

Elementary School Handbook  
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## First Days

Entering school for the first time is an entirely new experience for the beginner, and we want it to be a happy one. It is important that you, as parents, and we, as teachers, do all we can to make your child happy in the new surroundings and see that he/she gets off to a good start.

Your child will have a better chance for success if he/she comes to school regularly and arrives on time.

We encourage parents to attend the first few minutes of the first day of school with the child to meet the teacher and to help the child become familiar with the building. After the first week the parents should NOT accompany their child to the building. To do so creates a traffic hazard and possibly an unhealthy dependence for the child toward the parent. Your cooperation in this matter will be beneficial to your child and appreciated by the teacher.

## School Hours

Students should arrive no earlier than 8:00 a.m. Please honor this arrival time. Students are not supervised before school time. We do have before and after school care. Please see page 21 for details. They may enter their classrooms at 8:00a.m. and are tardy to class after 8:30 a.m.

Students will be dismissed as follows, unless you are notified otherwise: 3:15 p.m. car and 3:20pm bus riders. **IF YOUR CHILD DOES NOT ARRIVE HOME SOON AFTER SCHOOL DISMISSAL, PLEASE CALL THE INTERMEDIATE ELEMENTARY OFFICE (223-6437) OR THE PRIMARY ELEMENTARY OFFICE (223-5757), SO THAT WE MAY ASSIST YOU IN LOCATING THE CHILD.**

## Buses

Students should be at the bus stop five (5) minutes prior to regular loading time in the morning. Students getting off the bus at any place other than their regular stop, such as with another student, must bring a note for the bus driver. The note should include the date, the student's name, the name of the student they are going home with, and the signature of the student's parent/guardian. Preschool students may not ride buses.

## Delivering and Picking Up Students

Due to the size and close proximity of the school buildings, we have a very congested traffic flow. Parents who drive their children to and from school are asked to take every precaution to ensure the safety of every child. Teachers will supervise the dismissal and loading of students. Parents are requested to stop at the proper loading zone when leaving or picking up students. All students should be picked up within 10 minutes of school being dismissed.

Kindergarten, first and second grade students may be picked up in front of the Primary Elementary portico. PK and siblings of PK students will be picked up in front of the intermediate portico. All students must be picked up at designated areas. No children are to be picked up or unloaded on Plainview Road or in the bus loading zone. Please park in a designated area and check your child out with a teacher or wait in your car in the loading zone, and the teachers will bring the student to the car.

Intermediate students may be dropped off in front of the intermediate portico. Students arriving after 8:30 a.m. should report to the office for a tardy slip.

Intermediate students will be picked up behind the Intermediate Elementary in the south parking lot of the Activity Center in the afternoon. All cars need to be parked in a designated area when the bell rings. Students will be walked out to the back sidewalk. **Parents are asked to walk over to the sidewalk to pick up students.** We ask this only for the safety of your child. Students will not be allowed to leave designated area without an adult or older sibling, 6<sup>th</sup> grade or older.

**Any changes in transportation plans for your student needs to be communicated prior to 2:00 p.m. with the front office at 580-223-6437.**

Students whose parents arrive later than our loading time (3:25) will be taken to the office. You may pick them up there and sign acknowledging that you were late picking up your child upon each occurrence. Upon the third late pick up, a conference with the building principal may be necessary to discuss alternative arrangements for your child. If bus transportation is not an option, you may be required to enroll your child in our extended care program, to provide a safe supervised area for your child to wait until the parents arrive.

If you have students in kindergarten, first, and/or second and intermediate students, we ask that you come to the parking lot behind the intermediate building and follow pick up procedures for intermediate students. When the bell rings, intermediate students will go to the designated area to pick up primary siblings and will exit out the back of the intermediate building at the ramp area. If a student is removed from the bus, intermediate car pick up procedures will apply.

A non-custodial parent may NOT remove a student from school without the permission of the custodial parent/guardian. Permission from the custodial parent/guardian should be in writing and addressed to the building principal.

No student will be allowed to cross the driveways without permission.

1. Wait at the designated place.
2. Drive slowly and cautiously.
3. If you have business at the school, please park in proper parking spaces.
4. Students should be picked up by **3:25 p.m.**

### **Leaving School During School Hours**

1. If you ever need to pick up your child during school hours, please send a note to the teacher on the day the early pick up is to occur. Report to the office and we will call your child to the office upon your arrival.
2. If your child is to go home in a different manner than usual (by bus instead of car, etc.), please send a note to the teacher on the day the change is to take place. State specifically the changes that are to take place and for how long (2 days, 1 week, etc.).
3. The transportation department requires any student who will be riding a different bus to bring a note signed by a parent/guardian and to receive approval through the office. This must occur each time a student rides a different bus.

