



**Skelly Elementary School
Family Handbook 2024- 2025**

Dear Parents/Guardians,

Welcome to Skelly Elementary School! I am excited to have the opportunity to lead Skelly on the journey to excellence! As I look forward to the 2024-2025 school year, I am confident that the Skelly students will soar to higher heights. Together the dedicated staff of extraordinary educators and I will continue to ignite the joy of learning while we prepare every student for the greatest success in college and beyond.

My goal, as your principal, is to provide the leadership that will facilitate a joyful community of learning among students and staff. Creating equity and opportunities for children has been, and will continue to be, my priority and I am deeply committed to making a positive difference in our children's future. I have no doubts that together we will meet students' needs and put them on a solid pathway to the future of their choosing. If you would like to contact me, feel free to email me at penseje@tulsaschools.org.

Contained within this handbook is our Skelly Elementary School procedures. Please read and become familiar with the content.

Sincerely,

Jennifer Pense

Jennifer Pense, Principal

Tulsa Public Schools Vision Statement

Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Skelly Elementary School Vision Statement

Our vision for Skelly is that ALL Skelly students will learn at grade level or higher while increasing their personal potential.

Skelly Elementary School Mission Statement

I will fulfill the Skelly Vision by deciding every day to be accountable for my actions. I will work hard even when it is hard.

Principal: Ms. Pense (penseje@tulsaschools.org)

Assistant Principals: Mrs. Jones (jonesam4@tulsaschools.org)

Mr. Alikor (alikoom@tulsaschools.org)

Counselors: Mrs. Wright-Owen (wrightr2@tulsaschools.org)

Mrs. Radcliffe (radclna@tulsaschools.org)

Social Support Specialist: Mrs. Brown (brownda4@tulsaschools.org)

Principal Secretary: Ms. Eve (burreev@tulsaschools.org)

Attendance Clerks: Upper- Ms. Elizabeth (kingel@tulsaschools.org) Primary-Ms. Victoria (vyzhyvi@tulsaschools.org)

Parent Facilitator: Ms. Le' tecia Taylor (taylole1@tulsaschools.org)

Health Assistance Upper Skelly: Ms. Alexandria (bowieal@tulsaschools.org)

Health Assistance Primary Skelly: Ms. Esmeralda (hernaes@tulsaschools.org)

School Hours

Free Student Breakfast: 7:00-7:20

Student School Day: 7:30 a.m. - 2:35 p.m.

School office hours: 7:00 a.m. – 3:30 p.m.

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1. Parent Contact

Please update address/phone information when changes occur. For your child's safety, this is important should an emergency arise. Be sure we have multiple emergency contact numbers and keep these updated as well.

2. School Attendance

- Students should be in school by 7:30 am every day.
- Students should remain in school until 2:35 pm every day.
- **Students will not be released for early dismissal after 2:00**
 - If you arrive to check your student out at 2:00 or later, you must wait in the dismissal line for your student to be dismissed via their normal method. Office staff are not able to find and check out students after 2:00 as they are preparing for daily dismissal
- Students arriving at or after 7:45 MUST be signed in by an adult in the lobby area of either building.
- When there are special events in the afternoon (awards assemblies, classroom parties, etc.) adults who wish to take their student home early will sign the student out before the event and receive a note allowing their student to leave with them at the end of the event. The note MUST be given to the teacher after the event before the student is allowed to leave.

3. Breakfast/Lunch/Outside Food

- Breakfast will be served in the cafeteria at 7am until 7:20 am. Doors will only be open at 7:00 for students eating breakfast. Students who do not wish to have breakfast will be able to enter at 7:15 and go to their morning club.
- Lunch and breakfast are provided for all students
- Outside food is not permitted in the classroom for breakfast.
- Students may bring lunch from home. Lunches brought from home must be a complete lunch; eg. sandwich, apple, chips/crackers, fruit roll up, drink. If a student does not have a complete lunch, the student will be given a cafeteria lunch. It will be the discretion of the duty teachers in the cafeteria if there is a question about a student's lunch.
- Students may not bring chips, candy or any other items to add to their school lunch.
- Students may not share or trade food.
- Items not allowed at school for any reason: Soda, candy, energy drinks, coffee drinks, sports drinks, donuts.
- If you would like to have lunch with your child, we would love to have you! (PK/Kinder students will not have outside visitors for lunch until October 1 to support educational transitions.) Please make arrangements with your child's teacher at least one day beforehand. This will help us plan for your arrival. If you are bringing food to eat you and your student can choose to either eat in the Skelly office or at the designated visitor table in the cafeteria.

