



Annette Perry Elementary

Student-Parent Handbook

2026-2027

Natalie Chase, Principal
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1261 South Main Street
Mansfield, Texas 76063

Office 817-804-2800
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Mansfield ISD website: www.mansfieldisd.org
Annette Perry Elementary website: perry.mansfieldisd.org
Online Meal Payments: schoolcafe.com/mansfieldisd

1) Welcome & Who We Are

The BEST School in the Universe!

We partner with families to ensure every child experiences success, growth, and a love of learning.

- **Mascot/Colors:** Falcons • Maroon, Black, White
- **Falcon Pledge:** "I am a Perry Falcon. I choose to work hard every day. I will respect my teachers and classmates because that's the Falcon way."
- **Vision:** Elevating every learner, every day— with excellence.
- **Mission:** To inspire and educate every student to master grade-level standards and grow as confident, productive citizens.

Note: This handbook complements the [Mansfield ISD Parent & Student Handbook](#).

Our Namesake: Annette Perry

Annette Perry was born in Stephenville, Texas, on August 13, 1952. She moved to Mansfield in 1963 and graduated from Mansfield High School in 1970. Mrs. Perry began her career in education in the summer of 1970 with the Head Start program in Mansfield ISD, followed by seven years at Alice Ponder Elementary. In 1978, Annette married Gerald Perry. She briefly taught in Bryan ISD before returning to Mansfield ISD, where she dedicated 25 more years to teaching and supporting students. She concluded her career at Erma Nash Elementary, where she served as a Special Education Team Leader and helped establish a successful Inclusion Program. Mrs. Perry retired in 2008 after 34 years of service to Mansfield ISD. On January 10, 2010, she and her family attended the dedication ceremony for Annette Perry Elementary. She became an immediate volunteer on campus, reading to students until her passing on June 13, 2010. Her legacy and passion for reading continue to inspire us as Falcons.

2) Key Info at a Glance

- **Bell Schedule (PK–4):** Tardy 8:00 AM • Dismissal 3:30 PM
 - **Traffic Flow:**
 - **North Entrance:** Car-rider line
 - **South Entrance:** Buses & visitor parking
 - **Fire Lanes:** Must remain clear (ticketing may occur)
 - **Fire Lane Reminder:** The fire lane must remain clear at all times; unattended vehicles may be ticketed.
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3) Communication Tools

- **ParentSquare:** Campus/classroom announcements, newsletters, reminders
 - **Skyward:** Attendance, grades, report cards
 - **SchoolCafe:** Menus, payments, balances
 - **Contacting Staff:** Teachers and staff can be reached directly through school email and ParentSquare or by calling the office. Urgent matters will be communicated by phone.
 - **Email Response Time:** Within **one school day**
 - Parents should ensure that the contact information in Skyward is up to date to receive timely communication.
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4) Arrival, Tardy, Early Pick-Up, Dismissal

