

Annette Perry Elementary

Student-Parent Handbook

2023-2024



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Annette Perry Elementary website: perry.mansfieldisd.org
Online Meal Payments: schoolcafe.com/mansfieldisd

Dear Parents and Guardians,

Welcome to the Annette Perry Elementary family! The start of each school year brings a renewed sense of excitement as the faculty and staff prepares to work with your child. We strive to provide an environment where all students experience success. Our handbook is designed to provide you with information that we feel is important and useful, from telephone numbers to attendance issues to arrival and dismissal procedures. Through shared communication and knowledge, we can, together, make your child's experience here a rewarding one. Please feel free to contact your child's teacher or principal at any time.

The Annette Perry Elementary Faculty and Staff



The BEST School in the Universe!

School's Namesake: Annette Perry

Annette Perry was born on August 13, 1952 in Stephenville, Texas. She moved to Mansfield in 1963 and graduated from Mansfield High School in 1970.

Mrs. Perry began her education career in the Head Start program in Mansfield ISD in the summer of 1970 followed by seven years at Alice Ponder Elementary. While teaching in 1978, Annette married Gerald Perry. She left the Mansfield school district to teach in Bryan ISD for two years before returning to Mansfield ISD for 25 years. She finished her career at Erma Nash Elementary teaching resource, STAR, FALS and PPCD. She served as the Special Education Team Leader for many years at Erma Nash as well as helped develop and implement a successful Inclusion Program. Annette Perry retired from Mansfield ISD in 2008 after 34 years as a dedicated educator. She and her family attended the dedication ceremony of our school building on January 10, 2010. She immediately volunteered on campus as a reader to our students. Just a short time later, after the close of the school year, she passed away at the age of 57 on June 13, 2010. Her beautiful imprint and love for reading resides forever in the spirit of us FALCONS.

School Motto: *The BEST School in the Universe!*

School Mascot: *Falcons*

School Colors: *Maroon, Black, White*

Falcon Pledge

I am a Perry Falcon. I choose to work hard every day. I will show respect for my teachers and classmates because that's the Falcon way.

Bell Schedule

Pre-Kindergarten through Fourth Grade

Tardy Bell 8:00 AM; Dismissal 3:30 PM.

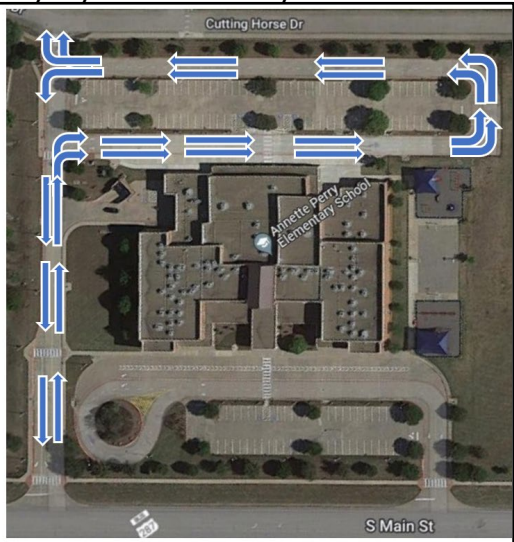
Bus Lanes/Car Lanes/Parking Lot Safety

There are two driveway entrances into Annette Perry Elementary. The north entrance leads around the back of the school where car pick-up and drop-off is located. The south entrance is for buses and visitor parking only. Please do not park in the bus lane nor fire lane at any time. If you are driving your child to school, please use the car-rider drop-off /pick-up lanes and make sure they load/unload the vehicle safely. The first day of school, your child will be given a name card sign with their name printed on it. Please show this name card sign when picking up your student to help make the pick-up process move as safely and quickly as possible. Use these signs everyday of the school year.

THE PARENT LOOP

CAR RIDER DROP-OFF / PICK-UP

This area is in the back of our school building. To get to this area, cars must enter the north driveway as indicated on this map. Cars are not permitted to enter the driveway from the back of our campus during drop off and pick-up times. During these times, the back driveway is an exit only. There are signs posted at this driveway that say "EXIT ONLY." Please be careful for student walker safety.