4. Classroom Parties

- The following dates are school wide parties/celebrations. All school parties/celebrations will be from 1:30-2:00
 - Winter- Friday, December 20th
 - Valentines- Friday, February 14th
- All food items for parties/birthdays must be store bought and requested/approved by the teacher.
- Contact your child's teacher ahead of time to schedule a time to enjoy the birthday treats.

5. Meeting with a Teacher

- Contact your child's teacher to arrange a meeting. This must be arranged at least 24 hours in advance.
- When calling to speak with a teacher, the office will take a message for a return call from the teacher.

6. Money

To avoid problems, do not send students to school with money. Any special orders (t-shirts, PTO events, book fair, etc.) that require money to be sent to school will have an order form sent home. The money and order form and money should come back in an envelope or baggie with the order clearly marked.

7. Field Trips

- Students must have a permission slip signed by parent/guardian to attend.
- In some cases, parents/guardians may be required to accompany students due to safety issues.
- Do not send extra spending-money with your student on field trips.

8. Picture Day

Fall Picture Day is October 8th 2024.

Spring Picture Day is March 13th, 2025

Uniforms are required for Fall pictures as these will be put in the yearbook and used for student IDs. Spring pictures will be free dress.

Strawbridge is the vendor for fall and spring pictures. All money is turned into Strawbridge. The school is not responsible for this money and can not make change for you.

9. School Communication

Information will be shared with families through Talking Points and School Messenger. It is very important that the office has the most up to date phone numbers and emails for parents/guardians so that all necessary information is received.

10. Clinic

A registered nurse/health assistant provides health services. They are primarily responsible for the care of the ill or injured students or faculty members. The nurse is on call for emergency care as needed at all times. Students and parents/guardians are requested to inform the school nurse/health assistant of any health conditions or regular medications which may warrant special attention. State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given the opportunity to obtain the necessary immunizations. **NOTE: This is by law---**Students who fail to meet the immunization requirements will be excluded from school.

- 11. Dispensing Medication - Students who take prescribed medicines are to have a guardian bring the medication in the original container to the nurse's office for safekeeping with the needed information on the container.** The parent/guardian must complete a medication form to be kept on file for any medication that is to be dispersed at school. The information needed is as follows: date, student's name, medication name, number of tablets in the container, time medication is to be consumed, physician who prescribed the medication, any side effects or concerns, and a telephone number where parent/guardian may be reached in case of questions. **Medications that do not meet these criteria will not be given.**

- 12. Student Illness** - If the illness warrants that the student is dismissed from school, the nurse (or her designee) will telephone a parent/guardian to make the necessary arrangements. Students will be sent home from school for the following:

- | | |
|--|--|
| * fever of 100 degrees or higher | * common childhood diseases |
| * undiagnosed rashes | * chicken pox * head lice |
| * vomiting and/or diarrhea | * strep throat * fainting |
| * impetigo (contagious skin condition) | * red-inflamed eyes (pink eye) |

Please Note: Students must be without a fever for 24 hours- without the use of fever reducing medication- before returning to school.

13. Parent Teacher Conferences

Parent-Teacher Conferences will be held at Skelly twice during the school year. We will have our first parent-teacher conference in the Fall, Tuesday October 8th and Thursday October 10th from 3:15 to 6:15. We will have our second conference in the Spring, Monday March 11th and Wednesday March 13th at 3:15 - 6:15. Parents/Guardians will be notified of dates and appointment times. During parent teacher conferences, the teacher will discuss student progress and learn more about him/her from you. Your child's teacher will attempt to schedule a time that is convenient for you.

