

Kerr Elementary School Parent/Student Handbook

2024-2025



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Message to Kerr Parents

Dear Parents/Guardians:

Welcome to a new school year at Kerr Elementary School. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education, and it is important that we build a strong relationship to best serve your children's educational needs.

Therefore, we strongly encourage you to participate in Parent Teacher Conferences, PTA, and/ Assemblies. You will find in the Parent/Student Handbook some valuable information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school.

Please read this information carefully and keep it for future reference. Our hope is that the partnership you develop with your children's teachers and the school will reflect a positive feeling about education and together we unlock each child's potential.

Sincerely,
Jennifer Thomas, Principal

Kerr Elementary School: Namesake: Robert S. Kerr



- **Robert Samuel Kerr (September 11, 1896 – January 1, 1963) was declared the “uncrowned king” of the Senate. Kerr became the first Oklahoma governor elected to the Senate.**
- **He served as the 12th governor of Oklahoma from 1943 to 1947 and was elected three times to the United States Senate. Kerr worked natural resources, and his legacy includes water projects that link the Arkansas River via the Gulf of Mexico. He was the first Oklahoma governor born in the territory of the state. Kerr formed an oil company before turning to politics.**
- **He voted in favor of the Civil Rights Act of 1957 and the 24th Amendment to the US Constitution. He advocated for concrete economic matters that would benefit Oklahomas.**

Kerr Vision :

Kerr is a learning community where we welcome challenges and persevere to achieve growth and success. We experiment, take risks, and think outside the box to meet the needs of our ever-changing environment. As a school family, we support each other, celebrate the unique skills and experiences each person brings to the table, and give back to others.

Kerr Mission: The mission of Kerr Elementary School is to provide a safe environment where learning is maximized. This should be agreed to by all staff members and communicated to our children and public often.

Kerr School Creed: I am somebody. I respect others. I control myself. I do my work. I am responsible for my actions. I will be the best that I can be. I am a Kerr Cougar.



GUIDELINES FOR SUCCESS

Staff and Students at Kerr Elementary are pushing toward Success!

- We are goal-oriented and intentional in our urgent delivery of rigorous, data-driven instruction.
- We treat others with politeness, consideration, and appreciation.
- We adhere to the highest standards of professionalism, ethics, and personal responsibility.
- We relentlessly do whatever it takes to achieve our goals.
- We provide the highest quality education placing student mastery above all else.

Enter to Learn, Exit Prepared



Tulsa Public Schools Dates to Remember

Aug 19, 2024	Meet the Teacher
Aug 20, 2024	First day of school/ 1st Quarter begins
Back to School Night	To be announced
Sept. 2, 2024	Labor Day
October (TBD) to be announced	Parent/Teacher Conferences
Oct. 14th 2024	Indigenous People Day
Oct.15th 2024	Professional Day
Nov. 4-5 2024	Civic Engagement
Nov. 25-29 2024	Thanksgiving
Dec. 23-Jan 3 2024	Winter Break
Jan. 6, 2025	Professional Day
Jan. 20, 2025	Martin Luther King Jr. Day
Feb. 17, 2025	President's day
March (TBD) to be announced	Spring Parent/Teacher Conference
March 18- 21, 2025	Spring Break
April 25, 2025	April Holiday
May 22, 2025	Professional Day

May 23, 2025	Teacher Work Day
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TESTING DATES

Items below are district and state required testing: Grade level quizzes and unit tests are teacher made decisions.

Fall MAP Growth assessments	August 26-Sept 12
Winter MAP Growth assessments	Jan 13-Jan 27
Spring MAP Growth assessments	May 1-May 9
(OSTP) State Testing	TBD (to be announced) 3rd, 4th, and 5th grades

Uniform Policy

Students are expected to be in school uniform everyday, if students are not in uniform, students will be sent to the office. Students' parents will be notified, and parents will be expected to bring a uniform to school. (Parents will be notified about free dress days)

It is recommended to keep an extra change of clothes in the students backpack, in case of a student accident. (toilet accidents, outside play, food spills).

- Student Dress Guidelines

- Kerr Elementary will comply with the dress code adopted by the Board of Education for the current year. No torn or ripped clothing and no flip flops. If girls are wearing shorts, they should be just above the knee.
- **TOPS:**
 - Uniform shirts should be worn and can be any shade of blue, yellow or white.
 - Collared shirts are preferred, but t-shirts are acceptable.
 - Sweatshirts with school colors are accepted.
 - No inappropriate writing should be on the sweatshirt.

Bottoms:

- Pants should be navy blue, khaki, or black
- Jeans will only be allowed to be worn on special days
- Jumpers should be navy blue, khaki, or black
- Leggings or shorts should be worn under the jumper

SHOES:

- Tennis shoes or any other type of shoe that covers the toes.
- Shoes are to wear shoes at all times for safety reasons.