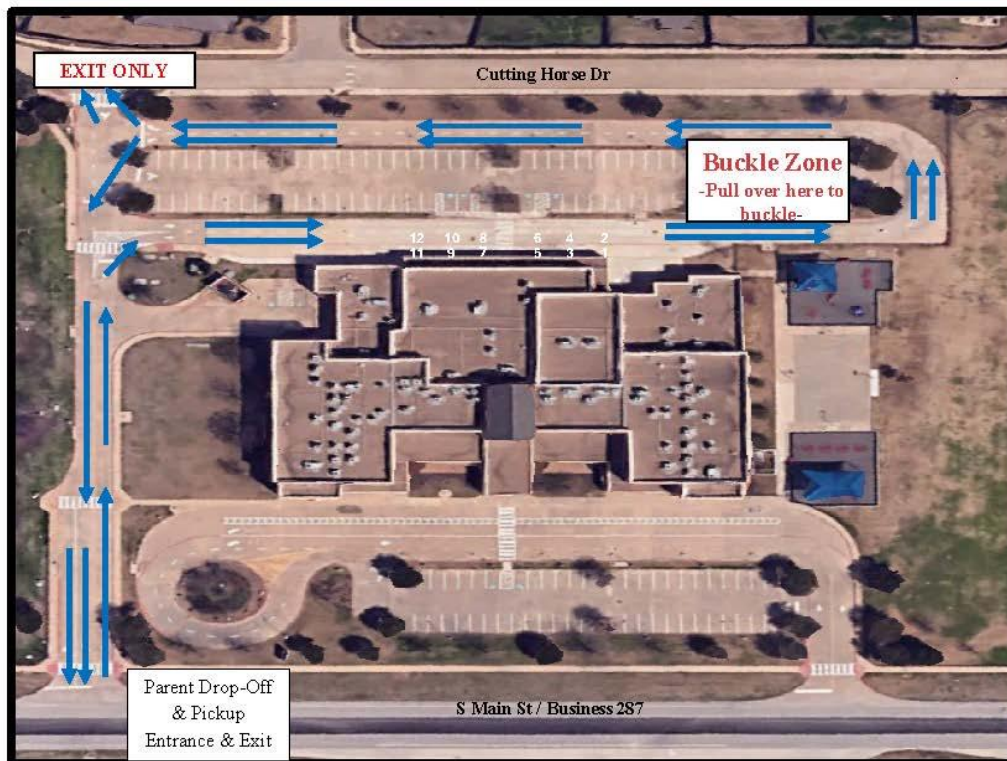
Arrival & Tardy

- **On-time:** Students must be **in class by 8:00 AM**.
- **Doors close at 8:00 AM;** late arrivals go to the office for a **tardy pass**.
- **Supervision:** 7:30–8:00 AM (do not drop off before 7:30).



Annette Perry Elementary

Traffic Pattern



Parent Drop-Off (Safety Rules)

Arrival Procedures – Parent Drop-Off Guidelines

For everyone's safety, please follow these rules during arrival:

Front Entrance (West Side, facing Main Street):

- The **front lot** is only for:
 - Bus drop-off
 - Walkers who live nearby and enter through the front
 - Parents with **business in the office** (e.g., appointments, meetings, or official business inside the school)
- This area is **not staffed with crosswalk monitors**. Please do not use the front for daily car rider drop-off.

North Side (Back of School – Car Rider Line & Walkers):

- **Car Rider Line:** Parents must remain in their vehicles. Staff will open car doors, assist students, and direct traffic.
 - Please have **backpacks, lunchboxes, and seatbelts unbuckled** before reaching the drop-off point.
 - Move forward **only when directed by staff**.
- **Walker Drop-Off (North Crosswalk):** Parents who walk students from the north side must stop at the designated crosswalk. Staff will assist students across.
- **No Adults to walk to doors:**
 - For safety, parents are not allowed to walk along the back sidewalk at the point where staff are unloading cars.
 - Signs are posted to remind families. Extra adults in this area block staff's view of students, make it difficult to watch for safety, and leave our building vulnerable.

East Side (Faculty Parking Lot):

- Parents may park in the faculty lot (east side, back of school) and walk students to the crosswalk.
- **Important:** Parents must stop at the crosswalk. Staff will assist students the rest of the way.

Staff Support:

- Staff are stationed outside and inside to guide students safely into the building.
- Do not drop off students before **7:30 AM**, when staff supervision begins.

Early Pick-Up

To minimize disruptions to instruction and dismissal procedures:

- Please avoid early pick-ups whenever possible.
- Students will **not be dismissed between 3:00–3:30 PM** as all staff are preparing for dismissal.
- If you must pick up after 3:00 PM, please anticipate a wait until dismissal concludes at 3:45 PM.

