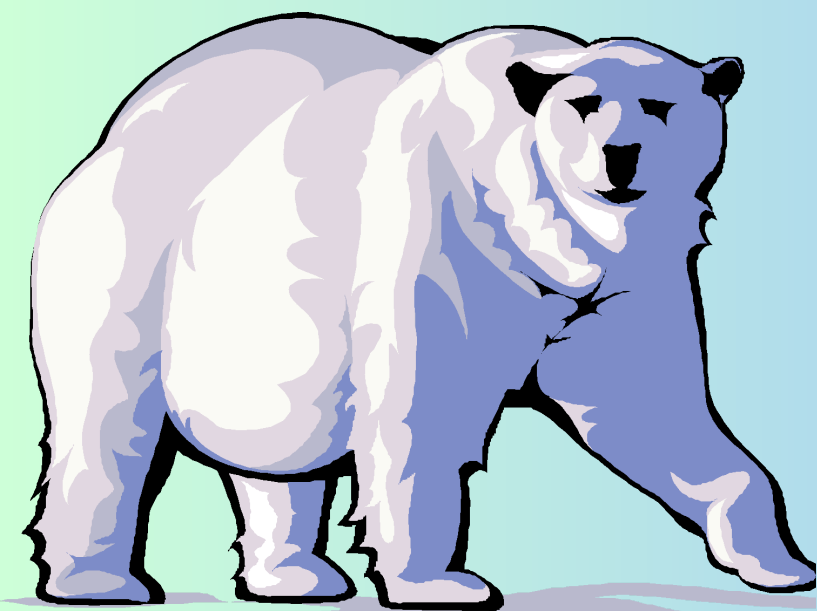


PEARY ELEMENTARY
10818 E. 17TH Street
Tulsa, Ok. 74128
918-925-1520 Fax : 918-925-1536
<http://peary.tulsaschools.org>



SCHOLAR POLICY HANDBOOK 2025-2026



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 and 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 and 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.

PEARY ELEMENTARY SCHOLAR HANDBOOK

Introduction:

As principal and instructional leader of Peary, I am aware of the anticipation and eagerness that accompanies the beginning of 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 and families, community partners, 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 scholars success. Supporting our scholars to do well in school and in their 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.

POLAR BEAR PRIDE

P – Prepared / Positive

R – Respect / Responsibility

I – Initiative / Integrity

D – Determination / Dignity

E – Effort / Excellence

Peary Elementary Contact Information

Tessa Cross-principal	crosste@tulsaschools.org	918-925-1520
Amber Long-dean of scholars	longam@tulsaschools.org	918-925-1524
Terri Walker-principal secretary	walkete@tulsaschools.org	918-925-1521
JoAnn Hernandez-clerk	hernajo@tulsaschools.org	918-925-1522
Leondra Evans-health assistant	evansle@tulsaschools.org	918-925-1530
Dee Rentie-Parent Facilitator	rentide@tulsaschools.org	918-925-1538
Heather England-Librarian	englahe@tulsaschools.org	918-925-1528
Tulsa Schools Educational Service Center		918-746-6800

- For attendance, please call the main office at 918-925-1520.
- Need help with resources, or school uniforms, please call Ms. Dee.
- 24/7 Safety Hotline-SEE.HEAR.SHARE-call or text 24hours-918-480-SAFE. If you see or hear something concerning please call or text-918-480-7233 or you can email share@tulsaschools.org

Please follow us on Facebook: <https://www.facebook.com/PearyElementaryPTA/>

School Hours

Doors open at 7:00
Breakfast starts at 7:00
Scholars dismissed for class at 7:15
School starts at 7:30

Tardy Bell/Announcements 8:00
Dismissal for walkers and pre-k 2:30
Dismissal for bus and daycare 2:30
Dismissal for car riders 2:35

ATTENDANCE-ATTEND TO WIN

This section stresses the importance of regular school attendance and outlines the consequences of excessive absences.