Attendance

- Student attendance is crucial for student success. When students are late or absent it affects their learning/achievement.
- Student school hours are from 7:30am. to 2:35 p.m. Breakfast will only be served from 7:00a.m- 7:30 a.m in the cafeteria.
- PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 7:00 AM. There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:00 AM to eat breakfast. Students enter the school through the main entrance and go directly to the cafeteria.
- Students who arrive after 7:30 are considered late. These students must report to the office with their parents/guardian to be counted in attendance before going to class. Parents will be notified if a student is not in attendance.
- A note from the parent/guardian explaining the reason for the late arrival is required.
- **Parents of students who have 10 or more tardies in a semester will be required to meet with the principal/designee to discuss the reasons for the tardies and to develop a plan for improvement.**

Every Day Counts

If you want your child to be successful at school then,
YES, attendance does matter!

1 or 2 days a week doesn't seem much but.....

If your child misses.....	That equals.....	Which is.....	And over 13 years of schooling that's.....
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/ She is only missing just....	That equals.....	Which is....	& over 13 years of schooling that's...
10 mins per day	50 minutes p/week	Nearly 1.5 weeks p/yr	Nearly half a year
20 mins per day	1hr 40 mins p/ week	Over 2.5 weeks p/year	Nearly one year
30 mins per day	Half a day p/ week	4 weeks p/ year	Nearly 1.5 years
1 hour per day	One day p/ week	8 weeks p/ year	Over 2.5 years

Dismissal

- Dismissal begins at 2:30 p.m. Families will be given tags with their child's name/number/code to place in their car. Students will remain in the gym until they are dismissed.
- Parents/guardians should please note the following: Except for emergency situations, parents should not regularly come to the office to pick up their children before 2:00 p.m. Parents of students picked up early regularly will be contacted by the principal/designee to discuss the reasons and develop a preventative plan.
No early dismissal after 2:00 p.m.
- Dismissal Order: Bus riders, car riders, then neighborhood walkers are released last, All walkers are dismissed through the main entrance doors at 2:30 PM.
- Please Note: If a student is not picked up by 3:00. We will make every reasonable attempt to reach the parent/guardian. Should all efforts fail, **Campus Police or Child Protective Services may be contacted for assistance.**

Student Behavior

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students.

School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action.

Discipline: For more information refer to: School Code of Student Conduct.

Kerr has developed a discipline hierarchy that is used in all classrooms. This hierarchy includes:

1. Verbal Warning
2. Logical Consequences Examples: timeout, loss of privileges, lunch detention, seating changes, reflection time, restorative conference, buddy teacher
3. Parent Contact
4. Office Referral to Counselor
5. In school suspension/suspension

All students will:

- Show respect to others and for the rights of others
- Behave in a courteous manner
- Respect the authority of all school personnel
- Learn and demonstrate acceptable social behavior
- Bring necessary materials to all classes and actively participate in the learning process
- Contribute to a positive learning environment through appropriate personal hygiene habits and clothing consistent with the school uniform policy
- Adhere to all school rules and regulations

Student Cell Phones: Electronic Policy

There are to be no electronic devices out during the school day. Students may turn cell phones off and leave with the teacher during the school day. Kerr Elementary is not responsible for lost or stolen devices. (Teachers may take them up, lock them up to return to student at the end of the day)

Consequences:

1. Verbal Warning
2. Teacher will take it for the day - parent phone call
3. Turned into Admin. Will be released to parent ONLY- parent conference (students will no longer be allowed cell phones in the building).

District Confiscation Policy Cellular telephones are not to be visible during school hours. Students found in violation will have them confiscated and returned to a parent. When the parent/guardian picks up the confiscated item he/she will be required to sign the General Confiscation Form acknowledging that if the same or similar item is confiscated a second time it will be kept until the

end of the semester; and if confiscated a third time, the device will be kept until the last calendar day of the school year. The school must be contacted to schedule a pickup time.



BUS PROCEDURES

Bus routes for individual schools are also listed on the TPS web site. Copies are also available at the school. The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules established by the Tulsa School Board. When a child's conduct is excessively disruptive or endangers the others riding the bus, he/she will be excluded from the bus until the school can be assured of acceptable behavior.

CHANGE OF ADDRESS/PHONE NUMBER

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

EDUCATIONAL RECORDS REQUESTS

All requests by parents/guardians for information regarding their children's educational records should be directed to the enrollment center.



FIELD TRIPS

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught. A field trip permission form will be sent home on the first day of school and must be completed by the parent/guardian. ❖ Parent/guardians will be notified of each field trip. ❖ Some field trips may require a nominal fee for student participation. ❖ Parent/guardians may be required to escort a child on a field trip due to his/her behavior. ❖ In some cases, a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.



