

# **Patrick Henry Elementary EAGLES**

**“Above and Beyond with Character”**



**Parent Handbook**

**3820 East 41<sup>st</sup> Street  
Tulsa, Oklahoma 74135  
(918) 746-9160**

**K. Jene` Carpenter, Principal  
Stacey Randell, Assistant Principal**

Dear Parents,

Welcome to Patrick Henry Elementary School! I am excited to serve as your principal and have always believed that every child deserves a quality education every day. It will continue to be my goal to work with the staff to move Patrick Henry “above and beyond with character.” I look forward to continuing the partnership with parents, partners and staff to provide our students quality without question.

Our staff is a Professional Learning Community committed to ensuring that students learn; creating a culture of collaboration; and focusing on results. I look forward to a great school year with your continued support.

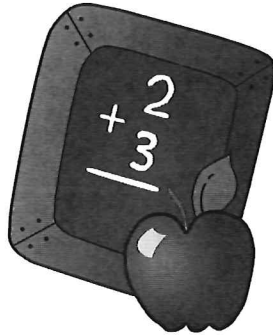
We know you will join us in our journey.

K. Jene' Carpenter, Principal

### **Welcome to Patrick Henry Elementary!**

#### **School Hours:**

Pre-K through 5<sup>th</sup> Grade  
7:30 am – 2:35 pm



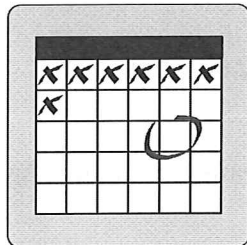
## Patrick Henry School Calendar

Classes Begin: Thursday, August 19, 2021  
First Quarter: August 19 – October 15, 2021  
Second Quarter: October 18 – December 17, 2021  
Third Quarter: January 4 – March 23, 2022  
Fourth Quarter: March 24 – May 26, 2022  
Last Day of Classes: May 26, 2022\*

\*Any additional calendar days beyond May 26, 2022, naturally occurring or other, will result in an extension of the calendar or distance learning days could be declared. If additional make-up days are needed February 21 and/or April 29, 2022 may be used.

### Classes will NOT be in session:

Labor Day	September 6, 2021
Professional Days	October 11 & 12 2021
Fall Break	October 13 & 14, 2021
Fall P/T Conference	October 15, 2021
Thanksgiving	November 22–26, 2021
Winter Break	December 20, 2021–January 3, 2022
Martin Luther King Jr Day	January 17, 2022
Holiday	January 18, 2022
President's Day	February 21, 2022
Professional Day	February 22, 2022
February Extended Learning	February 23–25, 2022
Spring Conference	February 25, 2022
Spring Break	March 14–18, 2022
April Holiday	April 29, 2022



### **\*PARENT/TEACHER CONFERENCES\***

Conferences are generally scheduled on two evenings in October before fall break from 3:00pm to 6:15pm and two evenings in February from 3:00pm to 6:15pm. Patrick Henry teachers are always willing to confer with parents about a child's progress. We do request that you make an appointment with your child's teacher at any time if you would like to request additional conferences.

**\*Once specific conference dates have been confirmed, notification will be forthcoming.**

### **SCHOOL LUNCH INFORMATION**

Tulsa Public Schools is participating in a no charge breakfast and lunch program for elementary students. The program is called the Community Eligibility Provision (CEP), which is a USDA program providing the funds.

All elementary students may participate in the School Breakfast and National School Lunch program, receiving a healthy breakfast and lunch at no charge. Parents will only be charged for any second meal or ala carte items such as chips, cookies or frozen custard. **Adult prices: breakfast is \$1.75 and lunch is \$3.65. Second student lunch is \$2.35/breakfast is \$1.10.**

### **BREAKFAST**

Breakfast is served in the classroom. Students will pick up breakfast on the way to class each morning if they choose.

### **THE FOLLOWING WILL BE ENFORCED:**

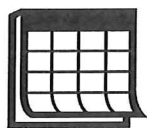
Non-bus riders may arrive no earlier than 7:20. There is no one to supervise your child until 7:20.

Do not pick up your child before 2:35 pm unless absolutely necessary. It disrupts class work and will count as a possible absence.

Please pick your child up promptly at 2:35 pm or make arrangements for day care with a daycare provider of your choice.

## STUDENT TELEPHONE USE

Use of the phone by students is limited to emergencies only.