- Missing more than 16 days can lead to being retained or reported to the district office and possibly the county court for truancy.
- Parents should call the school office by 8:30 a.m. on the day of an absence. Even if a teacher is informed, the office must be notified.
- Missing two hours in the morning or afternoon counts as a half-day absence. Perfect attendance means no absences and fewer than three tardies or no early departures.
- Missing over ten days in a semester risks failing/being retained.
- Please submit doctor/dental notes in a timely manner

If your scholar has a long term medical condition or has therapy appointments, please submit doctor notes to help with tracking their attendance.

If you have any questions, please call the office at 918-925-1520

Attendance Incentives:

Peary's attendance incentive encourages scholars to arrive before 8:00 a.m. by allowing them to wear free dress for the day. Scholars arriving at 8:01 a.m. or later must wear the standard uniform. If they don't, parents will be contacted to provide a uniform. This policy emphasizes timeliness and rewards punctuality. This year we will have monthly or quarterly incentives such as field trips, extra recess time, drawing for prizes. Remember you have to ATTEND TO WIN!

Tardies:

Punctuality is crucial for an effective learning environment. Instruction starts at 7:30 a.m., and arrivals after 8:00 a.m. are tardy. **Latecomers must check in at the office for a late slip and wear a school uniform.** Being on time helps scholars start equally with peers and minimizes disruptions, fostering respect and efficiency for learning.

PARENT, GUARDIAN AND VISITOR INFORMATION

Illness:

To ensure everyone's health, unwell scholars should stay home. If a scholar has vomited twice, has a fever of 100.4 or higher, or had a fever in the last 24 hours, they shouldn't attend school. If a scholar becomes ill at school, we'll contact parents or guardians promptly. Please keep your contact information current for emergencies.

Nurse:

Having a Health Clerk and Registered Nurse in the school district is crucial for scholar's safety. They handle emergencies like accidents or sudden illnesses, providing immediate care. Parents should keep their contact information updated to ensure quick communication during emergencies, which helps ensure their child's safety and offers peace of mind.

Distribution of Medication:

Administering medication at school involves key steps. A Parental Authorization to Administer Medicine form must be signed, allowing the school to give the prescribed medication. Medications must be labeled with the scholar's name, dosage, and pharmacy instructions.

When medication arrives, it is logged and stored securely. The school does not provide any medications. All medications must be in their original containers to be administered.

Early Checkout:

To keep scholars safe, if someone needs to leave early, they have to be signed out by a person listed on their enrollment form, who needs to show a photo ID. Scholars won't be called out of class until this person finishes the sign-out process at the office. If they're coming back before the day ends, scholars need to check in at the office so we can keep track of attendance.

Interruptions:

In order to minimize classroom disruptions, we strive to avoid calling scholars out of class to collect items from the office unless they are urgently needed. If you need to deliver something to your child, you are welcome to leave it at the office. We will ensure it reaches them with the afternoon message delivery or at a time that won't interrupt their classes. If you're bringing lunch for your child, it's helpful if they know in advance. Should we need to inform a child that their lunch has arrived, we will do so before their lunch period. Please remember to label the lunch with your child's name to ensure it reaches them promptly.

Telephone usage for scholars:

To encourage responsibility, phone use at the school is limited to emergencies only. This policy ensures scholars bring necessary items, like homework and lunch, daily. Non-emergency calls for forgotten items or spontaneous plans are not allowed. After-school plans should be arranged in advance with parental consent. Parents must inform the office of any changes in plans directly, and they should do so before 12:00. This approach teaches valuable life skills and ensures smooth school operations.

Messages for scholars:

Important messages will be shared at the end of the school day. Please communicate with your children about after-school plans before they leave for school. If there are changes to their routine, send a note to the teacher.

- Messages called in after 1:50 PM may not reach your child before dismissal at 2:35 PM. Contact the school early for timely delivery. Thank you for your cooperation

General Information:

- If it is an emergency and you wish to pick up your scholar before 2:35PM., please park somewhere else other than inside of the front loop to sign your scholar out before 2:00PM.
- If there is a change of dismissal plans for your scholar, please notify the school in writing or by phone before 12:00PM. This is to ensure that we can deliver the proper information to your scholar and the teacher 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 our scholars and staff, we ask that you refrain from texting or using your cell during drop-off or pick-up times.
- Please do not park and leave your vehicle after 2:00PM

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 allow everyone to come to and from school in a safe, orderly and timely manner.

