

School Handbook Addendum 2025-2026



Pratt Elementary

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Sand Springs Public Schools

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Welcome

Our Pratt Elementary School Staff extends a big welcome to our families. This handbook is designed to provide you with useful information about Pratt Elementary.

If you have questions at any time, please don't hesitate to contact us. We look forward to getting to know you better as we work together to make your student's educational experience the best we can at Pratt.

Pratt's Mission and Vision Statements

Mission: Pratt Elementary staff members will educate and empower productive, responsible citizens by creating a safe, student-centered community.

Vision: Pratt Elementary staff members will provide creative learning opportunities that ignite a passion for learning, encourage students to value others, embrace diversity, and develop innovative solutions.

Tiered Intervention System of Support

Pratt utilizes the tiered model to improve academic and behavioral outcomes using tiers of research-based interventions matched to the needs and levels of students. We identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions, adjust the intensity and nature of those interventions depending on a student's responsiveness, and may identify students with disabilities.

We will ensure students experiencing difficulties (academic and behavioral) are provided with timely and appropriate interventions. Our school will have 3 basic expectations: Sandites are: Respectful, Responsible, and Safe.

Bell Schedule

School hours for students are from 7:40 a.m. to 2:30 p.m. Students may arrive at 7:15 a.m. Classroom instruction and task completion do not end until 2:30. Please do not pick up your child early unless it is absolutely necessary. If your child must be picked up early, they must be checked out in the office by a parent or guardian. To ensure your child's safety, teachers will not release any child unless they have been called by office personnel - no exceptions.

7:15 - 7:35 a.m.	Breakfast
7:35 a.m.	Students Line Up for Class
7:40 a.m.	Class Begins
7:45 a.m.	Tardy Bell Rings
10:40 - 11 a.m.	Kindergarten & 2nd-grade lunch
11 - 11:20 a.m.	Kindergarten & 2nd-grade recess
11:10 - 11:30 a.m.	1st & 3rd-grade lunch
11:30 - 11:50 a.m.	1st & 3rd-grade recess
11:40 a.m. - 12 p.m.	4th & 5th-grade lunch
12 - 12:20 p.m.	4th & 5th-grade recess
2:30 p.m.	End of school day
****Early Release Fridays, school ends at 2:00	

Absences

In accordance with the policy of the board of education, the following regulation shall govern truancy and attendance in the Sand Springs School District.

1. Each attendance officer shall develop procedures to notify a student's parents, guardian, or other responsible person of a student's absence. The parent, guardian, or other responsible person should be made aware of Oklahoma Statutes, Title 70, Section 10-105, which requires compulsory school attendance of school-age children, and which provides criminal penalties for failure to comply.
2. Each attendance officer shall take necessary steps to ensure that a child determined to be truant is properly reviewed for special education needs.
3. If a student is absent from school as designated below in item 4 and 5, the attendance officer will inform the parents that they are not in compliance with Oklahoma Statutes, Title 70, Section 10101, et seq., and will notify the district attorney in the county in which the school is located.

4. **Disciplinary Action for Truancy: High School Credit Classes (9-12)**

Per semester:

6th Absence:

- Attendance notification form #1 sent to the parent

9th Absences:

- Attendance notification form #2 sent to the parent
- Truancy Court paperwork #1 sent to SRO

12th Absence:

- Attendance failure notification form given to parents and student (See Policy FDC-R1)
- SRO informed that the student continues to be absent

(Continued on next page)

5. Disciplinary Action for Truancy: Elementary Schools and Middle Schools (K-8)

Per calendar year:

6th Absence:

- Attendance notification form #1 sent to the parent

9th Absences:

- Attendance notification form #2 sent to the parent
- Truancy Court paperwork #1 sent to SRO

12th Absence:

- Attendance failure notification form given to parents and student (See Policy FDC-R1)
- SRO informed that the student continues to be absent

15th Absence:

- SRO notified of continued absences
- Truancy Court paperwork #2 sent to SRO

18th Absence:

- Student deemed Chronically Absent (see policy FDC-R1)

Tardy Policy

Students are expected to be at school and in their classes by 7:40. A student who is not in the classroom and ready for the teacher's instruction when the bell rings are considered tardy. If your child arrives after 7:45 a.m., an adult must walk inside with your child(ren) to obtain a tardy slip from the office. For those who have doctor's appointments, please bring a "return to school" note from the doctor or dentist. **Tardies are excused only when doctors' notes are provided.**

If your child comes to school after 8:45 a.m. or leaves before 1:15 p.m., he/she is counted one-half day absent. Permission to leave the building will only be granted if the parent or guardian comes in the building and signs the student out.

