

# PEARY ELEMENTARY

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Tulsa, Ok. 74128

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<http://peary.tulsaschools.org>



*SCHOLAR  
POLICY  
HANDBOOK  
2023-2024*

# PEARY ELEMENTARY SCHOLAR HANDBOOK

## Introduction:

As principal and instructional leader of Peary, I am aware of the anticipation and eagerness that accompanies beginning a new school year. I know that change can provoke both excitement and anxiety and is never easy. I am a strong believer that all instruction should be data-driven and research-based to guide scholars throughout their educational achievements. I believe in being positive and having high expectations for all scholars. I say with confidence that a positive culture and establishing relationships with scholars, families, community members, and each other is a key component of a successful, high achieving school. Genuine collaboration fosters ownership of a rich school culture. Another key component is the importance of establishing procedures for a safe environment that is conducive to learning and the scholar's success. Supporting our scholars to do well in school and in their daily lives is the center of our work. I strongly believe attendance is crucial and I need your scholar(s) here every single day and on time to ensure their academic success.

I am truly honored to serve this community and will work hard to keep your trust and respect at Peary. Please feel free to contact me anytime.

Tessa Cross, principal

This handbook has been prepared to guide you and your scholar through school policies and procedures and our expectations at Peary. Please review this handbook together.

## TELEPHONE NUMBERS

Tulsa Schools Educational Service Center	918-746-6800
Peary Schools Main Office	918-925-1520
Peary's Nurse and Attendance Office	918-925-1530
Peary's Cafeteria	918-925-1529
Peary's Dean – Amber Long	918-925-1524
Library	918-925-1528

## SCHOOL HOURS

Doors Open	7:00 AM
Scholars Report for Breakfast in the Cafeteria	7:15 AM
School Starts	7:30AM
Tardy Bell Rings	8:00 AM
Dismissal for Walkers and Pre-Kindergarten Pick-Up	2:30 PM
School Dismisses / Car Riders	2:35 PM

# POLAR BEAR PRIDE

P - Prepared / Positive

R - Respect / Responsibility

I - Initiative / Integrity

D - Determination / Dignity

E - Effort / Excellence





### **PEARY'S VISION:**

**We, the staff of Peary Elementary, believe all scholars can learn. Through high expectations and the cooperation of scholars, parents and the community, we appreciate and accommodate the diversity of our scholars. As we provide a safe and nurturing environment, scholars will be empowered to be life-long learners.**

### **PEARY'S MISSION:**

**Peary Elementary School is a multicultural and diverse learning community preparing each scholar for academic, social, and personal success by providing a safe, supportive, rigorous environment.**

#### **We believe:**

- **All children can learn and succeed.**
- **All children deserve the opportunity to think, dream, believe, and achieve.**
- **Social Skills deserve the same attention as academic skills.**
- **School is not just for children: it encompasses families, parents, community, stakeholders, society, the environment, and the world. We must all share responsibility for the needs and development of children while fostering an appreciation for individual differences and cultures.**
- **Children are more than test scores.**
- **Children learn best in a safe, caring environment, one that values diversity, collaboration, and risk-taking.**
- **Children thrive when expectations are high and self-esteem higher.**
- **Direct instruction of scholars helps to increase scholar achievement.**

## PARENTS / VISITORS

**Security Procedures:** In order to enter our building, please stand in front of the camera when you press the buzzer. Listen for the click. You may then enter the building. We ask that all visitors, including parents, stop in the office upon entering. You will be able to sign in and receive a visitor's badge.

Visitors will not be permitted in the halls before 7:50 AM or between 2:00 PM and 3:00 PM due to the amount of scholar traffic during these times.

When a visit with the teacher is necessary, we ask that all parents exercise courtesy by visiting after 3:00 PM or by scheduling an appointment with the teacher.

If you do need to visit with a teacher before school, please report to the office and we will call the teacher down.

Breakfast begins promptly at 7:15 and class at 7:30. AM and teachers are not allowed to visit with parents/visitors after that time.

If you would like to visit with a teacher after school, you will still need to stop in the office first and make an appointment.

Absolutely no visitors will be allowed on the playground at any time.