Security Procedures:

In order to enter our building, please stand in front of the camera when you press the buzzer, you may be asked to show your identification (**please be prepared to do so.**) Listen for the click, you may then enter the building. All visitors, including parents , are required to stop by the office upon entering. You will need to sign in and receive a visitors badge.

Visitors will not be permitted in the halls before 7:50AM or between 2-3:00PM 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 scheduling an appointment with the teacher(s).

If you do need to visit with a teacher before school, please report to the office and we will see if the teacher is available.

Breakfast begins at 7:00 and classes begin promptly at 7:30. Teachers are not available to visit with parent/visitors after that time.

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

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

Eating with your child:

We welcome all parents to eat lunch with their child(ren). You will need to check in at the office and receive a visitors badge. PARENTS ARE ALLOWED TO BRING FOOD FOR THEIR CHILD ONLY and will sit at the back tables in the cafeteria.

Volunteering:

Involving families in school activities fosters community and enhances fun for the kids. We're organizing family nights and field trips, and we'd love parents to participate in their children's education. Your support is crucial, whether helping at events or joining trips. **Please note, a background check is required for all volunteers to ensure our scholars' safety.** We're excited to create wonderful memories together!

Entering and Exiting the building:

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 door. 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. Please make sure to have your identification ready, in case you are asked to show it before entering the building. Upon being "buzzed in", all visitors must come to the office first.

- Scholars and visitors need to enter and exit the building through the main entrance doors. All other doors will be locked during the day.
- All visitors must sign in at the office and have a badge before going to any part of the building each and every time they visit the school.

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 be released to the non-custodial parent, , an appropriate written instruction (such as a court order) should be filed with the school.

Without a court order, both parents usually have equal rights to access school records, receive progress reports, visit the school, and attend conferences.

- Any contact from the school will be primarily made through the custodial parent.

Arrival/Dismissal:

School doors will open at 7:00AM for scholars to enter the building.
Teachers report at 7:10 AM

- Scholars on schools grounds before 7:00AM 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/guardians (non-car riders) will go to the area in front of the school by the benches/flagpole. Bus riders, daycare and car riders will wait in the classroom until called.

Drop-off procedures:

- No child(ren) should be dropped off before 7:00AM. 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 patrol 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 17th St.
- Do not park in the front loop and get out of your car between 7:00-8:00AM or between 2:00-3:00PM
- 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 help prevent scholars from walking in front of vehicles that are dropping off scholars.

Pick-up procedures::

All walkers will be released at 2:30 PM to report to the front foyer and be escorted to their parents in the triangular area with the benches. For safe and orderly dismissal , **parents please do not enter the building or stand under the porch area.**

Cars riders will be released at 2:35 and will remain in the classroom until called.

Pre-K and Kindergarten car riders:

- Please enter one-way through the entrance at the south end of the west parking lot.
- A name strip with each scholar's name will be sent home. The name goes on the passenger side visor in the vehicle, the name should be visible when the visor is down.
- PARENTS WHO ARE PICKING UP SHOULD ALWAYS STAY IN THEIR VEHICLE.
- Staff members will be on duty to call for the car riders and will supervise each child to his/hers car.
- Exit one-way through the exit at the north end of the parking lot.
- It does take a few minutes of your time to utilize the pick up lane but please remember that our staff are working as quickly as possible to load scholars safely into their vehicle and to keep the traffic moving.
- After 2:50PM scholars will be taken to the front foyer.

1st-5th grade car riders:

- Please enter one-way through the west entrance of the loop.
- A name strip with each scholar's name will be sent home. The name goes on the passenger side visor in the vehicle, the name should be visible when the visor is down.
- PARENTS WHO ARE PICKING UP SHOULD ALWAYS STAY IN THEIR VEHICLE.
- Staff members will be on duty to call for the car riders and will supervise each child to his/hers car.
- It does take a few minutes of your time to utilize the pick up lane but please remember that our staff are working as quickly as possible to load scholars safely into their vehicle and to keep the traffic moving.