## STUDENT ATTENDANCE/ABSENCES

When your child is absent from school, please call the office at (918)746-9160 to notify us of the absence and stating the reason. **“A student missing over 90% of the instructional time in any semester may be subject to retention in the grade in which the student is enrolled.”** Read Official Notice for more information:

### OFFICIAL NOTICE

The Tulsa Public Schools Board of Education Student Attendance code: Students attending elementary schools shall be in attendance a minimum of 90% of the instructional time scheduled for that school year and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except that excused absences for religious holidays shall not be counted for the purpose of determining a student's eligibility for promotion.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for retention based thereon. Excessive absences could affect the renewal of a district transfer from year to year.

## SCHOOL-DAY ADMINISTRATION OF MEDICATION

Medication will be given to a student only with the written permission of either parent (if both parents have legal custody,) or the student's parent or person having legal custody, or the student's guardian. **Prescription medicine must be in a currently dated prescription vial or properly labeled container which correctly states the name of the patient, the name of the physician, and directions for administering the medication.**

Oklahoma law provides that the school nurse, administrator, or other designated school employee shall not be liable to the student or parent or guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions of the school nurse, administrator or other designated school employee in administering any medicine pursuant to the provisions of the law except for acts or omissions constituting gross, willful or wanton negligence. **All medications must be left in the Health Clinic.** Medications may not be kept or carried in lunch boxes, pockets, purses or in school lockers. Cough drops must also be distributed through the Health Clinic. Any medication to be given to a child at school needs to be brought to the school by a designated adult.



## EMERGENCY CARE OF ILL OR INJURED CHILDREN

If your child is injured or becomes ill at school, every reasonable effort will be made to care for him/her. We are permitted to render only simple first aid at school. If the parent, child's physician, or other person to be contacted cannot be reached, the child will be taken to the emergency room at one of the local hospitals. However, the hospital must have parental consent before treating a minor, and Tulsa Public Schools does not assume responsibility for the payment of hospital or doctor bills. We urgently request that you list on your child's enrollment sheet the telephone number where you, a relative, or neighbor can be reached during the school day.

**\*\*Please keep these emergency numbers updated throughout the school year\*\***

## **GIFTED AND TALENTED**

Every child in Tulsa Public Schools who shows evidence of high performance capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic areas, and who requires learning opportunities or experiences not ordinarily provided by the school in order to fully develop such capabilities is eligible for nomination and referral for participation in the Gifted and Talented Program. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you are aware of a gifted or talented child in need of differentiated instruction, please contact the principal or school counselor to initiate the identification process.

## **BIRTHDAY CELEBRATIONS**

In order to provide adequate instructional time for all classes, we request that no birthday celebrations be planned during the school day. Teachers will recognize children's birthdays and make them feel extra special that day. If you send invitations to school for parties, one must be given to each child in your child's class, otherwise the invitations will be sent home undistributed to students.

## **LABELING POSSESSIONS**

Please be sure all articles of clothing and all school supplies are marked clearly with your child's name. Remind your child to check the "Lost & Found" when an item is missing. Students are to leave the following items at home: candy, gum, toys and other articles that can cause distraction or cannot be replaced. Any item that could be construed as a weapon should NOT be brought to school.

## **READING**

Reading is very important! Please encourage your child to read at home and fill out the reading log. Special celebrations are planned for students who meet a goal.

## LIFE SKILLS

The behavior guidelines of our learning environment, called Lifelong Guidelines are: **Trustworthiness, Truthfulness, Active Listening, No Put-Downs, and Personal Best.** The lifelong guidelines are consistent with brain research, based upon respect for others and self and, when consistently followed, ensure that students can remain “up shifted” for learning.

To implement the Lifelong Guidelines, modeling is the best form of teaching them. The second best way is acknowledging others’ use of them on a daily basis. This allows students to see what the guidelines look and sound like, to observe firsthand what behaviors contribute to a sense of workability in life, not only in the classroom but in real life, now and as an adult. The Lifelong Guidelines are literally the social outcomes we set for our students and for our fellow educators. There must be consistent parameters and expectations for how to perform and what to expect from others. For the adults in our school, this is an opportunity to “walk our talk,” to model the behaviors we expect students to master. The skills are critical components of the model and the foundation all children need to master and apply as they master the academic work that lies before them.