## EATING LUNCH WITH YOUR CHILD

We welcome all parents to eat lunch with their child. You will need to check in at the office and receive a visitor's badge.

Parents are allowed to bring food for their child only.

## ARRIVAL / DISMISSAL

School doors will open at 7:00 AM for scholars to enter the building.

Teachers report at 7:10 AM.

Scholars on school grounds before 7:00 AM will be unattended and will not be the responsibility of the school.

School is dismissed at 2:30pm for Walkers, Daycare Buses and Pre-K. Car Riders are dismissed at 2:35pm. Scholars who are picked up by parents will go to the area in front of the school by the Polar Bears. Bus riders will wait in the classroom until called.

### Drop-Off Procedures

- Children should not be dropped off at school before 7:00a.m. Prior to this time, there is no supervision provided.
- Scholars should be dropped off through the front loop area. If you are at the front of the drop-off process, please pull your vehicle to the end of the drop off loop.
- **Please stay in your car and allow your child to enter the building under the supervision of the staff and safety patrols on duty.**
- If you have items to deliver to the classroom, please park either in the parking lot in the rear of the school or the north side of 17<sup>th</sup>.
- Do not park in the loop and get out of your car before 7:00 am or after 2:00 pm.
- Do not stop to drop off scholars on the LEFT side of the loop. Scholars are to be let out of the car when stopped in the **RIGHT lane only**. The left lane is for cars to pull away from the right lane after dropping off their scholar and leaving the loop. This will keep scholars from walking in front of cars that are dropping off.
- If you need to come inside the building, do not park in the loop. You must park in the street. The loop is for picking up scholars only. Do not park in the loop and get out of your car during drop off or pick up times.

## Pick-Up Procedures

**\*\*\*ALL WALKERS WILL BE RELEASED AT 2:30PM TO REPORT TO THE FOYER AND BE ESCORTED TO THEIR PARENTS IN THE TRIANGULAR AREA (AREA WITH THE BENCHES). FOR SAFE AND ORDERLY DISMISSAL, PARENTS PLEASE DO NOT ENTER THE BUILDING OR STAND UNDER THE PORCH AREA.**

**\*\*\*CAR AND BUS RIDERS WILL BE RELEASED AT 2:35 PM AND WILL REMAIN IN THE CLASSROOM UNTIL CALLED.**

## Pre-K and Kindergarten Car Riders:

- Please enter one-way through entrance at the south end of the west parking lot.
- A name strip with each scholar's name will be sent home. The name strip goes on the passenger's side visor in the parent's vehicle, with the name (s) showing when the visor is down.
- **Parents who are picking up should remain in their vehicles at all times.**
- Staff members will be on duty to call for the scholar whose name is on the visor and supervise each child to his/her car.
- Exit one-way through the exit at the north end of the west parking lot.
- It does take a few minutes of your time to utilize the pick-up lane when school lets out but please recognize the staff is working quickly to load scholars safely into cars and to keep traffic moving.
- After 2:50 pm scholars will be taken to the gym. Parents must come in to sign a 'late letter' as to why they are late picking up.

## 1<sup>st</sup>-5<sup>th</sup> Grade Car Riders

- Please enter one-way through the west entrance of the front loop.
- A name strip with each scholar's name will be sent home. The name strip goes on the passenger's side visor in the parent's vehicle, with the name(s) showing when the visor is down.
- **Parents who are picking up should always remain in their vehicles.**
- Staff members will be on duty to call for the child/children whose name is on the visor and supervise each child to his/her car.
- It does take a few minutes of your time to utilize the pick-up lane when school lets out but please recognize the staff is working quickly to load scholars safely into cars and to keep traffic moving.

## Walkers

- Parents, if you walk to pick up your scholar, please wait in the triangular open area north of the front drive (in the area where the benches are located).
- Parents, we ask that you do not come into the building or stand under the porch area for the safety of the scholars as well as to be able to provide room for the staff to monitor the process safely.
- Scholars will be **escorted by staff out the front door and across the drive.**
- If you live south of the park, your scholar can either choose to go west and walk down the west side of 108<sup>th</sup> E. Ave, or go east and walk down 110<sup>th</sup> E. Ave.