Walkers:

- Parents, if you walk to pick up your scholars, please wait in the triangular open area with the benches.
- Parents, we ask that you do not come into the building or stand under the porch area. This will help us provide safety for the scholars and provide room for the staff to monitor the scholars that are leaving the building.
- Scholars will be escorted by staff out the front doors and across the drive.
- If you live south of the park, your scholar can choose to go west and walk down the west side of 108th E. Ave, or go east and walk down 110th E. Ave.

Bus Riders:

- The bus pick-up is on 17th Street at the east end of the property.
- When the bus arrives, staff will escort scholars out to the bus safely.

Daycare Providers:

- Please park on 108th E. Ave to the east of the early childhood playground fence.
- If you are first in line, please pull forward as much as possible.
- Staff member will be on duty to call for the scholars and supervise each scholar to their vehicle.

Weather Conditions and School Closings:

In the event of extreme cold, snowy, or icy conditions, it's important to stay informed about potential school closings. To find out if schools are closed, tune in to your local TV news station or listen to local radio broadcasts. Additionally, you can visit the Tulsa Public Schools website at www.tulsaschools.org for up-to-date information on school closures. Staying informed through these reliable sources ensures you have the latest updates and can plan accordingly for any schedule changes.

Parent/Teacher Conferences:

Parent-teacher conferences are vital for enhancing communication between schools and families. Held twice a year—one in October and one in January—they aim to promote understanding and collaboration for students' educational benefit. Parents are encouraged to participate actively to discuss their child's progress and concerns. If parents wish to meet outside scheduled conferences, they can arrange a meeting by contacting the child's teacher or the main office at 918-925-1520. This open communication keeps parents informed and engaged in their child's education.

PowerSchool online gradebook:

Peary School offers an online grading program for parents and guardians to easily access their child's academic performance and attendance. Access requires a password from the school office. Teachers update grades at weekly, helping parents stay informed and engaged in their child's education.

Communication between home and school:

Effective communication between schools and parents is key to student success. Our school keeps you informed about your child's progress and activities. Teachers have email and phone extensions and can meet during their planning period if requested. For a teacher's email, contact the office at 918-925-1520. We also use Talking Points for two-way communication via text or app. Let us know if you're not receiving messages. If concerns arise, please contact the teacher directly.

Child Nutrition:

Providing balanced meals is essential for students' growth and learning. Tulsa Schools adhere to nutritional guidelines, promoting students' health. Parents can join their children for meals by signing in at the office. The menu is online at www.tulsaschools.org/child-nutrition. For food allergies, parents should submit doctor documentation.

Homework:

Homework reinforces classroom skills, allowing scholars to practice concepts. If you're unsure how to support your child, contact their teacher for tailored strategies. Often, unfinished classwork is sent home, not as traditional homework but to catch up. Stay engaged with your child's progress by maintaining open communication with teachers.

Make-up work:

This outlines the procedure for managing a scholar's workload during their absence. If the absence is excused or explained, the scholar will be granted an additional day for each missed day to complete assignments. For example, if absent on Monday and Tuesday, assignments will be due on Friday.

Parents can arrange to pick up assignments by calling ahead. To ensure same-day pickup after 2:35 PM, calls should be made before the teacher's planning time. Calls made later will allow for pickup by 8:00 AM the next day. This schedule accommodates teachers' availability, preventing classroom interruptions.

Change of address:

Maintaining up-to-date contact information with the school is crucial for ensuring the safety and well-being of students. If there are any changes to your address, phone numbers—whether home, cell, or work—or emergency contacts, please notify the school office promptly. This allows the school to reach you quickly in case of an illness or emergency involving your child. Timely updates help ensure that communication remains seamless and effective, allowing the school to provide the best possible support and care for your child throughout the academic year. Your cooperation in keeping this information current is greatly appreciated.

Cell phones:

The cell phone guidelines aims to minimize distractions and keep students focused. Devices must be off and in lockers from 7:00 AM to 2:35 PM. The school isn't liable for lost or stolen phones. No Wi-Fi is available during school hours.