The following life skills provide parameters that help students evaluate their own performances: **Integrity, initiative, flexibility, perseverance, organization, sense of humor, effort, common sense, problem-solving, responsibility, patience, friendship, curiosity, cooperation, caring, courage, pride, and resourcefulness.** At Patrick Henry we emphasize a life skill weekly, and teachers integrate them into daily lessons.





# PATRICK HENRY ELEMENTARY UNIFORM DRESS CODE

The following uniform is mandatory for ALL Patrick Henry students

## General

All uniform items should be clean, well-fitting, and free of holes & rips.

All shirts should be tucked in.

Solid colored crew neck t-shirts and sweatshirts are NOT uniform.

## Monday through Thursday Uniform

**Pants, shorts, capris, skorts, jumpers:** colors are khaki and navy ONLY. Pants must be worn around the waist and may not drag the ground. Cargo-style pants with pockets on the legs are NOT uniform. No decorations or additional colors. Shorts, skorts and jumpers must be no shorter than fingertip length. Cargo-style shorts with pockets on the legs are NOT uniform. A jumper is a sleeveless dress worn over a blouse or sweater in khaki, navy, or Edison plaid. No other plaid may be substituted.

**Shirts:** colors are navy, hunter green and burgundy. Long and short sleeve polo shirts, sweatshirts (NO HOODIES), t-shirts with a "Patrick Henry" logo and long and short sleeve white or light blue oxford shirts are uniform. Other than t-shirts with Patrick Henry logo, shirts must be free from logos, lace, or decoration. No rounded or peter pan style collars.

\*Hunter Green is a dark green. Sage, kelly, moss, olive or lime greens are NOT uniform\*

\*\*Burgundy is a dark red color with a touch of purple. Bright red is NOT uniform\*\*

## Other Acceptable Uniform Items

**Sweaters:** white or navy cardigans (button-up) or pullovers (crew or v-neck)

**Sweatshirts:** navy with a Patrick Henry logo

**Socks/Tights:** white, navy or khaki with no pattern

**Shoes:** Rubber-soled shoes with a heel no higher than 1 inch. Athletic, oxford, or Mary Jane style shoes are uniform. Shoes MUST have a closed toe and a closed heel. Slip-on shoes (including sandals, crocs, and mules) or shoes with wheels are NOT uniform.

**Backpacks:** wheeled backpacks are NOT allowed as they do not fit in lockers.

**Jackets:** while we do not have a uniform jacket, it is against TPS policy to wear any outerwear including jackets and hooded sweatshirts in the classrooms. Jackets, sweaters, or sweatshirts may not be worn around the waist at any time. This is also a TPS policy.

## Friday "Spirit Day" Uniform

Students may wear Patrick Henry "spirit shirts" on Fridays only.

**Spirit Shirts:** Students may wear any Patrick Henry logo T-Shirt, 100 Book Club T-Shirt, Event T-Shirt or any other T-Shirt designated as a spirit shirt on Fridays.

**STUDENTS NOT CONFORMING TO THE UNIFORM DRESS CODE WILL BE ASKED TO CONTACT THEIR PARENTS TO BRING THEM THE APPROPRIATE CLOTHING.**

## **WEATHER ALERTS**

If school is in session, Tulsa Public Schools will NOT dismiss school early due to inclement weather. Listen to your radio or television in the morning for school closings. Also, the SCHOOLWAY app for your cell phone will provide school notices of closing due to weather, etc.



## **BUS RIDERS**

Riding the bus to and from school is a privilege. If a student's conduct is unbecoming or in any way endangers the welfare of other students, this privilege will be revoked. If permission to ride the bus is revoked, the parent must provide transportation.

Parents of children riding buses are provided with school bus transportation regulations and procedures. Video cameras are routinely used on all school buses. All bus students are subject to video recording. It is the parent's responsibility to discuss with his/her child the provisions of the safety and behavior codes for bus riders. We ask that parents help their children board the bus each morning and meet their child's bus each afternoon.

## **NOTICE FROM TPS CAMPUS CHIEF OF POLICE**

"School ends each day at 2:35. Any child left unattended and without notice after 30 minutes is subject to being surrendered to the Tulsa Public Schools Campus Police Department or the Tulsa Police Department and will be recorded as a Child in Need of Supervision with a referral to the Department of Human Services."

**PLEASE KEEP THIS HANDBOOK FOR REFERENCE THROUGHOUT THE YEAR**



**Tulsa Public Schools**