Dismissal (3:30–3:45 PM)

Walkers (Front of School):

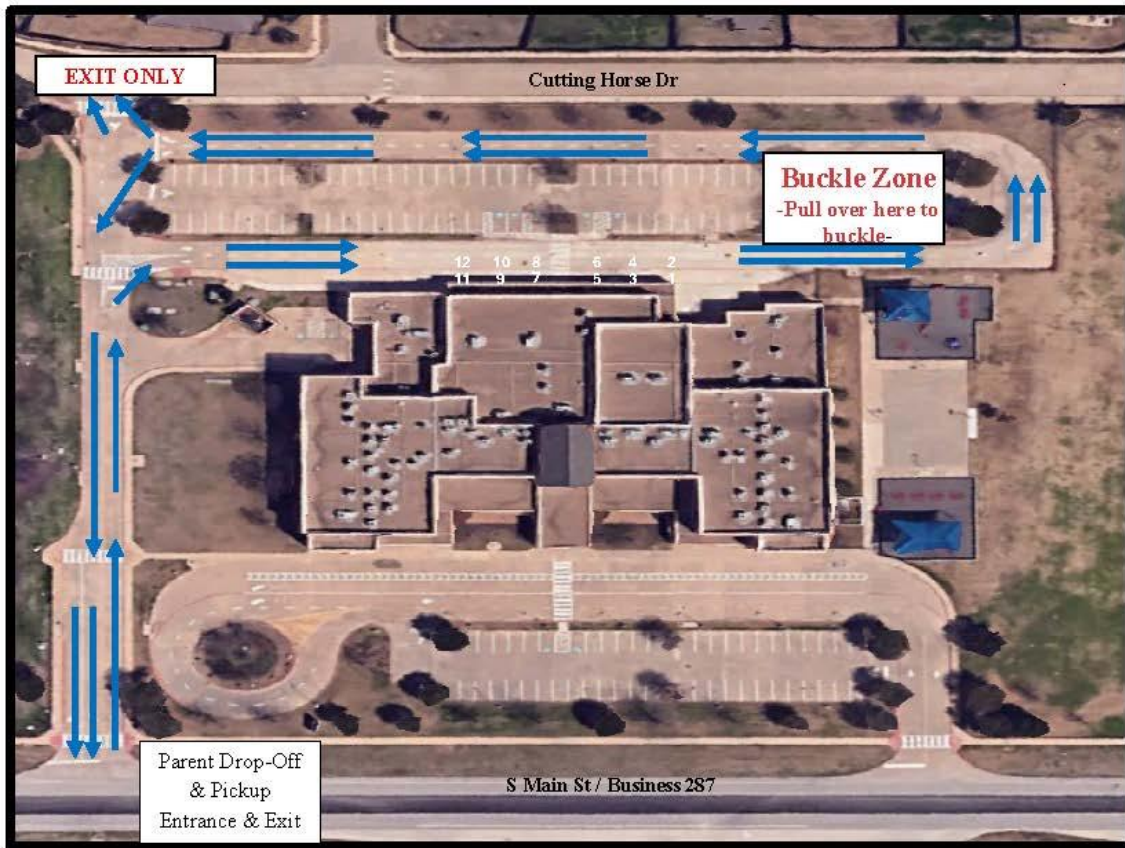
- **Pre-K:** Parents may walk up to pick up students at the **Pre-K hallway door (Door 12)**. Siblings will be dismissed with the Pre-K student from that location.
- **Kinder & 1st:** Must be met at the north **crosswalk** by a parent or walk with an **older sibling**. If no one is present, students will be returned to the office.
- **2nd–4th:** May walk home independently; students are expected to use crosswalks and sidewalks.

Car Rider Procedures (Back of School)

- **Cafeteria Staging:** Students wait in the cafeteria and are called when their car tag is scanned.
- **Stay in Your Vehicle:** Parents must remain in their cars. **No walk-up pickups** are allowed in the car line.
- **Car Tags:** Tags (received at Meet the Teacher) must be displayed on your rearview mirror. Replacement tags are available through the front office or your child's teacher.
- **Student Loading:** Staff will assist students with entering the car. **Parents may not exit their vehicles in the car line.**
- **Buckling Safety:** If your child needs extra help with seatbelts, please pull forward to the **designated Buckle Zone** in the staff parking lot. Use this space to safely buckle your child before leaving campus.
- **Dismissal Changes:** Submit changes before 3:00 PM through ParentSquare or a written note. Phone calls are reserved for emergencies only.
- **Goal:** With everyone following these safety procedures, we aim to complete the car rider line by **3:45 PM each day**.