THE BUS LOOP

BUS/DAYCARE DROP-OFF / PICK-UP

This area is in the front of the school building and is **ONLY** for school buses and daycare vehicles. No car riders should be driven where these arrows are indicated.

If you want to walk your child to the building doors, you may park in any parking spot on our campus. After parking, you must walk with your child through the parking lot and across the painted crosswalk. Please do not permit your child to walk alone, do **NOT** park in the bus lanes, and do **NOT** drop-off students in the bus lanes.



Changes in Transportation

Parents occasionally call the office to rearrange transportation for their child on that day. For example, your child may be walking instead of riding the bus, riding the bus instead of walking, etc. We understand that from time to time there may be unexpected circumstances that require a change in transportation. Transportation changes should be requested in writing to the school on the morning of the change. Due to safety considerations, we will only honor phone requests for transportation changes in emergencies. In this case, the change must be requested **before 3:10pm** in order for our staff to get the student/s to the correct dismissal area.

Arrival/Tardy

Students can enter the building at 7:30 AM. For the safety of your child, if you arrive early please stay with your child outside the building until the 7:30 AM bell rings. When the bell rings, doors unlock so students can enter the building. Students will enter and proceed to the cafeteria for breakfast or to their homerooms.

It is not necessary for you to walk your child to their classroom as there will be adult supervision for children who may need assistance finding their classroom. If you choose to walk your student to their classroom, you must first sign-in at the office and receive a visitor's badge from the office staff. Visitors need to check out in the office upon leaving and must be out of the classrooms and hallways when the 8:00 am bell rings.

Students are considered tardy if they are not yet in the classroom when the 8:00 AM bell rings. At 8:00 AM the faculty will no longer be outside to assist your child into the building and the doors will be locked. If you arrive after 8:00 AM, please park in the visitor's parking lot in the front of the school and walk with your child into the office where your child will receive a tardy pass to class. Then, your child will walk to class on their own.

If your child is tardy and you are not aware of this, then you can find this information in your child's Skyward account online. This ensures that you are aware when your child is tardy. You may also check for absences on Skyward.

If your child does not eat breakfast at school, please arrive no later than 7:55 AM to give your child time to walk to class and get settled in before the 8:00 AM tardy bell rings.

If your child eats breakfast at school, he or she needs to arrive at school no later than 7:40 AM. This will give your child time to eat and arrive to class on time. Students need to be in the classroom at 8:00 AM when the bell rings to be considered on time.

Dismissal

Dismissal begins at 3:30 PM and ends at 3:45 PM. All students will be escorted by staff directly to their waiting area for dismissal.

Walkers will be dismissed from the front and back of the building. PLEASE USE DESIGNATED CROSSWALKS.

- Students in grades PK-1 will be dismissed out of the back doors (near the dumpsters and bicycle racks) to parents who

are standing in line with their child's name card created by the teacher. It is recommended that an adult or teenage sibling be there to walk with the students who are 1st grade or younger.

- Students in grades 2-4 will be escorted by a teacher to exit the front doors and leave campus. These students do not wait on campus for parents. Also, parents do not wait near the building for these students. If parents want to wait on campus for grades 2-4 students, parents must wait across the parking lot driveway on the northside of our campus. It is not a requirement that there be an adult to walk with students who are grades 2-4, but parents may request it for **grade 2 students**.

Car Riders will be escorted to the cafeteria to be dismissed from the cafeteria when their vehicle is ready to load. If your child is in the car rider area to be picked up, you may not walk up to the doors to pick-up your child. For the safety of the children please go to the office, and we will call them to the office for pick-up – if not an emergency, you may have to wait until dismissal procedures end which is 3:45pm.

School Bus and Day Care Riders will be escorted to their bus when their bus arrives.

