats or jacket hoods are not to be worn inside the building.

Spirit days are every Friday - Students may wear any color of denim pants, skirts, or shorts as long as they meet the length requirement. Students should wear a uniform shirt or a Lanier t-shirt.

Free Dress Day - On free dress days, students may wear any school appropriate clothes they choose. However, shoes still need to be athletic style. Make sure all shorts, skirts and shorts are appropriate lengths. No profanity, costumes, or pajamas. Shoulder straps must be a minimum of the width of two fingers of the person wearing the garment. Leggings, jeggings, and tights still need to be worn under a skirt/dress. They are not pants alone.