We will NOT allow a student to leave school with anyone except the child's legal guardians or persons designated either in writing or on the phone by them. Please explain to anyone you send to pick up your child that they must report to the office when they enter the building.

We ask that you make your daily plans clear to your child in order to reduce the number of phone calls to our office.

### **Safety**

We continue to seek the best safety measures for our students. All outside doors will be locked throughout the school day except for the front doors near each office. If you plan to pick up your child for any reason, we ask that you come through the front doors. Please check in at the office for any visitation at the school. There will be no admittance through other doors except for our students and staff. Parents wishing to enter hallways or classrooms during early morning time will be asked to sign in and wear a visitor's badge.

In order to assure your child's safety in going to and from school, it will be helpful if he/she learns the following:

1. Proper behavior in the bus line and on the bus.
2. His/Her own full name, address, phone number, name of mother and father.
3. Not to accept rides with strangers.
4. The danger of throwing rocks, glass, and dirt.
5. Understand the need to obey traffic signs.

6. Understand the need to cross streets only at street corners.
7. Understand where he/she is to go in case of an unscheduled early dismissal (such as extreme change in weather, etc.).

## **Home and School Relations**

### ATTITUDES TOWARD SCHOOL

Parents may help the child develop desirable attitudes in the following ways:

1. By showing confidence in the school and the teacher.
2. By coming to school to clear up any misunderstandings.
3. By examining the work the child brings home and encouraging him in his efforts.
4. By remembering at all times the school NEEDS the help of the home and depends upon the full cooperation of the parents.
5. If needing to contact a teacher, please email or call the school during school hours. Please do not contact teachers on their personal phone by calling or texting unless the teacher has personally provided you their number.

## **Attendance and Tardiness**

Daily and on time attendance is of utmost importance to your child's academic success in a safe learning environment. Our school is graded and assessed by the state based on our school- wide attendance rate. You can help us by ensuring your child arrives at school promptly and stays until the final bell rings. Children may arrive at school no earlier than 8:00 a.m. The first bell rings at 8:20 a.m. and the tardy bell rings at 8:30 a.m., when instruction begins.

Children are tardy when they arrive after 8:30 a.m. At that time, they must report to the office and sign in prior to going to class. If your child arrives after 10:00 a.m. or leaves school before 1:30 p.m., your child will receive a ½ day absence. Absences other than illness should be avoided as they can lower grades and possibly, lead to retention. Vacation is not considered a valid excuse. Parents/Students will be required to meet with the building principal prior to any extended leave, 2 days or more, which is planned in advance. Documentation will be discussed and collected at this time. Valid excused absences include:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of religious holidays required by your child's faith affiliation

When your child is absent, it is important that you notify the office before 9:00 a.m. with the reason for your child's absence. You will receive an automated phone call to the number on record if we do not receive notification by this time. On the third consecutive day without notification, the teacher will refer your child to the counselor. At this time, the counselor will attempt to make contact with you by phone or home visit. In the event absences and/or tardies limit your child's ability to receive instruction, you as the parent/legal guardian will be referred to the Carter County District Attorney's Office pursuant to Title 10 of the Oklahoma Statutes pertaining to attendance. (Please refer to page 9 for the "Oklahoma State Attendance Laws.")

### **Make-Up Work**

If your child is absent, please request make-up work by calling the school. You may pick the work up between 2:40 p.m. – 3:15 p.m. each day. Please call as early in the day as possible to allow the teacher time to get the work together. The student will be allowed two days to make up work for each day missed.

### **Staying In At Recess/Not Participating in PE**

Parents must call the office **each day**, or send a note to the teacher if their children need to stay in because of illness. The office will then notify the teacher.

### **Reporting Pupil Progress**

The grading scale for basic subjects taught in Plainview Elementary is as follows:

- A - 100 TO 93
- B - 92 TO 85
- C - 84 TO 73
- D - 72 TO 65
- F - 64 AND BELOW
- I - Incomplete

(First, Second, and Third grades use a combination of the two scales)

- G - Good
- S - Satisfactory
- N - Needs to Improve
- U - Unsatisfactory

First through Fifth grades will also receive a 5 week progress report each nine weeks. This allows parents to know the progress of their student at the middle of the nine weeks.