Thank you for helping us keep dismissal **safe, smooth, and efficient!**

 Students not picked up by 3:45 PM will be taken to the office and must be signed out with a car tag or ID.



5) Visitors & Volunteers

Visitor Sign-In (Safety)

For the safety of all students, all visitors must:

- Present a **valid photo ID** at the front office.
- Sign in through the Raptor system and receive a visitor badge.
- Wear the badge at all times while on campus.
- Have a **legitimate reason or need to be in the building** (e.g., scheduled conference, volunteering, lunch on VIP days, dropping off items).
- Be listed as an **adult contact in the child's Skyward account**.
- **Not Permitted:** Visitors may not enter classrooms unannounced, visit other areas without approval, or bypass the front office.
- Parents dropping off items (such as lunch, books, or shoes) should leave them in the front foyer. Students will be called to collect them to minimize classroom disruptions.

Volunteer & Field Trip Guidelines

We are grateful for the time and talents our volunteers share with Perry Elementary. To ensure safety, consistency, and a positive environment for students, all volunteers are expected to follow these guidelines:

1. **Background Check (Annual):** All volunteers and chaperones are required to complete the [Mansfield ISD Volunteer Background Check](#).
 2. **PTA Membership:** All volunteers must be members of the [Annette Perry PTA](#).
 3. **Badges:** Only adults with **approved Raptor badges** may volunteer or attend field trips.
 4. **Check-In and Identification:** Bring a valid photo ID and sign in at the front office upon arrival. Always sign out before leaving. Wear your visitor sticker and volunteer lanyard while on campus.
 5. **Classroom Etiquette:** Do not interrupt instruction. Please allow teachers to lead learning without disruptions.
 6. **Following Directions:** Follow directions given by administrators or staff at all times. Administrators have the final authority on school events and activities.
 7. **Designated Areas:** Stay in the area where you are assigned. Do not enter instructional spaces without administrator permission.
 8. **Student Discipline:** Volunteers should never discipline students. Report any behavior concerns directly to a staff member.
 9. **Neutrality:** Please avoid sharing personal, religious, or political views with students. Promotion of businesses or products is not allowed while volunteering.
 10. **Policy Adherence:** Follow all Perry Elementary and Mansfield ISD rules, guidelines, and policies.
 11. **Supervision:** Volunteers should never be alone with students. Always remain in view of staff or other adults.
 12. **Copy Room & Room Parents:**
 - Copy Room Volunteers will receive training from PTA before beginning their duties.
 13. **Volunteer Coordination:** Volunteer opportunities are coordinated through the PTA Volunteer Coordinator. Contact aperry.pta.volunteers@gmail.com for scheduling.
 14. **Volunteer Hours:** Volunteer hours on campus are 8:30 AM–2:30 PM. Opportunities may include cafeteria support, car line duty, classroom or party help, field day, PTA events, and other school activities.
- **Background Check:** All volunteers must complete the Mansfield ISD background check each year at <https://mansfield.quickapp.pro/>.

6) Health Services

Health & Nurse Procedures

Our health office is dedicated to supporting student well-being. The school nurse, **Mrs. Amanda Odiorne** (amandaodiorne@misdmail.org | 817-804-2810):

- Provides first aid and routine care.

- Manages immunization compliance.
- Conducts required health screenings (Pre-K, Kindergarten, 1st grade, 3rd grade, and all new students).
- Contacts parents if further medical attention is recommended.

 **Nut-Sensitive Campus:** Please help us maintain a safe environment by avoiding nut products.

Medications

- Medication must be brought to school by a parent/guardian in the original container.
- A medication administration form must be completed and signed by both the parent/guardian and physician (when applicable).
- All medications are stored in the clinic.
- Prescription & Over-the-Counter medications both require parent permission; OTC must be FDA-approved and previously given without allergic reaction.
- Please give doses at home whenever possible (before/after school, bedtime).
- Medications in unlabeled containers or baggies cannot be accepted.

