2026-2026 PES Student/Parent Handbook

Pre-K through 6th Grades

Lower Elementary Office (P) 580-336-4471 (F) 580-336-2583
Upper Elementary Office (P) 580-336-2577 (F) 580-336-2583

Jennifer Shields — Lower Principal * School Counselor - Nancy Crow
Tanner Miller — Upper Principal * School Counselor - Jennifer Kinzie
Special Education Director - Jordan Bolay

Allison Hayes — Administrative Assistant — Lower Elementary
Lindsey Harmon — Administrative Assistant — Upper Elementary

Perry Elementary handbook acknowledgement statement:

Please print the name of your student/students and note their current grade level below:

Student(s) Name:	**Grade Level:**

Parent Agreement: I acknowledge the handbook is accessible on the PPS website and it is my responsibility to review the contents and discuss the material in this handbook with my student(s).

Parent Signature: _____ **Date:** _____

SCHOOL INFORMATION

Additional school information including, but not limited to school calendars, lunch/breakfast menus, district policies, and the parent student handbook can be found on the district website-www.perry.k12.ok.us.

PHILOSOPHY OF PERRY ELEMENTARY SCHOOL

The philosophy of Perry Elementary is to provide a rigorous education founded on high expectations through inquiry, investigation and authentic learning. Our aim is to develop globally aware citizens who are well-balanced, life-long learners that demonstrate critical and compassionate thinking.

TO THE RESPONSIBLE STUDENTS OF PERRY ELEMENTARY SCHOOL

The administration of Perry Elementary School believes in teaching the whole child. This includes the restorative practice of teaching students positive behavior expectations through explicit instruction and, when needed, intervention support. Perry Elementary is in the process of school-wide implementation of Positive Behavior Intervention Supports [PBIS]. Through the practice of explicit teaching of positive behavior and consistent expectations across grade levels, Perry Elementary believes all patrons will experience a safe, productive and pleasant learning environment. Students will be expected to practice two rules at all times: 1. Respect 2. Responsibility [R&R behaviors]. These expectations will be further defined in a behavior matrix provided to all students at the beginning of each school year.

THINGS YOU NEED TO KNOW

Office Hours: 7:45-3:45

ANNOUNCEMENTS: Announcements interrupting classes are kept to a minimum. All changes concerning student after school plans will be delivered at 2:15 p.m. Please call the office no later than 2:00 p.m. in order to make a change in your child's end of the day routine. The front doors are locked at 2:45 each day so students leaving campus for early appointments must be picked up by 2:45.

ATTENDANCE: In order to be successful in school, good attendance and punctuality should be a priority. Students should be on time for school which begins at 8:15 am with the first bell ringing at 8:10 a.m. Breakfast will be served from 7:45 until 8:00 a.m. Students arriving after this time will not eat breakfast at school. If a student must be absent for the day or part of the day, parents should call the site secretary by 9:00 a.m. on the day of the absence. The attendance number is 336-4471 at the Lower and 336-2577 at the Upper. If parents do not call the school, the child will be marked unexcused until a call is made. If a student should arrive late, it is the parent's responsibility to send a written excuse with the child, solicit a phone call or accompany their child when signing in at the office. Students will not be excused from school once they arrive unless a parent or legal guardian checks them out (Perry Board of education Attendance Policy) or gives permission for another person listed as a student contact, to do so. For the safety of students, the office will have the right to ask for photo identification of a person that does not normally pick up a child and/or contact a parent before a child is allowed to leave campus with another adult.