Changing a Student's Way of Dismissal

Please call the office for all changes by 1:45 on Monday - Thursday and by 1:15 on Friday to make any adjustments to your child's dismissal. Any calls made after this time, cannot be guaranteed to be transferred to the student.

Walkers and Car Rider Guidelines

Walkers

All walkers must walk in line with the leading staff member. **No students are allowed to get in cars if they are walkers.** If students are seen walking to cars, they will be considered a "car rider," and parents will have to pick their student up from the car rider line.

Car Riders

All car riders will be dismissed from the west doors of the gym. Parents are to form lines using their cars as school personnel direct them. This line of cars will travel to the west side of Pratt. Students will be called from the gym by school personnel. Parents are asked to **display the name tag** provided from the mirror of the vehicle's passenger side, until their student is in the car. Parents are to remain in their vehicles. This process goes quickly if parents are attentive and cooperative. Car tags will be reused from previous years for families. If you need a new car tag, please notify the office.

Communication

Communication between parents and the school is vital for the success of our students. There are several ways available to inform you of important events. There is a master calendar of school events that are posted on the Pratt web page, www.Sandites.org.

The line of communication from parents and students to teachers and the principal is always open. Students and parents are invited to visit the teacher or principal with issues or suggestions. Please call and schedule a time to visit. Our teachers will gladly schedule before or after-school conferences or conferences on planning times, if necessary. Teachers are not available to visit with parents during instructional time. Phone calls from parents during instructional time are sent to the teacher's voicemail. Parent/Teacher conferences are held in the fall and spring. This is a time to focus on the areas to help your child succeed.

Also, please notify the school as soon as possible if you have a new phone number or address during the school term. Call the school office at (918) 246-1550.

Communication with teachers should only happen during school hours. The teachers are on duty from 7:20 am - 3:00 pm. Teachers are not expected to respond to messages outside of school hours.

School Safe ID

The schoolSAFEid electronic kiosk, located at the entrance of all Sand Springs school sites, will require guests to sign in by scanning a driver's license, valid identification card, or passport and check identification against a national database of sex offenders. An identification badge will be printed and worn at all times while on school grounds. Before leaving, you will also check out using schoolSAFEid. All visitors, such as parents, vendors, and volunteers, must sign in.

Legal Custody

Parents must provide the school with up-to-date information regarding legal parental custody, protective orders, guardianship, etc. Students will be released to the Contacts listed on the enrollment information if no paperwork is provided. If custody changes during the school year, it is the responsibility of those involved to make office staff aware of the changes.

Parties

We are allowed three school parties per year - Fall (October), Winter (December), and Spring (February). Birthday parties will not be held at school. Birthday party announcements may be handed out by your child from 7:20-7:45 a.m. to every student in their class. Store-bought items may be dropped off in the office for your child's birthday, and the teacher will disperse the item when it best fits their class schedule. Parents will not stay for the items to be passed out.

Books and Other School Property

1. Take care of our building - Keep it clean. This includes classrooms, restrooms, hallways, gym, and library.
2. Keep all trash picked up.
3. Books checked out to students are their responsibility. There should not be any coloring or drawing inside of books.
4. Write your name inside personal items brought to school.
5. Replacement costs are collected from those who have lost or damaged books.

Homework

Homework is used primarily for reinforcement, makeup, and/or completing unfinished classroom assignments. Students should strive to stay on task at school to complete classroom assignments. Teachers may have planned activities during the year which require some work to be done outside of class. Homework is the student's responsibility. Students may share this work with their parents and seek their help. If a student cannot do the assigned work, he or she should check with the teacher the following day.

Counseling

The counselor will be glad to work with you and your child to benefit from the educational atmosphere at the highest level of attainment possible. Classroom guidance will be scheduled to develop self-concepts, bullying, and social skills. The purpose of the elementary guidance program for Sand Springs Elementary Schools is to help prevent situations that may result in problems.