Student Pick-Up Prior to Dismissal

To help avoid disruptions to classroom instruction and help ensure that the student is present for all instruction, we request that students not be picked-up from school prior to dismissal at 3:30 PM. We certainly understand that there are times when you must pick up your child early but when you can wait until 3:30 PM, it is greatly appreciated. **Students will NOT be dismissed between 3:10 PM and 3:30 PM.** This is a time of transition when students are packing up and proceeding to the dismissal areas. Moving 100% of our students simultaneously can get pretty challenging, so we do not want to inadvertently confuse students or staff during transition. After 3:10 PM you may have to wait until the transition is complete before we can remove your child from their dismissal area and bring them to the office. We will definitely do our best to help you, but it will be challenging. In some cases, worst case scenario, you may have to wait until the

end of dismissal procedures which is as late as 3:45pm. We believe these procedures will provide the best safe environment for all students and we appreciate your understanding and your cooperation.

Parent/Visitor Sign In

Your child's safety is very important to us. All parents and visitors are required to stop at the main office to sign in and receive a visitor's pass. Parents dropping off items for their children (library, books, sneakers, homework, etc.) must report to the office. Your child will be called to the office to collect these items. Parents and visitors are not allowed in the classrooms during instruction time without an appointment with the teacher.

Requests for School Work

Parents often request homework when their child is absent from school due to illness. We work very hard to collaborate with parents to accommodate the request and appreciate the home support. In order to allow teachers time to organize student work, **we ask that all requests for homework be made by 8:30 AM for pickup after 3:30 PM.** This will allow for the teacher to gather the homework during their conference time.

Health Related Matters

The goal of our health office is to facilitate the educational process by helping your children stay in the best possible health. Our school nurse is present throughout the school day to provide first aid as necessary. If the nurse deems it necessary, parents will be notified of the school injury, the nature of the first aid, and what further precautions may need to take place. Our nurse also verifies compliance regarding immunizations. In addition, she performs vision, hearing, and health examinations during the year for all children entering pre-k, kindergarten, grade 1, grade 3 and any student new to the district. The nurse also records student height and weight. Parents are notified if we detect a problem requiring further examination. (For the time being, WE ARE A LATEX SENSITIVE CAMPUS and NUT SENSITIVE CAMPUS, which means we limit some items from coming to most areas of our campus. Sorry for the inconvenience.)

Students Requiring Medication during School

School personnel may administer medication when such treatment is necessary for school attendance and cannot otherwise be accomplished. A completed medication administration form along with the medication and/or special equipment items must be brought to the school by the parent.

All medications should be given outside school hours if possible. Three times a day medication can usually be given before school, after school, and at bedtime.

- **Medications will not be given without a specific written request signed by at least one parent or legal guardian and physician. This request should be made on the appropriate form supplied by the school.**
- The medication must be brought to school in original, properly labeled containers. The pharmacy can supply two (2) labeled bottles for this purpose. Medication sent in baggies will not be administered.
- All medications must be kept in the clinic.
- ADHD medication should be brought to the nurse's office by the parent or legal guardian and counted. If not a note with the number of pills being sent should be in the bottle.
- Over-the-counter medications require a parent signature and that the medication has been given before with no known allergies. The medication can only be given as directed by the manufacture and must be **FDA approved**.

Student Illness

Although we hope that your child will remain in good health during the school year, there may be times that will be in the best interest of your child to remain out of school. If a child becomes ill at school, the parent will be notified to make arrangements for transportation home. If a student leaves school during the day due to illness, they must be signed out in the Main Office. When your child is absent from school due to a fever, they should be fever free for 24 hours before returning to school. If your child shows any of the following signs or symptoms, it may be best that they remain out of school and/or seek further medical assistance:

- Temperature elevation over 100 degrees

- Vomiting and/or diarrhea in the past 24 hours
- Unexplained rash on any part of the body
- Discoloration and/or drainage of the eyes
- Suspected communicable disease
- Head lice

Student Attendance

The following procedure has been developed to help the school verify the daily attendance of every student. It is the parent's responsibility to email the attendance clerk **every day** that your child will be absent from school. The **attendance clerk email is tiffanymiller@misdmail.org**. Your email to the attendance clerk will suffice as the written excuse. If you do not have access to email, please send a note upon your child's return to school. If your child will be absent more than two days and you cannot send an email, please call the front office at 817-804-2800.

Please include the following:

- Student's full name
- Student's grade and teacher
- **Brief** description of reason for absence
- Your name
- Your relationship to the student

All absences will be considered unexcused until a written note or email is sent to the attendance clerk even if you have called in an absence.