## Bus Riders

- The bus pick-up is on 17<sup>th</sup> street at the east end of the property.
- When your scholar's bus arrives, the staff will be notified, and scholars will be escorted out the east exit to the designated bus pick-up area.

## Daycare Providers

- Please Park on 108<sup>th</sup> E. Ave. to the east of the early childhood playground fence.
- If you are first in line, pull forward before the curve as much as possible.
- Staff members will be on duty to call for the scholars and supervise each scholar to his/her car.

## General Information

- If it is an emergency, and you wish to pick up your scholar before 2:35 p.m., please park somewhere other than inside the front loop and sign your scholar out **before 2:00 p.m.**
- If there is a change of dismissal plans for your scholar, please notify the school in writing or by phone prior to 12:00 p.m. This ensures that we can deliver the proper information to your scholar before dismissal.
- Parents, we ask that you do not come into the building during dismissal. If you need to speak with someone, please ring the buzzer for assistance.
- For the safety of scholars and staff, we ask that you refrain from texting or using your cell phone during this time.
- **Please do not park and leave your vehicle after 2:00 p.m.**

Thank you for doing your part in making our drop-off and dismissals go smoothly. Your patience and support in following these procedures is greatly appreciated. Our goal is to provide a system that will allow everyone to come to and from school in a safe, orderly and timely manner.

### **ENTERING AND EXITING**

For the safety of all scholars, all Tulsa Public Schools have security on the front and back doors. To enter the building, you must press the button on the security pad on the right side of the main entrance doors. Please stand in front of the camera so you can be seen by the office staff. Please state your name and the reason you wish to come in. Upon being 'buzzed in', all visitors must come to the office.

Scholars and visitors need to enter and exit the building through the main entrance doors. All other doors will be locked during the school day.

All visitors must sign in at the office before going to any part of the building each and every time they visit the school and receive a visitor badge.

### **CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS**

It is our policy that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction (such as a court order) should be filed with the school.

Absent a court decree to the contrary, both natural parents have the right to view the scholars school records, to receive school progress reports, to visit the child briefly at school, and to participate in parent teacher conferences.

Contact from the school to the parents will be primarily made through the custodial parent.

### **WEATHER CONDITIONS & SCHOOL CLOSINGS**

In the event weather is bad due to extreme cold or snowy & icy conditions, please listen to the local TV stations or radio stations for school closings. It will also be posted at [www.tulsaschools.org](http://www.tulsaschools.org).

### **PARENT/TEACHER CONFERENCES**

Two parent conference dates are scheduled during the school year. One per semester. These conferences are designed to promote understanding and cooperation between the home and school for the benefit of the scholars.

A parent may also request a conference anytime by contacting the teacher to schedule an appointment or by calling the main office.

### **POWERSCHOOL ON-LINE GRADEBOOK**

Peary uses an on-line grading program which may be accessed by the parent / guardian. It requires a password that parents may obtain in the office. Teachers will update grades no less than two times per week. You may go online to see your scholar's grades and attendance record at any time.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

The school and our teachers work hard to provide regular communication regarding your scholar and any activities. All staff have an e-mail account and a phone extension. They also have a daily plan period if a face-to-face meeting is requested. Go to Peary's web site for email addresses: <http://peary.tulsaschools.org>

If a parent/guardian has a concern or problem involving his/her scholar, they should first contact the teacher(s) to discuss the concern.

### **CHILD NUTRITION**

Scholars are provided well balanced meals that meet all state and federal guidelines. Parents are welcome to eat with their scholar. You must first sign in at the office.

## NURSE

The school has a Health Clerk and Registered Nurse on duty in the district during regular school hours. Their purpose is to take care of emergencies that happen at school, or children that become ill at school.

## DISTRIBUTION OF MEDICATION

Either parent, or person having legal custody of a minor must complete and sign a Parental Authorization to Administer Medicine form allowing the school health clerk or designated school employee to administer a prescribed medication. All medications must be labeled with the scholar's name, dosage amount and instructions from the pharmacy.

Medication will be logged in when brought to the school clinic. All medication will be kept in a secured/locked cabinet in the clinic.