The services available throughout the guidance program include counselor and teacher consultation, testing, health issues, parent conferences, developmental counseling, student appraisals, behavior modification, school attendance, placement, and evaluations. Counselor services are made available by referral and are kept confidential. You are invited to utilize your child's elementary counselor. The counselor can help make school an enjoyable and rewarding experience for your child. If your child requires more therapeutic counseling, our school counselor will gladly assist you with the necessary information.

Personal Electronic Devices

In the spring of 2025, Oklahoma legislators passed a law, SB 139, to make all Oklahoma public schools “cell phone-free” zones for the 2025-2026 school year. It specifically prohibits the use of personal cell phones and other personal electronic devices during the school day while on school campus.

Personal electronic devices include smart watches, smart glasses, smart headphones, tablets, computers, and other devices that can be connected to a smartphone, another device, the internet, wifi, or a cellular network. It does not include devices that have been issued by the district, such as Chromebooks or laptops, or devices that have been approved by the district.

Staff are not responsible for lost, stolen, and/or damaged personal electronic devices. Personal electronic device video is strictly prohibited on school premises and/or in school vehicles and/or buses.

Please refer to the following Sand Springs Public Schools Board of Education Policy for information pertaining to Personal Electronic Devices: Policy FNG

Dress Code

Please refer to the following Sand Springs Public Schools Board of Education Policies for information pertaining to dress code: Policy FNCA; Policy FNCA-R

Student Classroom Expectations

Each teacher has his/her own rules for students to follow. The following rules are general and should fit most classrooms.

1. Use appropriate language.
2. Do your best on your class assignments.
3. Keep hands, feet, and objects to yourself.
4. Listen to and follow directions.
5. Complete all assignments.
6. Be responsible for your own supplies.
7. Hang coats, sweaters, backpacks, etc., in lockers.
8. Keep your desk clean, neat, and well-organized.

* If a student willfully destroys school property, the payment responsibility will lie with the parent(s)/guardian.

Pratt Conduct Report Policy

Each teacher will have a specific set of expectations for their classroom. These will be sent home within the first week of school.

School-Wide Discipline Hierarchy

1st/2nd Disruptions	Verbal reminder/Warning/Time-out/Missing Privileges
3rd Disruption	Phone call home and/or Pratt Conduct Report with teacher consequence
4th Disruption	Phone call home and/or Pratt Conduct Report with teacher/principal consequence, Notify Mr. Rotert (conference with student); possible Office Discipline Referral with principal consequence

Severe Acts

Students will be referred to the Principal for the following severe acts:

- Illegal Acts
- Physically dangerous acts
- Continued/repetitive defiance
- Inappropriate language (verbal or written)

The inappropriate behavior's seriousness and/or frequency will determine the consequences prescribed. The correction methods may consist of a parent call, parent conference, making financial restitution, cleaning items or damaged facilities, in-school suspension, or out-of-school suspension.

Search and Seizure

The Board of Education believes all students should be free from unreasonable search and seizure by school officials. However, it shall be the board's policy that the superintendent, principal, teacher, counselor, social worker, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. Without notice or reason, students have no reasonable expectation of privacy in school lockers, desks, or other school property.

It is against state law to have weapons on school grounds.

Student Grade Reports

Student grade reports will be issued at the end of each 6-week period.

P - Proficient	85%-100%	Mastery of Skill/Objective
WT - Working Toward	74%-84%	Near or Working Towards Skill/Objective
AC - Area of Concern	69%-below	Area of Concern in Skill/Objective

Field Trips

Field trips are planned as an educational extension of classroom units of study. The cost depends on admission fees but will always include bus driver and fuel payment. Parents must send cash only for these fees. Parents will receive a receipt from their child's teacher. All students must ride the bus to the field trip.

Accidents/Illness at School

Minor accidents, such as small cuts, abrasions, etc., will be given first aid treatment. Major accidents and head injuries will be reported to the parents immediately. When a student becomes seriously ill during the school day, the office attempts to contact the parents to pick up the student from school. It is very important for parents to have a current phone number where they can be reached and an emergency number(s) with the name of the person to whom we will be speaking on file at school. Please update the contact information as it changes.