LIBRARY SERVICES

Students can check out 2 books at a time. Students are responsible for handling the books with care and not losing the books. If books are lost or past due, the parents will be notified and the student's book check out privileges, student records and report cards will be limited until the book is found or the replacement fee is paid.

Chromebooks

Chromebooks are given to students for classroom assignments and engaging interactive educational opportunities throughout the school day. Classroom teachers will teach students how to use the chromebook. If students abuse/ destroy chromebooks this will result in limited/or no use of chromebooks during the school day.

LOST & FOUND

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each month will be discarded or donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.

RELEASING OF STUDENTS

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students.

It is also against our policy to release children via telephone or to other siblings under the age of eighteen (18) years of age during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds. Identification will be required.

TEACHER SPONSORED ACTIVITIES

There are times during the year when teachers offer before and after school activities for students. Some examples of these activities are celebrations, tutoring, and chorus/play practice.

Permission slips will be sent to the parent/guardian when these activities are offered.

VALUABLES

Please do not allow your child to bring substantial amounts of money and/or other valuable items to school. Kerr Elementary School is not responsible for lost or stolen items.

VISITORS/VOLUNTEERS

If you would like to visit, please set appointments through the front office or your child's teacher. Kerr welcomes parent/guardian volunteers however Background checks must be done prior to your volunteering at the school. Please get a volunteer/background check form in the office.

PARENT TEACHER ASSOCIATION (PTA)

The PTA at Kerr Elementary is an especially important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the school's mission. Please join the PTA and help us have 100% parent/teacher participation. Please contact the Kerr's Parent Facilitator for more information.

MEETING WITH THE TEACHERS

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and "peekins" during daily instructional time. The teacher belongs to the students from 7:30 AM – 2:35 PM. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing or sending a note to your child's teacher or by calling the school for an appointment. Parents should be prompt for their appointments.



REPORTING STUDENT PROGRESS

Communication between school and home is encouraged. Progress reports and report cards are sent to parents/guardians during every six-week grading period to inform them of the students' progress. Please sign and return the reports promptly to the school the following day. Informal reports and graded papers are also sent home by the classroom teachers regularly. Teachers should be contacted immediately if parents have questions concerning their children's progress.

- **Students will receive an average of two grades per week for English Language Arts, and Math and one per week for science and/or Social Studies.**
- **Parents/Guardians can view grades through the PowerSchool portal.**

PK and Kindergarten	S=Satisfactory progress I= Improvement shown N= Needs to improve
1st and 2nd grades	E= Excellent work S= Satisfactory progress N= Needs Improvement U= Unsatisfactory/ not progressing
3rd through 5th grades	A= Superior quality of work B= Good quality of work C= Satisfactory D= Below quality of work F= Unsatisfactory work

HEALTH SERVICES

The school clinic is operated by a school nurse and health professional. Parents are called if their child has a fever or appears to be suffering from an illness or injury. To ensure prompt notification it is critical that all emergency forms are current.

LIMITED PHYSICAL ACTIVITIES

If a health condition prevents a student from participating in physical activities over a long time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a brief period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

MEDICATION POLICY

Medication must be kept in the clinic and administered by the school nurse, or the person designated by the principal to give medication in the nurse's absence. Over the counter medications are not permitted. Guidelines for administering prescription medication within school are as follows: 1. A Request for Medication Administration form must be completed and signed by the student's parent/guardian. 2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal's medical designee by the parent/guardian of the student. 3. Medications must be brought to school by the parent/guardian and not the student.

Parties and Treats

Fall, winter, and Friendship's parties will be planned ahead of time. These parties will appear on the school calendar. At the teacher's permission, students may bring treats to share with their classmates on their birthday. School parties will be conducted with the classroom teacher.

Individually wrapped treats must be used to reduce health risks. Birthday parties must be held at 2:00.

Note: All parties may not be approved, depending on the time of year. (i.e. testing, important events, etc.)

SCHOOL LUNCHESES

Hot lunches, including milk, are available for free each school day. All students are expected to have (free/ reduced) or bring lunch. **If a student chooses to bring lunch, Please make sure it is a complete meal. A bag of chips and a can of soda is not a complete meal.**

A menu will be sent home at the beginning of each month. Menus are also located on the Tulsa Public School website at tulsaschools.org.

The prices for lunch are as follows:

- ❖ Elementary Lunch \$1.45 (includes milk)
- ❖ Reduced paying students \$.40
- ❖ Milk Only \$0.40
- ❖ Adult Lunch \$2.85

Money can be added to a student's lunch account online on the TPS Website

If you have any additional questions, please reach out directly to the principal.