The school does not provide cough drops/cough medicine or any other medications. Any medication, prescription or non-prescription not in its original container will not be given at school.

## ILLNESS

Scholars who are sick, have thrown up within the past 24 hours, running a fever, or who have had a fever within the past 24 hours are to remain at home. When a scholar becomes too ill to remain in class, the parent will be contacted.

**Please be sure we have current phone numbers in case there is ever an emergency, we must be able to get in contact with you.**

## ATTENDANCE

A scholar with excessive absences for truancy will be reported to the district resource office who will then turn it over to the county court.

If a scholar is going to be absent, you must contact the office by 8:30 the date of their absence to report the absence and cause of absence. They need to be called in each and every day they are absent. Notify the office of the absence, even if you tell the teacher, the office needs to be notified as well.

Regular attendance is a contributing factor to success in school.

- One-half day absence will be recorded if a scholar is not in class 2 hours in the morning or afternoon.
- Perfect attendance is defined as **no absences, tardies or early check outs**.
- A scholar that is absent for any reason, regardless of whether excused or explained in excess of ten (10) days per semester may be in jeopardy of failing.
- Scholars who are not in attendance during the school day will not be allowed to attend events that take place after regular school hours.

## CHECK OUT

If a scholar is to leave before the end of the school day, he/she will need to be checked out through the office. Only those people that are listed on the scholar's enrollment sheet will be allowed to take a child from school. Photo Identification is required.

- **Scholars will not be called out of class until they have been signed out in the office. Please do not ask that we call your child out before you arrive.**
- Scholars are to check back in through the office if they return to school before the end of the day.

## TARDIES

- **Scholars are tardy at 8:00 a.m.**
- Any scholar arriving after that time will need to check in at the office and obtain a late slip.
- It is important for scholars to arrive at school on time so the class can begin promptly. If scholars arrive late, they start the day already behind their peers. It is also a disruption to the teaching / learning process.



## **INTERRUPTIONS**

We do our best not to interrupt classes. Therefore, we will not call scholars out of the class to come retrieve items from the office that are not of immediate need. If you need to get something to your scholar, you may leave it in the office and we can get it to him/her when messages are delivered in the afternoon or before the item is needed, but at a time that is less disturbing to the class.

If you are bringing a lunch for your child, it is best that they know it is coming prior to you bringing it. If we do need to notify a child that his/her lunch is in the office, then we will do so prior to their lunch period. Please make sure to write your child's name on the lunch.

## **TELEPHONE / SCHOLARS**

Scholars will be allowed to use the phone only in the case of an emergency.

They will not be permitted to use the phone to call and ask for homework, lunch, backpacks, etc. It is the responsibility of the scholars to have their materials for the day.

Scholars will not be allowed to call home to make new arrangements for after school (i.e. – Can I call my mom to see if I can go home with my friend?) These arrangements need to be made in advance with the parents' consent. If such arrangements are made, please contact the office either by phone or with a note so we will know of any transportation changes.

## **HOMEWORK**

Homework is assigned to reinforce skills. If you are in doubt as to how to help your scholar with homework, please consult your scholar's teacher for ideas and suggestions.

Assignments not completed during the school day will come home to be completed. This is not considered homework, rather class work that needs to be finished, and can come home any day of the week.

## **MAKE UP WORK**

If a scholar is absent and the absence is either excused or explained, then the scholar will have one day for each day absent to make up the work. For example, if a scholar is absent on Monday and Tuesday, they will have two days (Wednesday and Thursday) to do the work after returning to school, making the work due on Friday.

You may call to get your scholar's work collected for pick up. If you call before the teacher's plan period, the work will be ready for pick up after 2:35 PM of the same day. If you call after the teacher's plan period, the work will be ready for pick up the next morning at 8:00 AM.

Teachers are not able to stop teaching to get work collected. They will need to do it either during their plan time or after school.

## **MESSAGES FOR SCHOLARS**

Messages for our scholars will be given at the end of the day. It is advised that before scholars leave for school, parents instruct them as to what they are to do or where they are to go when school is dismissed at 2:35 PM. We also recommend a note to the scholar's teacher regarding any changes in after school routine.