### **Report Cards**

Report cards are sent to parents at the end of each nine-week period. The desired goals of achievement are listed on the card. Please return the report card signed by either parent as soon as possible.

Students moving into Plainview Schools must be in attendance at least 5 weeks to receive a report card during the 1st, 2nd, or 3rd nine-week period.

**Teacher conferences** are encouraged concerning your child's school work. Such conferences will enable you to get more detailed information than is possible to derive from report cards. Many times it is necessary for you to discuss something concerning your child with the teacher by phone, such as an immediate problem or the scheduling of a conference. At such time call the school office during the school day, if possible, to arrange to have the teacher return your call at a convenient time. A conference with your child's teacher may be arranged by phone or letter. All teachers are in the building at least fifteen minutes before classes begin and until 3:25 p.m. each day.

Other methods of informing parents are: school bulletins, programs, exhibits, daily or weekly progress folders and Open House. Also, samples of the student's work will be sent home from time to time. Your child's teacher will explain the method by which the papers will be sent home.

## School Cafeteria Program

Hot lunches are served daily in the cafeteria. Our cafeteria prepares the menus, which are approved by the State. These meals are balanced and each serving represents one-third of the daily requirements of nutrition for children.

The menu for the week is posted in each classroom and is printed in the local newspaper.

The designated time for a parent or child to bring his/her breakfast and/or lunch money to the cafeteria to pay will be between 8:00 a.m. and 8:30 am. The cafeteria manager will record the amount received as payment on the child's own personal meal card. Only breakfast and/or lunch money will be accepted. Parents may make payments on-line. Call the food service director at 490-3170 for any questions.

If a child is ALLERGIC to milk, a signed statement from your family physician is required; otherwise, milk will be dispensed with lunches. It is important to communicate with the school and school nurse any specific food allergies that your child has that may affect them during their school day.

Breakfast will be available each morning in between 8:00am-8:30am.

No charges will be allowed without approval of the building principal. We encourage each parent to deposit money in his/her child's account to cover lunch costs. At the end of the year, any remaining amount in the account will be carried over to the next year if desired.

Students are not permitted to leave campus for lunch. If restaurant food is brought to school, we ask that you bring for your child only. We do welcome you as visitors during the lunchtime. Please check the monthly menu to see what is being served that day.

## Update Information

It is important that the school has your correct address and phone number. If you do not have a phone when your child starts school, please send the number as soon as you get a phone.

Please notify the school if your address or phone number changes. It is important to keep this information current on each child.

If both parents are to be out-of-town, please call the school and give the name of the persons to be notified in case your child becomes ill or injured.

## Accident and Illness Procedure

It is important that your student inform his/her teacher or school personnel of an accident or illness while at school. If needed, the student will be referred to the school nurse for further evaluation.

**All medications given at school must be prescribed by the doctor and a written request from a licensed medical professional must be on file.** Medication that is sent to school must be in the original container with the name of the medication on the label and the directions for administering the medicine. Physician/Parental Authorization for Medication forms are available in each school office or may be printed off school website.

ANY MEDICATION SHOULD BE TAKEN DIRECTLY TO THE NURSE'S OFFICE UPON ARRIVAL AT SCHOOL, WHERE IT WILL BE DISPENSED BY SCHOOL PERSONNEL.

In case of accident to the children on the school grounds or buildings, the nurse, principal or designee will render such services as he thinks necessary, including first aid, calling physician, or taking the child to the hospital emergency room, calling the parent, or getting the student home.

The school does not assume any financial responsibility.

## Health Habits

Physical and emotional development of the child and his/her training and skills are inseparable. With the knowledge that no one aspect of the child's well-being can be considered entirely apart from the whole, let us consider a little more specifically those things affecting health.

1. Sleep and rest are most important. The establishing of regular hours for sleep and rest contributes greatly to a child's well-being. For that reason rest periods are important along with an early bedtime.
2. Good eating habits are important too. Eating a good breakfast is especially important.
3. If a child has been ill during the night with fever, diarrhea or vomiting, he/she should stay home until they are symptom free for 24 hours **without** medication. Students suspected contagious illness, such as pink eye, strep throat, etc., should be evaluated by a physician and on prescribed antibiotics for 24 hours before returning to school. A child cannot learn if they are not feeling well.
4. School screening clinics (vision, hearing, etc.) are conducted for the welfare of the child.
5. Parents should notify teachers in writing if children have health problems. Written documentation from a physician is required for long term/permanent restrictions from school activities.