14. Report Cards and Checklists

***Please note: Physical report cards are no longer used. Parents can log into the Powerschool Parent Portal to view their child's grades.**

Every effort is made to communicate the progress of your child (ren) in regards to their academic and social growth.

1) Grades Pre-Kindergarten through 5th use a report card with specific objectives listed. Certain symbols for the following objectives/stages are used to communicate your child's progress:

PreKindergarten- Kindergarten: **M**-Mastery, **P**-Progressing Adequately, **N**-Not Making Progress and Blank-Skill not assessed at this time.

Grades 1-2: **1** Meet or Exceeds Standard, **2** Progressing Toward Standard, and **3** Area of Concern, **E**-Excellent, **S**-Satisfactory, **N**-Need to Improve, and **U**-Unsatisfactory

Grades 3-5: **1**-Outstanding, **2**-Satisfactory, **3**-Making Progress, **4**-Area of Concern, and **Blank**-Skill not assessed this quarter.

2) **Students will receive letter grades.** Grades 3, 4, 5 use traditional report cards with letter grades of A, B, C, D, F. If you have any questions about your child's grades, please visit with his/her teacher.

15. PowerSchool Parent Portal

If you want to keep up with your child's academic performance (reading MAP score, math MAP score, etc.) you may access it through PowerSchool Parent Portal. PowerSchool is the district wide program to check your child's grades. If you have not accessed your account this year or have never logged in to PowerSchool you may request your Access ID and Access password in the front office. We will print your information, but our policy is that you must come into school to pick it up.

http://www.tulsaschools.org/3_Parents/power_school_main.asp You may combine all the children of your family to one account instead of having multiple usernames and passwords. If you need instructions to create an account using your Access ID and Access password, please see the school Parent Facilitator.

16. Student Assessment Dates

Students in K - 5 will be assessed throughout the year in the areas of reading and math using our Measures of Academic Progress (MAP) assessment. This assessment provides a student's proficiency level as well as their academic growth. Dates for these assessments are as follows:

August 26 - September 12

January 13 - January 27

May 1 - May 9

Oklahoma State Testing will be conducted for students in the 3rd - 5th grade. 3rd and 4th graders are assessed in the areas of reading and math. 5th grade students will be assessed in the areas of reading, writing, math, science, and social studies. The window for these assessments are as follows:

April 15 - May 14

Access testing for our english language learners will beginning in January, Dates TBD

Please talk to your child about doing their best on the assessments! These assessments give

Teachers vital information to help each student grow and succeed in school.

17. Parent Involvement/Parent-Teacher Association

The involvement of family in a child's education is an important factor that has a strong correlation with student achievement in school. For this reason, our Parent-Teacher Association meets one time a month to plan family involvement events and discuss how to best support our students' success. More information will be available soon about involvement in the PTA.

In addition to evening involvement events, the staff at Skelly wish to engage parents in the educational process by allowing family members to volunteer their time in the classroom or in after-school clubs, chaperone field trips/school celebrations, and by providing educational opportunities for parents.

Any adult wishing to volunteer in any situation where students are present **MUST HAVE SUBMITTED** and **HAD APPROVED** a volunteer application **PRIOR** to the time they are to volunteer.

Some events have been tentatively scheduled for 24/25:

September 6- Back to School Bash
October 25- Movie Night
November 20- Donuts with Grownups
December 13- Movie Night
January 30- Literacy Night
February 3-14- Candy Grams
February 21- Talent Show
March 7- Bingo Night
April 4- Blacklight PK-2
May 2- Blacklight 3-5
May 14- Kindergarten Bridging Ceremony
May 19- 5th Grade Promotion

18. Bus Rider Expectations

- Bus transportation is a privilege Tulsa Public Schools is happy to provide.
- Safety is our number one priority.
- Students may have assigned seats.
- Students will remain seated with their backs against the seats.
- Students will talk in a reasonable voice.
- Inappropriate language will not be tolerated.
- Each seat will have one to three students seated in them.
- Cell phones must be turned off (and ear buds removed).
- Students who do not follow school safety procedures on the bus or at the bus stop will not be allowed to continue riding the bus.
- Bus riders will sign a bus behavior contract so they know exactly what is expected of them.