Illness—Keep Home If:

- Fever **100°F+** (return after 24 hours **fever-free without meds**)
- Vomiting/diarrhea in last 24 hours
- Unexplained rash, eye drainage, or signs of a contagious illness
- Head lice

If a child becomes ill at school, parents will be contacted for pickup. Please sign your child out through the office.

7) Attendance

Reporting an Absence

Parents should email perryattendance@misdmail.org to report an absence. If email isn't available, send a note upon return or call **817-804-2800**. **Notes must be received within three days of the absence.**

Please include: student's full name, grade/teacher, reason for absence, and your name/relationship.

Absences are unexcused until a parent/doctor note or email is received.

Absences of more than 2 days require a doctor's note.

Notes must be received within 3 days of an absence.

Absences, Tardies, & Early Releases

- Students are marked **tardy** if not in their classroom by **8:00 AM**.
- Early checkouts between **3:00–3:30 PM** are not permitted due to dismissal procedures.
- Tardies and early releases may only be excused with a doctor's note.
- **Excessive absences or tardies** may result in intervention steps and possible truancy referral in alignment with district policy.

Attendance Interventions (Parent Process)

Perry Elementary follows a tiered approach to support students with excessive absences or tardies:

- **3 unexcused absences/tardies:** Teacher contacts parent and documents communication.
 - **5 unexcused absences/tardies:** Counselor and attendance clerk are notified; counselor begins documentation.
 - **7–10 unexcused absences/tardies:** Administration meets with parents to develop a support plan.
 - **10+ unexcused absences/tardies:** Referral to truancy court may occur.
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Why Attendance Matters

Consistent attendance is one of the strongest predictors of student success. Missing even a few days of school can impact learning, relationships, and progress toward grade-level goals. We appreciate your partnership in making daily, on-time attendance a priority for your child.

8) Student Conduct, PBIS & Bullying Prevention

Discipline & Behavioral Expectations

At Perry Elementary, discipline is a teaching process, not punishment. We believe all misbehavior is an opportunity to reinforce positive choices and support students in learning how to meet expectations. Our goal is to maintain a safe, respectful, and supportive learning environment for every child.

Our Approach

- **PBIS (Positive Behavioral Interventions and Supports):** Perry follows a schoolwide system where expectations are clearly taught, modeled, and reinforced.

Behavioral Supports

We use a multi-tiered system of support to meet the needs of all students:

- **Tier 1 (Schoolwide):** Clear expectations, structured routines, positive reinforcement, and consistent consequences.

- **Tier 2 (Targeted):** Small group supports such as social skills lessons, mentoring, or behavior check-ins.
- **Tier 3 (Individualized):** Intensive, individualized support such as counseling, daily behavior plans, or specialized interventions.

Parent Partnership

Parents can support our efforts by:

- Talking with your child daily about school and behavior.
- Reinforcing school expectations at home.
- Sharing information with teachers that may affect behavior.
- Partnering with staff to develop positive strategies when concerns arise.

Bullying Prevention

Bullying of any kind is not tolerated at Perry Elementary. We take all reports seriously and respond immediately to ensure the safety of our students. Concerns should be reported to the Assistant Principal or through the district's online bullying report system.

In addition, we teach and reinforce the **Stop, Walk, and Talk** strategy to empower students to handle unkind behavior in safe, effective ways:

1. **Stop** – Use a firm voice and the hand signal to say “stop.”
2. **Walk** – If the behavior continues, walk away and remove yourself.
3. **Talk** – If it still doesn't stop, talk to a trusted adult for help.

Together with families, we can maintain a safe and respectful learning environment for all students.

9) Technology & Personal Devices

Technology is an important part of student learning at Perry Elementary. Students are expected to use devices responsibly and follow district guidelines:

- School devices are for instructional purposes only.
- Students should access only teacher-approved websites and programs.
- Damage to school devices caused by misuse may result in repair or replacement costs.
- Students are taught digital citizenship skills, including safe internet use, protecting personal information, and being respectful online.

Parents are encouraged to talk with their children about responsible technology use at home and school.

State Law: HB 1481 (Cell Phones & Electronic Devices)

During this year's 89th Legislative Session, Texas lawmakers passed a new law ([HB 1481](#)) prohibiting the use of cell phones and other electronic communication devices during the school day. While Mansfield ISD has had a similar policy, the new state law goes beyond MISD's existing policy.