## The Playground

All children will participate in daily recess activities unless the teacher receives a call from the parent or a written statement from the family doctor.

Children are always supervised when they are on the playground during school hours. Teachers make every effort to protect your child while he/she is on the playground. He/She is encouraged, however, to gain independence in taking care of themselves in a group of children their own age. **PLEASE DO NOT SEND OR BRING TOYS TO SCHOOL.** Students will play on and with designated equipment that is provided.

Playground policies will be discussed by the teacher periodically, and revised when necessary. The school encourages outside play during days when the weather isn't severe. Please dress your child according to the weather. Students at the Primary Elementary and Intermediate Elementary will stay indoors if the wind chill is below 32.

## Electronics

Electronic devices used for educational purposes will be allowed as approved by the building principal. All classrooms are equipped with a telephone for communication between the teacher and the parent.

## Lost and Found Articles

Every effort will be made to find and return all articles lost at school. Children should make inquiry at the office as soon as possible after items are lost.

Coats, sweaters, lunch boxes, and backpacks **should be marked with the child's name** to facilitate their return in case of loss.

On the last Friday of each month, unclaimed lunch boxes will be thrown away. All other unclaimed items will be donated at the end of the school year.

## Withdrawing a Child from School

If your child is to be withdrawn from school, send a note to the teacher stating the last day your child will be in attendance, or call the office with this information. The child will take his report card and personal belongings when leaving school. If the new school wants information from permanent records, they will write to our school and it will be mailed to them promptly. Authorization to transfer special education records will adhere to special

education state policies and procedures

### **Textbook and Supplies**

Textbooks are provided by the State and the District for use in all subjects and all grades. Please help take care of these books as they must last for up to six years before they are to be replaced. All lost or damaged books are the responsibility of the parent/guardian.

The school will furnish certain supplies to your child, but there will be other materials which you will need to provide. Each teacher will send home a list of supplies your child should have.

### **Money Sent To School**

All money sent to school with elementary students should be sealed in an envelope and properly marked with their name and amount. It is important to indicate exactly how the money is to be used. It is helpful if the exact amount needed is sent.

### **Field Trips**

Field trips are taken by various grade levels during the year as part of the school curriculum. A space will be provided on the enrollment card for parental consent for students to attend field trips. Parents may attend field trips but are not permitted to ride school buses.

### **School Parties**

#### Room Parties:

1. Halloween party - information will be furnished by room parent chairperson.
2. Christmas party - just before school is dismissed for the holiday.
3. Valentine party - information will be furnished by room parent chairperson.
4. End of school party - information will be furnished by room parent chairperson.

Intermediate parties will be held from 2:30 p.m. - 3:00 p.m.

If you do not wish your child to participate in these activities, we ask that you please call the school office.

### **Gifts**

It is the policy of the Intermediate School that students are not to receive flowers or other gifts on birthdays or other holidays, including Valentine's Day, during the school day.

Flowers/gifts will not be received on Valentine's Day at the Primary.

### **Student Dress Code**

1. A student's dress should not be a threat to his/her safety or of others.
2. A student's dress should not impair his/her health or that of others.
3. If the dress of any student is a clear distraction, it should not be worn. (No halter tops, tank tops, Spaghetti strap tops, wrestling shirts, mesh shirts or crop tops, etc.)
4. Walking shorts are permitted. (Shorts should be at least fingertip length.) Please ensure that fingertip length is an appropriate length for your child.
5. Hats and caps should NOT be worn in the building. We will have announced hat days throughout the school year. Only on these days may hats be worn in the buildings.



6. Perfumes / Lotions / Gels with strong fragrances should not be worn to school.  
(Several people are allergic to these.)
7. Heelies may not be worn to school.
8. Natural hair color only.

### **Classroom Behavior Policy**

Plainview Elementary School has developed a classroom behavior plan of expectations to provide students with the excellent educational climate they deserve. We will strive to foster the following Life Principles.