- These guidelines are for the safety of all riders. Failure to follow them may result in loss of this privilege.
- All bus riders and parent/guardian must sign Bus Rider Agreements.
- Primary bus riders will be picked up and dropped off at the Primary Loop.

19. Skelly Family Expectations

At Skelly, we have *high expectations* for *all staff, students and families*. We also believe we have 3 things in our control at all times: our **Attitude**, our **Preparation**, and our **Effort**. This will be the mantra for all staff, students, and families. In embracing this mantra, everyone must be held accountable for their actions as we work together to help our students achieve their goals.

We expect:

- Students to arrive to school ready to learn, in uniform, on time, and with a good attitude.
- Families to support teachers and students as they reach to achieve their goals.
- Everyone- students AND adults, to behave in a safe and respectful manner.
- Driving safely in the parking lot during arrival and dismissal, including following all instructions given by staff.
- Following all school procedures and expectations.
- Treating staff members with respect. *Disrespect of any kind toward any staff member will not be tolerated.*

You can expect:

- A staff of adults who will show up and work hard for your student.
- A staff of adults who expect the best of your student.
- We will love your child
- We will keep your child safe
- We will be respectful to you.

20. Skelly Behavior Expectations

In order for our students to reach their goals, it is vital that we hold students accountable for their choices at school. The following behaviors are expected at Skelly Elementary School.

- Respect to all Staff - Follow Directions, Calm Body, Quiet Voice Volume (**Disrespect is not Tolerated.**)
- Respect to Peers - Include Others in Play and Conversation, Appreciate Differences, Help Others, Wait Your Turn, Share with Others
- Use Appropriate and Kind Language in *all* settings (**Profanity of any kind is not permitted.**)
- Be a Problem Solver, Use Appropriate Language and Kind Words (**Threatening comments of any kind are not permitted.**)

- Try and Resolve Conflicts, Be a Good Friend, Show Good Sportsmanship, Keep Hands and Feet to Self (**Fighting is not Permitted.**)
- Follow Directions the First Time Quickly for all in Authority.
- Inside Voices in Classroom, Quiet Bodies, Be Mindful of Self and Others, Have a Growth Mindset “I Can” Attitude. (**Consistent classroom disruptions are not permitted.**)
- Go to Class On Time, Stay in Class (**Leaving the classroom without permission will not be tolerated.**)

21. Skelly Classroom Expectations - Avoiding Distractions

- “Spinners” are not permitted in the classroom unless this intervention is part of a formal Behavior Intervention Plan.
- Keep Pokemon or similar trading cards at home; they are not permitted at school. They will be returned to the parent if confiscated by the teacher.
- Keep toys of any kind at home; they are not allowed at school. The occasional exception would be a special event planned by the teacher. Parents will be notified of this.
- Personal technological devices are to be kept at home and are not allowed at school. The school is not responsible for loss or theft.

22. Weapons

Tulsa Public School Policy does not allow for weapons to be on school grounds at any time. This includes knives, razor blades, utility knives, pocket knives, steak knives, and any other type of knife. This also includes pellet guns, bb guns and any other type of facsimile gun. Students who bring these to school will be suspended from school.

23. Tobacco

Tulsa Public School Policy does not allow for tobacco of any kind to be on school grounds at any time. This includes vapes, matches, lighters, lighter fluid, or any tobacco products. Students who bring any of these items to school will be suspended from school. Any student who uses a vape while at school, whether or not they brought the vape will be suspended from school.

24. Student Dress Code

Skelly Uniform Dress Code 2024-2025

Shirts

- Long- or short-sleeved polos
- White, navy blue, red, or black
- A Skelly t-shirt may be worn instead of a polo shirt.
- A Skelly sweatshirt may be worn as part of the Skelly uniform.