*If your child has a fever or is vomiting, he/she must be fever-free or vomit-free, **without medication**, for twenty-four hours before returning to school. A fever is defined as a temperature of 100 degrees or higher.

Medication

Non-Prescription Medicine

Parents have signed consent to administer OTC medications per Non-Prescription Standing Orders.

Medication must be labeled with the student's name, dosage amount, and times to administer the medication.

Prescription Medicine

- A. A school nurse, administrator, or designated school employee may administer a prescription medication if contained in a prescription vial that correctly states the name of the patient, the name of the doctor, the name of the medication, the amount, and the directions for administering. Authorizations shall be maintained on file in the office of the school nurse.
- B. Either parent, if both parents have custody, or the parent or person having legal custody, or the child's legal guardian, must also authorize the school nurse, an administrator, or designated school employee, in writing, to administer the prescription medication prescribed by the physician. In such a case, the school employee is deemed acting in the parent's place as defined in Title 100.S.1981 Section 170.1, and such medication is being administered under the specific direction of a physician. Authorizations thus furnished shall be maintained on file in the principal's office.
- C. Any school employee may refuse to honor a request to administer prescription medication and request that the parent and the physician make other

arrangements if they deem it advisable. Only one school week of medications shall be delivered to the school at any given time. One week of medication shall be delivered on the first day of each school week. Empty medication bottles shall be returned to the parents by students on the last day of each school week. No medications shall remain on the school grounds over the weekend or holidays.

Immunization Records

Upon initial entry to school, all children must present a certified immunization record indicating the dates and types of immunizations received. A licensed physician or an authorized public health representative must sign this record. Students currently receiving immunizations are required to maintain the schedule as directed by their physicians or Health Department until requirements are met.

Inclement Weather and Inside Recess/Outside Recess Guidelines

No student will be allowed on the playground in temperatures with a heat index of 100 degrees or above. Rainy days or days that the temperature or wind chill is below 32 degrees will be inside days.

Temperatures with a heat index of 95 to 99 degrees require caution to ensure safety.

- It will be the teacher's/Principal choice to have students go outside. (Recess may be shortened or moved inside.) Students may be allowed outside for short periods - 10 minutes maximum. Teachers will provide frequent water breaks upon re-entering the building.
- Actual temperatures or wind chill factors between 28 and 32 degrees allow students to go outside for half their recess time and spend the remaining time indoors. Students must have the proper attire to go outside.

***Visitors may not accompany students on the playground.**

PTO

Pratt has a very active Parent Teacher Organization. The goal of the PTO is to provide our students and teachers with additional resources in various ways. If you want to be a part of PTO, information can be obtained by calling the school.

Please refer to the Sand Springs Public Schools Board of Education Policies for more information pertaining to the following topics:

Harassment, FERPA, Directory Information, HATCH Amendment, Bullying, Internet/Technology Use, Notice of Nondiscrimination, Parent Bill of Rights, Residency, Searches of School Property, Student Attendance, Student Conduct, Student Discipline, Student Drug Testing, Student Searches, Student Suspension, Student Transfers, Inclement Weather, Graduation Procedures and Requirements

WE LOOK FORWARD TO A SUCCESSFUL YEAR!

Acknowledgement and Receipt of the Pratt Parent & Student Handbook 2025-2026

I acknowledge receiving a copy of the Pratt Parent and Student Handbook. I understand that it contains important information on policies and procedures. I realize the handbook does not cover every situation that may arise, but it is simply a general guide to refer to. I understand that it is my responsibility to familiarize myself with the materials and that I agree to follow the school's provisions and other policies/rules.

I understand the attendance compliance policy with Sand Springs Public Schools and the City of Sand Springs. Students are required to attend each class a minimum of 85% of the time to receive credit for that class. A maximum of twelve (12) days a semester may be missed for absences, at which time Pratt Elementary is required to enforce our compulsory attendance laws. The excessive absences or tardies will then be reported to the Sand Springs District Attorney's Office.

Please return this form to your child's teacher by September 5, 2025.

Parent Signature: _____ Today's Date: _____

Student Name: _____

Teacher's Name (please write your child's teacher's name): _____

Complete the information listed below.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____