Phones and other devices must be stored out of sight for the duration of the school day, meaning the start of the first class until the end of the last class of the day. (See specific times below). Under the new law, students may no longer access their phones or other devices during lunch or passing periods.

Guidelines for Use for Grades PK-12

Students are prohibited from using phones (smartphones and flip phones), tablets, smartwatches, radios, pagers, and any device capable of telecommunication or digital communication during the school day. They are considered personal electronic communications devices.

Students:

- may use only a district-issued device during the school day,
- must keep their personal communication devices turned off during the school day,
- must store their personal communication devices securely out of sight, such as inside a backpack, tote bag, or another personal item from the beginning of first period until the end of the last period of the day. Storage may not be on their person or in an item of clothing. See official storage times below:
 - Elementary: 8:00 am-3:30 pm
 - Intermediate: 8:30 am-4:00 pm
 - Middle: 8:45 am- 4:15 pm
 - High: 7:25 am-2:55 pm
 - Ben Barber/Frontier: 7:00 am-2:30 pm
- who violate this statute will be subject to disciplinary actions, and
- who have a prohibited a device out during the school day will have it confiscated, and
- may make arrangements to retrieve a confiscated device at the end of the day

10) Meals & Lunch Visitors

Students may bring lunch from home or purchase a school meal. Online meal payments and account history are available at [SchoolCafe](#).

Lunch Visitors: Visitors must sign in at the office and wear a badge. Allergy-aware seating is available.

11) Parent–Teacher Conferences & Contact

- Formal conferences are held once a year for every student.
- Additional conferences may be scheduled as needed.
- Teachers will share sign-up details in advance.

12) Class Placement

Classroom placement is based on **class size, academic needs, and social needs**. Parent input is considered, but specific teacher requests are not guaranteed to be fulfilled.

13) Classroom Observation Guidelines

Mansfield ISD Parent Classroom Visit Process

In order to ensure that classroom visits are conducted in a respectful and productive manner for all parties involved, Mansfield ISD has established the following process for parents who wish to observe classrooms. This process aligns with Policy GKC, which governs classroom visits by parents and others.

1. Formal Request Submission

Parents wishing to visit a classroom must submit a formal request at least 72 hours in advance of the desired visit date. The formal request must be sent directly to the campus principal. Requests can be made via email or in writing.

2. Approval from Principal

All requests for classroom visits must be approved by the principal or designee after the principal or designee has discussed the visit with the teacher. The principal will review the request to ensure it aligns with the school's schedule, policies, and student confidentiality needs. Approval for the requested visit will be subject to classroom activities scheduled and the need to maintain student privacy. The visit must be conducted in accordance with District policies.

3. Classroom Visit Only

Visits are limited to classroom environments only. Parents are not permitted to visit other areas of the school such as playgrounds, during the visit. Visits must also occur in the classroom, not outside the classroom from the hallways or looking in through windows.

4. Agreeable Time with Teacher

The visit must be scheduled at a time that is mutually agreeable to both the parent and the teacher. The teacher's instructional time must not be disrupted, and the teacher must be consulted to ensure their availability.

5. Observations of Classroom Instruction Only

Observations during the visit are strictly limited to classroom instruction. Visits are not intended for parents to interact with students, teachers, or engage in discussions about specific student behavior or performance.

6. Administrator Present

An administrator must be present during the visit to ensure the environment remains appropriate for all involved and expectations are met.

7. Visit Duration and Limitations

The visit will be limited to 20 minutes in duration. Parents are not permitted to engage with students or teachers during the visit. Parents must remain seated away from the students and are only allowed to observe.

8. Confidentiality

During the visit, parents must respect the confidentiality of all students and staff members. Observations should be focused solely on the classroom instruction, and parents must not share or discuss any individual student information or classroom dynamics with others.

9. Videotaping & Picture Taking Prohibited

Due to privacy issues, videotaping and/or picture taking in the classroom by parents is not permitted. Parents may not take pictures or record video or audio of the classroom environment, students, or teachers during their visit.