Pants/Shorts/Skirts/Jumpers

- Khaki, navy blue, and black
- Skirts and jumpers should reach a student's fingertips with hands extended to their side.

Leggings/Tights

- Leggings/tights can be worn under skirts or shorts
- Colors are student's choice

Socks

- Colors are student's choice

Shoes

- Footwear with a solid backing or strap over the heel may be worn.

Students may *not* wear

- oversized coats/ jackets/sweatshirts/hoodies/fleece pullovers in the classroom*
- any tops with pockets or hoods in the classrooms
- anything prohibited by Tulsa Public Schools dress code policy

*If your child gets cold in class please have them wear a long-sleeved shirt of uniform color under their polo or wear a cardigan or sweatshirt of uniform color without a hood or big pockets.

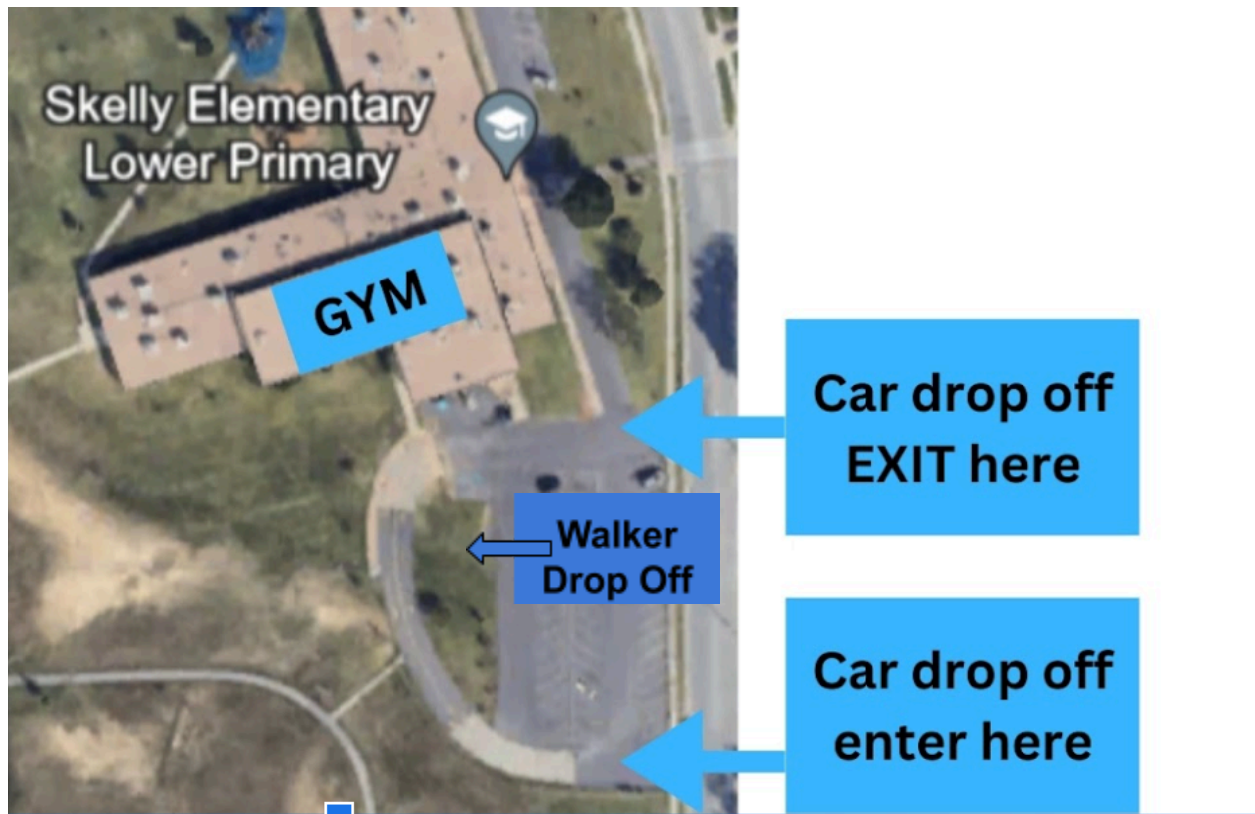
25. Skelly Accountability System