### **Expectations of Students**

**Students will work toward and develop the following life principles:**

Attitude- a feeling or emotion to a fact  
 Character- what you are/do when no one is watching  
 Charity- kindness or help for the needy or suffering  
 Commitment- the keeping of a promise or pledge  
 Common Sense- thinking before acting; using good judgment  
 Compassion- ability to share another's feelings or ideas  
 Cooperation- working together  
 Courage- strength to act even when afraid or uncertain  
 Courtesy- considerate and mannerly behavior  
 Dependability- reliable; trustworthy  
 Diligence- steady and energetic effort  
 Empathy- the ability to feel what others are feeling  
 Excellence- to stand out with valuable qualities  
 Flexibility- the ability to make adjustments or alter plans  
 Fortitude- strength of mind that enables a person to encounter danger or bear pain or adversity with courage  
 Friendship- caring for and trusting others  
 Generosity- willingness to give or share  
 Giving- to care for and devote oneself to another  
 Honesty- truthfulness  
 Humility- being humble, not proud or haughty, not arrogant or assertive  
 Initiative- taking action, originating new ideas  
 Integrity- acting according to sense of right and wrong; being strong enough to do what you know is right even when it is difficult  
 Justice- being fair, right, and upholding what is right  
 Loyalty- faithfulness to another  
 Optimism- to anticipate the best possible outcome  
 Patriotism- love for or devotion to one's country  
 Perseverance- the ability to persist or continue striving  
 Propriety- standard of what is socially acceptable in conduct or speech  
 Resiliency- recovering from or adjusting easily to misfortune or change  
 Respect- showing or feeling honor  
 Responsibility- making the choice to be reliable and dependable  
 Self-Discipline- the ability to choose and control one's own actions  
 Service- giving of one's time and energies to help others  
 Temperance- moderation in action, thought, or feeling  
 Tenacious- persistent, never give up  
 Thankfulness- the act of being grateful; glad

Teachers will work to foster the development of these expectations with a positive management plan.

Consequences regarding student behaviors will be left to administrative discretion depending on the severity of the incident. If all other methods of behavior modification fail corporal punishment and/or suspension may be used in severe cases. Parents may request in writing that corporal punishment not be used.

Consistent misbehavior may result in the loss of privileges. Examples include, but are not limited to, extra recess, reward trips, field trips, etc.

In School Detention (ISD) may be assigned for students at the discretion of the administrator. ISD is a form of discipline that enables a student to stay in school and better maintain his/her academic status rather than an out of school suspension. The goal of ISD is to redirect the student's behavior and/or academics in order to return to the regular classroom with an improved attitude. Students will be required to bring their lunch and a drink while attending ISD. Parents will be notified by the principal prior to any ISD attendance.

### **Homework Expectations**

In the **intermediate grades**, homework becomes an important phase of school. It can provide additional practice at home, which will increase the student's knowledge of a subject. At times, a student may not complete assigned work at school and is given the opportunity to take it home for completion. Each classroom teacher makes that decision based on individual policy and student situation. This is not a tutorial session, but a place where students can go to complete an assignment if needed before the school day starts. Students are expected to work quietly while in the Homework Room. Privileges to the Homework Room may be removed if students do not follow this policy.

### **Birthday Books**

We are establishing a tradition at the Primary Elementary of birthday books. When your child has a birthday, you may bring a book to donate to the classroom library. We will place a label inside the book with the date and stating that it was donated by your child. On that special day, we will provide a time for your child to share the book with the class. We hope this will always be a special part of your child's life and establish a love of giving, as well as receiving. Please make sure they have a part in choosing their special book. Thanks! If you have any questions, please call the office.

### **Birthday Invitations**

Birthday party invitations that are distributed at school must be given to each child in the classroom. If girls are inviting only girls, then all girls must be invited. If boys are inviting only boys, then all boys must be invited.

**Invitations for children in other classes should be mailed and not distributed at school unless all children in the room are invited.**

### **Extended Care**

Plainview Elementary offers an Extended Care Program before and after school to meet the needs of our parents. It is in operation from 7:30 a.m. - 8:20 a.m. and from 3:15 p.m. - 5:30 p.m., Monday through Friday, except on designated holidays. The primary focus of the program is to enhance each child's physical, social, emotional, and intellectual well being.

The tuition is:	Before school	-	Cost will be given at enrollment
	After school	-	Cost will be given at enrollment

Please call the Extended Care Office at 490-3181 if you are interested in this service.

### **Fidget Spinners**

Fidget Spinners are not allowed at the Intermediate Elementary.