When your child can return to school, they must bring in a written excuse, unless an excuse was sent via email. The excuse should include the following:

- Student's full name
- Date of absence
- **Brief** description of reason for absence
- Student's grade and teacher
- Parent or guardian signature

Absences, Tardies and Early Releases

For absences to be excused, a written note or email must be received by the attendance clerk upon the students return to school. No more than two consecutive absences due to illness will be excused without a doctor's note. Also, more than five absences within one semester due to illness will not be excused without a doctor's note.

Absences for any reason other than illness will be reviewed on a case by case basis to determine if the absence is excused.

Tardies and Early Releases are not excused unless a doctor's note is provided.

Students with excessive tardies, early releases and/or unexcused absences are referred to the district truant officer.

Character Education

Annette Perry Elementary teaches a character education program designed to promote the following traits: respect, responsibility, caring, fairness, trustworthiness and citizenship. Parents are also encouraged to support these efforts at home.

How Parents Can Help with Discipline

Parent cooperation is an integral part of the discipline process. Listed below are some helpful hints of ways parents can become involved.

1. Set aside a time each evening when the school day can be discussed. Let your child know that you value education and the work your child is doing.
2. Communicate to the classroom teacher any problems that you feel might be influencing the behavior.
3. If the teacher notifies you of a discipline problem, talk with your child; together, try to think of ways the behavior can be changed.
4. If a problem continues, arrange a meeting with the teacher so that your child knows you are interested, involved, and working with the teacher to find a solution to the problem.

Bullying

At Annette Perry Elementary School, we make every effort to provide a warm, safe, and caring atmosphere for our students. Through the combined efforts of teachers, administrators, staff, and parents our school provides a positive place for children to learn. In today's challenging social climate, it has become necessary for us to quickly address any behaviors, which might disrupt the learning environment. For the safety of our students and staff, we will take deliberate action any time a student's actions or words can be perceived as a threat to another student or staff member. All verbal, written, or physical threats will be taken seriously. Violence or threatened violence will not be tolerated. Consequences will be significant for a student who threatens someone else or carries out a threat. We ask your help in supporting our teachers, administrators, and staff as they reinforce this message with all our students. The themes of respect, responsibility, and tolerance are clearly important both at home and at school. We all can have a part in teaching this. Please report bullying accusations to our Assistant Principal.

Cafeteria Rules

Lunchtime (30 minutes) is a time when students may enjoy eating with friends. To help make being in the cafeteria a pleasant experience for all the following rules have been established:

- Talk only with children near you, not at other tables.
- Stay in your seat.
- Raise your hand if you need help.
- Keep all trash on trays or in your bag.
- Use good manners.
- No exchanging or sharing of food between students.
- No buying food or snacks for another student.

School Lunch and Breakfast

Breakfast is served each morning in the cafeteria. Upon entering the building, students who plan to eat breakfast at school should proceed to the cafeteria for breakfast and report to their homeroom no later than 8:00 AM. A monthly menu is distributed which indicates each day's lunch and breakfast menu items. Students may also bring lunch from home. Snacks are also available for purchase.

All students utilize a point-of-sale system in the cafeteria, even those students who have free meals. All students need to memorize their student id number or have their number barcode with them, which they use at the register.

Our Student Nutrition Department provides parents with a convenient, easy and secure online prepayment service to deposit money into your child's meal account at any time. This service also provides parents the ability to view their child's account balance at the web site: <https://www.schoolcafe.com/mansfieldisd>. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so that your child has more time to eat. In addition, parents will have the ability to print out a copy of their child's eating history reports. This report will show you all dates that your child has purchased a breakfast, lunch, and/or snacks.

Cafeteria and Recess Schedule

Pre-K	lunch 10:30-11:00, recess 10:00-10:30
Kindergarten	lunch 11:30-12:00, recess 11:00-11:30
First Grade	lunch 11:00-11:30, recess 11:30-12:00
Second Grade	lunch 12:00-12:30, recess 12:30-1:00
Third Grade	lunch 12:30-1:00, recess 12:00-12:30
Fourth Grade	lunch 1:00-1:30, recess 1:30-2:00

Teacher Conference/Student Enrichment Time

Pre-K	2:15-3:00
Kindergarten	10:10-11:00
First Grade	1:40-2:30
Second Grade	9:15-10:05
Third Grade	11:10-12:00
Fourth Grade	12:10-1:00

Parent and Teacher Conferences

Parent-Teacher Conferences are important because both have a common goal, to help your child. Formal conferences are held for

every student. Your child's teacher will notify you as to the time and date. Additionally, conferences may be scheduled at any time either party feels there is a need to share information or to consult with one another.