Breaking the rules has consequences:

- First, your phone goes to the office and is returned at day's end.
- Second, your parents must pick it up.
- Third, a parent conference and only parents can retrieve it.
- Repeated offenses may lead to suspension, especially for recording videos at school.

This underscores the school's commitment to a good learning environment.

Internet/Chromebook usage:

The Tulsa Public Schools Internet Usage Policy ensures scholars use the internet responsibly. Each scholar receives a copy outlining use terms. The policy requires signatures from the user, their parent or guardian, and a school representative. This informs all parties about expected conduct and emphasizes a safe online space. Adhering to these guidelines allows scholars to benefit from educational resources while minimizing risks.

Telephone/Voicemail for teachers:

When contacting your scholar's teacher, you may reach their voicemail. Teachers have limited breaks but check messages periodically and return calls promptly. For urgent messages or after-school instructions, leave them with the office before 1:50 PM for timely relay.

Lost and Found:

Label your child's clothes with their name or initials using fabric markers, iron-on labels, or sewn-in tags to ensure they are easily identifiable if lost. Found items are placed in the café's lost and found closet, but the school isn't responsible for them. For assistance, contact the Parent Facilitator at 918-925-1538.

Searches:

This policy outlines the rights of school administration and teachers regarding the inspection of scholars' lockers, desks, and other school property. It establishes that scholars should not expect privacy in these areas, as they are considered school property and are subject to searches by school personnel at any time, without cause. The rationale behind this policy is to ensure the safety and welfare of all scholars by allowing school officials to monitor and maintain a secure environment. This includes the authority to inspect items stored within these spaces, such as backpacks and purses. While this approach prioritizes safety and order, it also raises important discussions about privacy rights and the balance between security and personal freedoms within educational settings.

Weapons:

The rule strictly prohibits scholars from possessing or handling weapons, weapon facsimiles, or any other dangerous objects within the district. This applies on school grounds, including vehicles, lockers, and backpacks, and during off-campus school-sponsored events. The goal is to ensure a safe educational environment. Normal school supplies like pencils are exempt unless used dangerously. The rule bans firearms, explosives, ammunition, or any hazardous objects without educational purpose. Violations could lead to a year-long suspension, underscoring the district's commitment to safety.

Lockers:

Each scholar will get a locker for their books, supplies, and clothes. They should keep it tidy, as school staff might conduct inspections. Scholars can use locks but must provide a key or combination to their homeroom teacher. If they can't open their lock, staff will remove it, but the school won't replace it. Decorations inside must use approved materials, and tape isn't allowed.

Bus Conduct:

Riding the school bus is like an extension of the classroom, so scholars need to behave well for everyone's safety and respect. To handle any issues, there are rules in place to guide behavior and help scholars improve. Here's a breakdown of the offenses and corresponding consequences:

- First Offense: The scholar receives a verbal warning and is placed on probation. If a major offense occurs, the principal may impose a penalty of losing bus privileges from five days to a semester and a half.
- Second Offense: The scholar loses bus privileges for five days, unless a major offense occurred.
- Third Offense: The scholar loses bus privileges for ten days, unless a major offense occurred.
- Fourth Offense: The scholar loses bus privileges for the rest of the semester and possibly the following semester.

These guidelines are all about keeping things safe and orderly.

Textbooks:

Scholars receive textbooks and workbooks. They must pay for replacements if items are lost or damaged, encouraging responsibility.

Safety Drills:

We will conduct the following safety drills throughout the year.

Two fire drills

Two tornado drills

Two I.O.C/Active shooter drills

Two atmospheric release drills

Healthy Kid Coalition:

We do follow the State Departments' 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. All items must be store bought and not homemade.

Dress code/uniform policy:

TOPS/POLO:

Any solid color polo shirt (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 to an appropriate length and tucked in. Shirts must not contain ANY writing or design (aside from the school logo).

Bottoms:

- 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 the 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).

Attendance Incentives for free dress daily:

Peary's attendance incentive encourages scholars to arrive before 8:00 a.m. by allowing them to wear free dress for the day. Scholars arriving at 8:01 a.m. or later must wear the standard uniform. If they don't, parents will be contacted to provide a uniform.