Messages called to the office after 1:50 PM are not guaranteed to reach your child before school is dismissed.

Please try to contact the school as early in the day as possible to make sure messages can be delivered.

## **CHANGE OF ADDRESS**

It is of utmost importance that we are notified throughout the year of any changes in pertinent information, such as address, home, cell and work phone numbers and emergency contacts. In the event of an illness or emergency, current information is vital. Please contact the school office any time information changes.

## CELL PHONES

All cell phones, telecommunication devices, and electronics **must remain 'OFF' AND IN LOCKERS from 7:00 AM until 2:35 PM.** Locks are allowed on lockers.

Scholars who bring electronic devices to school will do so at their own risk; the school will not be held liable for any lost or stolen items and will not be responsible to search for lost or stolen items.

No wireless internet access is allowed during school hours.

### **The following procedures are followed for cell phone violations:**

**First Offense:** Phone sent to office and returned to scholar at end of day.

**Second Offense:** Phone is sent to office to be returned to parent only.

**Third Offense:** Phone sent to office and is then sent to ESC/Campus Police to be picked up by parent.

Any violation after loss of privilege will be considered defiance and will result in disciplinary action which may include suspension. Any video recordings at school will result in automatic loss of privilege and may include suspension.

## INTERNET

Scholars will use the internet according to the Terms and Conditions for Use of Internet. A copy of the Tulsa Public Schools Internet Usage Policy will be given to each scholar. The user, parent/guardian, and sponsor must sign the application portion of the document.

## TELEPHONE / VOICE MAIL

When needing to contact your scholar's teacher, you may be transferred to their automated voice mail. Teachers have a limited number of breaks during the day but will check their voice mail periodically throughout the day and will return calls as promptly as possible.

Any urgent messages or after school instructions for scholars should be left with the office before 1:50 PM.

## LOST AND FOUND

Please label items of clothing with some form of identification so that it can be recognized by your child.

All articles found will be placed in the lost and found closet in the cafe.

The school will not accept responsibility for lost articles placed into the lost and found area.

## SEARCHES

Scholars shall not have any reasonable expectation of privacy towards school administration or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to the school lockers, desks, and other school property in order to properly supervise the welfare of the scholars. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. This is also true for items inside school lockers, desks, and other school property (for example, backpacks and purses).

## DRESS CODE / UNIFORM POLICY

### Polo Shirt: (Any solid color polo shirt with collar)

- A polo shirt is defined as a shirt with two or three buttons, and collar.
- Any plain t-shirt that is a uniform color.
- Undershirts will be allowed ONLY if they are plain white.
- Shirts must be hemmed and an appropriate length and tucked in.
- Shirts containing ANY writing may not be work (aside from the school logo).
- Scholars will be allowed to wear a Peary Spirit Shirt on Fridays in place of a polo shirt.

### Pants: (Black, Gray, Khaki or Navy-Blue Slacks/shorts cotton material) Girls – (Black, Gray, Khaki or Navy-Blue Jumper/Capris cotton material also permitted)

- Pants, shorts, and skirts must be properly fitted (not oversized, should be no larger than one size up). Waistbands are to be fitted to the waist, as pants and shorts will not be allowed to sag.

- Cargo, denim (jean material, no stitching around the pocket), fringed hem, stretch or wind-pants are not acceptable for uniforms. (No stripes or Logos allowed) Pants must be hemmed.
- Pants must not flare at the end of fingers with hands extended down to the side. No short shorts!!!

### Belt/Hair Ribbons/Socks/Leggings/Jewelry

- Belts must be brown or black, no designed buckle, must always be shown. Although it is preferable that all scholars wear a belt, third through sixth grade scholars are required to wear a belt.
- Hair ribbons, socks, leggings, or jewelry must follow the school dress colors, navy blue, white or maroon.

### JACKETS/Sweater/Sweatshirts: Black, Gray, Navy, White, Maroon

- Sweatshirts can be worn in classroom when cold weather arrives. No logos on Sweatshirt unless school emblem.
- **Hoodies (hooded sweatshirts) are NOT allowed in the classroom and must be stored in lockers during the day.** No jackets/coats in classroom (must be placed in locker).