To keep track of our students' behavior throughout the day, we use an accountability system at Skelly. Every day, the students begin on green and may earn clips up for exceeding expectations (following procedures and directions without reminder, helping a friend, etc.) or clips down for not meeting expectations (hitting, ignoring procedures and directions, etc.). Below is a picture of what our chart looks like. Your student is able to earn points each day based on the color they earn. If they earn a certain amount of points at the end of the month, they get to attend a special celebration. Celebrations will be organized by grade level teams. Encourage your student(s) to show excellent behavior every day to earn their celebration!

SKELLY ACCOUNTABILITY

OUTSTANDING! +3 points!
Great Job +2 points!
Good Day +1 points!
Ready to Learn! 0 points
Think About it -1 point
Teacher's Choice -2 points
Parent Contact -3 points

26. Arrival/Dismissal Procedures



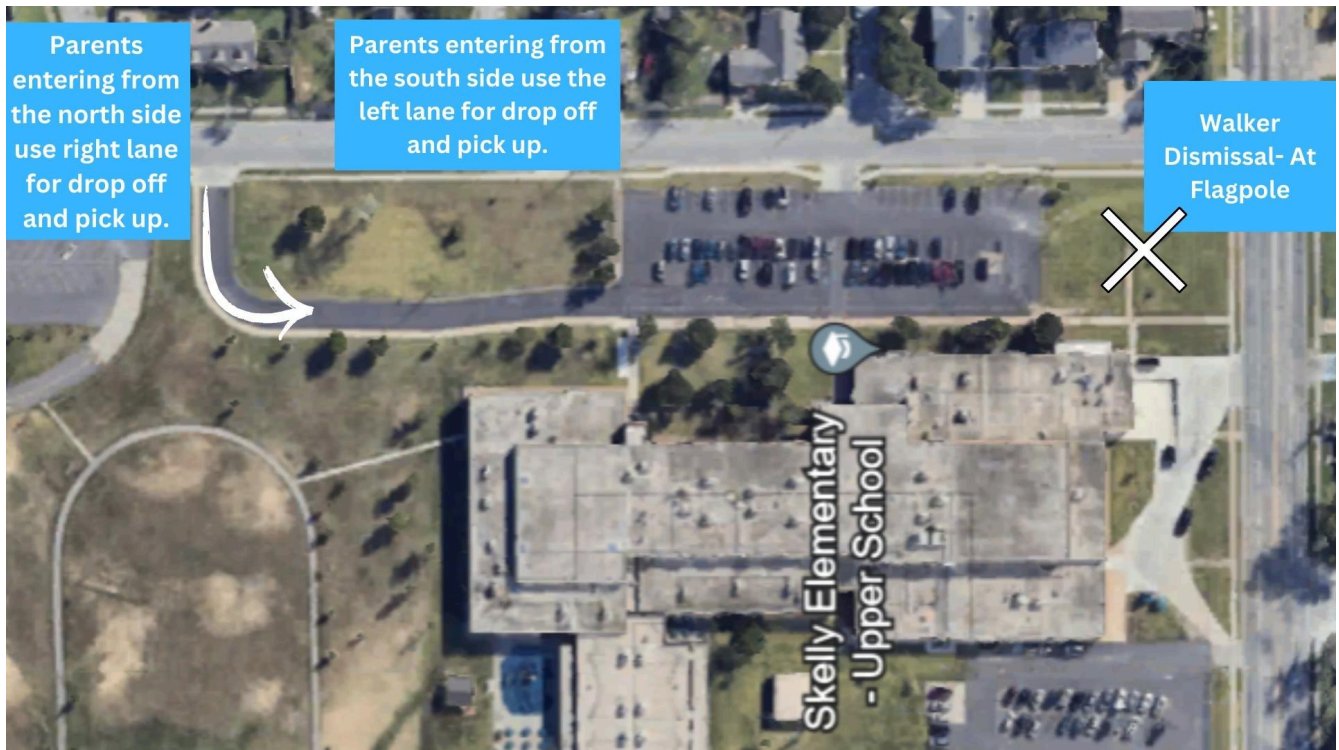
Adults dropping off PreK and Kindergarten car riders at Primary should:

- **Stay in their car**
- Pull through the south entrance of the Primary parking lot to go through the drop-off line
- Have students begin unbuckling and getting their bag ready while waiting in line
- Teach students to open their own door, exit the car, and close the door themselves
- Park in a parking spot and walk your student to the cone if you need to exit the car at any point in time during arrival.
- Primary walkers will be dropped off at the **South Entrance Cone**.

Adults picking up PreK and Kindergarten walkers and car riders should:

- After school **Primary walkers and car riders** will be picked up from Upper Skelly.
- Adults can meet their Primary walker students at Upper Skelly at the flagpole on the south side of the Upper Skelly building.
- Primary car riders and will be dismissed from the Upper drive thru car line.

Skelly Upper Arrival/All Student Dismissal



1st-5th Grade Arrival

Car riders should be dropped off through the drive thru car line and walk into the build .

ALL Car Rider and Walker Dismissal

All car riders and walkers will be dismissed from the Upper Building. Families picking up students should enter the north end of the drive thru car line and present their student(s) QR code(s) to be scanned.

The first group of 22 cars in line (Group A) will come through the drive thru car line but park in the bank of parking spots circled in blue on the south end of the main parking lot. Teachers will lead your students to get in their cars. A staff member will follow the group to make sure that all your student(s) are in their car. Make sure that you give a thumbs up when you have your student. Once all children are loaded you will exit the parking lot.

The second group of 22 cars in line (Group B) will come through the drive thru car line but park in the bank of parking spots on the north end of the main parking lot circled in red. Teachers will lead your students to get in their cars. A staff member will follow the group to make sure that all your student(s) are in their car. Give a thumbs up when you have your student, give a thumbs down if you do not have your student. Once all children are loaded you will exit the parking lot.

The third group of cars in line (Group C) will come through the drive thru car line and park in two lines alongside the sidewalk circled in green. We will load these cars in the third group (Group C) while Group A and B are exiting the parking lot.

QR Codes

Each student will have their own QR code that MUST be shown by an adult in order for the student(s) to be released. Please protect this QR code. Any adult with a student's

QR code is presumed to be safe to pick up that student(s) from school. Take a picture of your student(s) QR code(s) to show at dismissal should you misplace the physical copy.

ALL Walkers

Walkers are only students who are walking to their home from school. Any students being picked up by car MUST be picked up through the car line. Due to safety concerns, cars are not allowed to pick up students in the street or any neighboring parking lots. All Walkers will be released after the first group of car riders are loaded in cars and those cars have exited the parking lot. This will usually happen between 2:35 - 2:40.

Pre-K - 5th Grade Walkers

ALL Walkers who are walking from school to their home will be walked to the flagpole at the Upper building by school staff and released. For the safety of our students, walkers will be released after the first group of car rider students. Parents who wish to meet their student to walk home with them may meet them at the flagpole. All walkers will be released by grade level order starting with 5th Grade.

27. Cell Phone Policy and Procedures

Cell Phone Policy at Skelly

Parents,

While we understand that some students need a cell phone for safety reasons and to communicate with you, we have established the following expectations around cell phones at Skelly.

- ***Per District policy: Students are prohibited from using cell phones during the academic school day including during lunch, recess, and dismissal; whether inside or outside the building. This includes field trips.***
- ***During school hours, cell phones must be turned off and turned in to the teacher for safekeeping.***
- **Any cell phone confiscated by staff due to students not following the school cell phone policy will be held by an administrator for parent/guardian pick up.**

I understand the cell phone policy at Skelly Elementary:

Student Signature: _____

Parent Signature: _____

Date: _____