Teacher Contact Information

Please feel free to contact the school at any time regarding questions or concerns. If you need to speak to your child's teacher during the school day, leave a message at the main office. The teacher will contact you. You may also send an email to the teacher to request a phone call. Staff email addresses are located on the Annette Perry website.

Student Class Placement

Many factors are involved in a child's placement into a given classroom. Class size, academic performance, special needs, class balancing, and peer relationships are just a few of the considerations. Parent requests for a specific teacher will be considered but are not guaranteed. Requests must be made in writing and submitted to the principal. Information you can share about your child, which may assist us in making the most appropriate placement, is encouraged.

Volunteering and Attending Field Trips

All parents are invited to volunteer at our campus and at off campus activities. Teachers, staff, and PTA welcome volunteers for many reasons such as but not limited to the following: preparing supplies, clubs, Room Parent (Room Mom), decorating, chaperoning, classroom support, PTA, lunch duty, recess duty, and just as a visitor/spectator. More information is available at our front office counter.

All adults must have a background check completed before volunteering. Complete this free of charge right now at this link: <http://www.mansfieldisd.org/page.cfm?p=6001> or ask us for assistance at our front office counter.

All who plan to go on a field trip must be adults and must sign-in at the front office to receive a visitor badge. The badge must be worn for the duration of the field trip.

Unfortunately, this means that adults without badges and people

under the age of 21 are not permitted to be with our students, staff, nor chaperones on field trips.

Parent/Family Contact Information

It is extremely important that we have current contact information for parents in case of an emergency. At the start of each year, we request names of family or friends that we may call if we are unable to reach a parent. If any of this information changes during the school year, please inform the main office or teacher immediately to update your information.

Mansfield ISD Parent & Student Handbook

This parent handbook compliments the Mansfield ISD Parent and Student Handbook. Please also review it.

Skyward

The Mansfield ISD has provided parents access to attendance, grades, school notices and other information through Skyward. Contact the school office for more information. In order to access Skyward, please visit the Mansfield ISD website:
www.mansfieldisd.org.

This Is Our HOUSE!

Mission of the Houses

The purpose of the Houses concept is to create, encourage and celebrate a whole school culture of appreciation, character development and accountability that develops responsible citizenship, improved attitudes, and academic success throughout the school. Appropriate behaviors are awarded Dojo points.

Why Houses?

The **Houses create a positive school atmosphere** of respect and community. The system teaches students to focus on contributing to a team, positive actions and helping others.

Dojo Points

Dojo points are awarded by all staff as rewards for good deeds, goodwill, good works, extraordinary actions, etiquette, volunteering, exemplary manners, behavior...NOT ACADEMICS. Student individual Dojo points can be viewed by parents on Class Dojo. Dojo points awarded to Houses are viewable on screens in our campus office, hall, and cafeteria.

Celebrations / Rewards/ Incentives

The House with the most points is rewarded every six weeks. Celebrations / rewards are decided as we go.

How the Houses Concept Works

Each House will have members of the faculty coordinating/sponsoring it. During the first week of school, students will be assigned to one of five Houses. The students will earn points for their House and attend House meetings & a Pep Rally to learn about character and Perry Pride.

What are the Houses' Names

Our houses are named after different species of falcons as a fun way to name our houses and an easy way to remember the names. The names have no other meaning. They are just fun names that children and staff enjoy.

The 5 FALCON HOUSES of Perry Elementary:

APLOMADO HOUSE



APLOMADO

LANNER HOUSE



LANNER

KESTREL HOUSE



KESTREL

PEREGRINE HOUSE



PEREGRINE

MERLIN HOUSE



MERLIN

The BEST School in the Universe!