### General Provisions

- Uniforms will conform to TPS Dress Code requirements.
- The principal must approve uniforms for scholar organizations/athletics worn at school.

### Tuesday “PTA Free Dress”

- Scholars must donate \$1.00 to PTA to participate in our PTA free dress Tuesdays. Scholars can lose this privilege, if they forget to donate to PTA, this is considered a PTA fundraiser.

### FRIDAY “SPIRIT DAYS” (This is NOT a Free Dress Day.)

- BLUE Jeans (no holes tears or embellishments) may be worn on FRIDAY ONLY. Any other color than BLUE is not allowed. They may also wear Khaki or navy-blue slacks.
- PEARY SPIRIT SHIRT: “Peary” shirt or “Peary” sweatshirt. If they don’t wear a Peary spirit shirt, they must wear their uniform polo shirt.

Parents will be called and asked to bring the correct uniform if improper dress is worn. Scholars will lose their privilege to wear jeans on Friday if they continue to wear the improper uniform.

**Thank you, parents, for keeping your child’s uniforms clean and available for them each day. It’s important they start the day feeling confident and ready to begin a day of learning.**

## BUS CONDUCT

A scholar who rides the bus is expected to follow the rules and behave in the same manner as they do in the classroom.

Bus Discipline Procedures are as follows:

1. Upon receiving the first substantiated discipline referral, the scholar will be verbally warned and placed on probation unless a major offense occurred, then it will be the principal’s discretion from five (5) days to a semester plus one (1) semester of lost bus privileges.
2. On the second substantiated discipline referral, the scholar will lose bus privileges for a period of five (5) days unless a major offense occurred.
3. On the third substantiated discipline referral, the scholar will lose bus privileges for a period of ten (10) days unless a major offense occurred.
4. On the fourth substantiated discipline referral, the scholar will lose bus privileges for the remainder of the semester plus the possibility of the entire next semester.

Definition of Major Offenses:

- Any act that places school property or another person in immediate danger such as, but not limited to: fighting on the bus, behaving in a manner which may cause the driver to drive unsafely, vandalizing the bus, etc.

## **WEAPONS**

A scholar will not possess, handle, or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile of one:

1. On the school grounds, i.e., vehicles, lockers, backpacks, etc.
2. Off the school grounds at any school sponsored activity, function, or event

This rule does not apply to normal school supplies like pencils or compasses unless these devices are used in a dangerous manner, however this does apply to any firearm, any explosives including firecrackers, ammunition, or any other dangerous objects of no reasonable use to the scholar at school.

Violation of the above rule may be recommended for suspension from all schools in the district for one calendar year.

## **HEALTHY KID COALITION**

We do follow the State Department's Healthy Kid Coalition's recommendations of limiting snacks and other food items during the school day. If you want to celebrate your scholar's birthday, you must get it approved through the teacher and items must be brought to the school by a parent/guardian. Items must be store bought and not homemade.

There will be some expectations allowed for class celebrations and/or parties, however, these will be limited in number and principal approved.

## **SCHOOL SUPPLIES**

School supply lists are available office or on the school website.

- Please make sure your child has the correct supplies needed to do his/her work.
- Supplies may need to be replenished throughout the year as needed.
- Backpacks with wheels are not permitted as they do not fit in the lockers properly and they scratch the floors.

## **LOCKERS**

Each scholar will be assigned a locker for the keeping of books, school supplies, and clothing.

Lockers are expected to be kept neat. Inspections may be made by school officials.

Locks may be used. A copy of the key or combination must be given to the homeroom teacher. If a scholar is not able to get a lock opened, then a school staff member will cut the lock off. The school will not be responsible for replacing the lock.

If the inside of the locker is decorated, it must be appropriate material. Also, no tape is to be used anywhere on the locker.

## **TEXTBOOKS**

Each scholar is given a set of adopted textbooks and workbooks. In the event a textbook or workbook is lost or damaged, the scholar is responsible for paying the replacement fee.

## **SAFETY DRILLS**

We will conduct the following safety drills throughout the year.

Two fire drills.

Two tornado drills.

Two Lock Down Drills.

Two Intruder on Campus (I.O.C.) Drills

Two atmospheric release drills