10. Visitor Expectations

Parents are expected to conduct themselves in a professional and respectful manner during the visit. Disruptive behavior or interference with the educational process will not be tolerated.

11. Compliance with District Policies

Parents must comply with all district policies, including but not limited to those related to safety, confidentiality, and student privacy.

Day of Visit Procedure

1. Sign-In Process

o All visitors to any campus must report to the school office upon arrival, present a government-issued photo ID, sign in according to District procedures, state the reason for being on campus, and wait for the principal or designee. Visit is limited to the requestor and those stated as part of the original request. Any additional visitor that shows up the day of that is not part of the request could be denied the ability to visit on that day. Approval for additional visitors must be secured from the teacher and the principal. In the event the request is denied for additional visitors, an additional visit may be scheduled at the request of the parent.

2. Visitor Name Badge

o Each visitor to a school campus must wear a visitor name badge provided by the school office. This badge must be visible at all times while on campus.

3. Escort to Classroom

o Visitors will wait in the office until the principal or their designee escorts them to the classroom for the observation. After 20 minutes, the visitor and designee will leave together and return to the office, where the visitor will turn in the badge and exit the building.

4. Unauthorized Visitors

o Any District employee who observes a person on campus or in a restricted area without a visitor name badge is required to inquire about the person's reason for being at the location. The employee may direct the person to the office to obtain a visitor name badge.

By following these procedures, Mansfield ISD ensures that all visits to campuses are managed in a

safe, professional, and respectful manner, while maintaining the integrity of the learning environment for all students and staff. This process is consistent with Policy GKC, ensuring that all classroom visits are approved by the principal and carried out in accordance with District policies, student confidentiality requirements, and the scheduling of classroom activities.

14) After-School Programs & Clubs

- **Quest** (MISD-managed) and campus **clubs/activities** (as available, e.g., choir, student council)
 - Details shared via **ParentSquare**, newsletters, and the website
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15) Lost & Found

Lost items are placed in the Lost & Found area near the cafeteria.

- Please label jackets, lunchboxes, water bottles, and other personal items with your child's name.
 - Items not claimed will be donated at the end of each semester.
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16) Celebrations

- **Birthday Snacks:** Parents may send an unopened, store-bought snack for birthday celebrations. Please notify the homeroom teacher at least 48 hours in advance. The teacher will distribute the snack at an appropriate time; however, classroom parties are not held for birthdays.
 - **Party Invitations:** Invitations distributed at school must include the entire class, all boys, or all girls to ensure inclusivity. Invitations can be handed to the teacher or distributed by the student before or after class.
 - **Summer Birthdays:** May and June birthdays are celebrated in May, while July and August birthdays are celebrated in August to ensure all students feel recognized.
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17) Safety & Emergency Procedures

The safety of students and staff is our top priority. Perry Elementary follows Mansfield ISD's emergency procedures and weather action guidelines:

- **Drills:** Fire, severe weather, and lockdown drills are practiced regularly so students know how to respond calmly and safely.

- Practice & Communication: We practice drills regularly and debrief with staff. Parents will be notified of significant events via ParentSquare.
- Cold Weather: Outdoor recess/PE will move indoors if the temperature or wind chill is below 32°F.
- Heat Advisory (100°F or above): All outdoor activities are moved indoors, except for essential transitions (arrival/dismissal).
- Ozone Action Days: Students with respiratory issues may remain indoors upon parent request.

Parents will be notified of major weather or emergency events through ParentSquare, district alerts, and campus communication.

18) Non-Discrimination & Accessibility

Perry Elementary follows MISD Non-Discrimination and Accessibility policies. For concerns or accommodations (504/ADA), please contact the campus counselor or administrator. See the MISD Parent & Student Handbook for details.

19) Special Programs Contacts

For **Special Education, Section 504, Gifted/Talented, or Emergent Bilingual** services, contact the counselor or assistant principal.

Perry Proud! Thank you for partnering with us to keep our campus safe, welcoming, and focused on learning.

20) To find out what your child will be learning this year, please [click here](#).