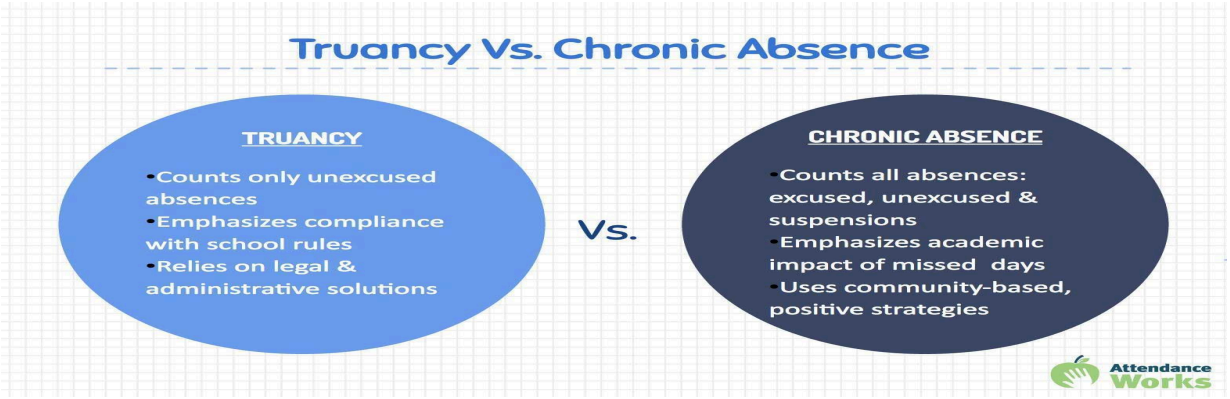
Students must be in attendance 90% of the time to receive credit for the semester. Students missing more than 10% will be sent notification letters concerning attendance at regular intervals throughout the semester to help parents keep track. Students' names may also be given to the Noble County Assistant District Attorney or local law enforcement, which may choose to file charges that could result in time served or daily fines. Proof of

excused absences, such as doctor/dentist appointments, should be submitted to the office to be kept in the child's cumulative folder.

ATTENDANCE REGULATIONS

Perry Public School's attendance policy is based on Compulsory Attendance Laws for the State of Oklahoma Article IX Sect. 225-236 70 OS. 10-101-10-10-109 and Sect. 236 10.0 O.S. 135., for all students ages 5-21. As noted by authors of the U.S. Constitution, the value of an education is infinite; therefore, student attendance is critical to the success of students now and in their future. Perry School Board Policy EHAA, places a limit on the number of absences a student may accumulate relevant to said laws. Once the limit of 10 absences per a semester has been exceeded, the Principal will notify local law enforcement and/or the Office of the District Attorney for Noble County. At that time an attendance officer representing Noble County will inform parents they are not in compliance with Oklahoma Statute. Title 870, 10-101, et, seq. and parents may be responsible for daily fines or time served per said law.

Chronic Absenteeism:
All Oklahoma schools report chronic absenteeism and it is a component of our annual school report card.



Nationwide, as many as 10-15% of students (7.5 million) miss nearly a month of school every year. That's 135 million days of lost time in the classroom. In some cities, as many as one in four students are missing that much school. **Chronic absenteeism** is a red alert that students are headed for academic trouble and eventually for dropping out of high school. Poor attendance isn't just a problem in high school. It can start as early as kindergarten and pre-kindergarten.

Research indicates that compared to kindergartners who attend regularly, those chronically absent:

- Scored 20% lower in reading and math in later grades and the gap grows
- 2x as likely to be retained in 3rd grade.
- 2x likely to be suspended by the end of 7th grade.
- Likely to continue being chronically absent

Limit on Absences:

Excused absence may be granted for the following reasons:

Personal or family illnesses
Medical Appointments
Legal matters, including service on a grand, multi-county grand or petit jury
Extenuating circumstances deemed necessary by the Principal

Observance of sanctioned holiday/holy days required by a student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. If no contact is made, the parent must send a note or call the day the child returns, before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student on the day of return, to collect missed assignments and one day per missed days of school will be allowed to make up the work without penalty. During the period of make-up time allowed, the work missed shall not be

calculated in the student's grade until the work is turned in or the make-up time has expired. Test, projects and or assignments designated in advance or when the student is present in school are expected to be completed upon the students return to school. Students may collect work missed through the school office if they anticipate their absence will go beyond 3 days. Otherwise, missed work may not be collected until a student returns to school.

School Activity

The student will be allowed to be absent from the classroom for a maximum of 10 days per semester to participate in activities sponsored by the school. Perry School will monitor activity absences as per OSSAA regulations 210:3517-2. Non-school sponsored activities do not apply to OSSAA regulations and will be counted as an absence.

Absences

Absences may be defined as: personal illness, death in the family, or medical appointments. Notes from the dentist, doctor, orthodontist, etc. should be given to the office for attendance records. A parent/guardian should always call the school office to report an absence.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent, and/or a child has accumulated absences of 5 or more school days without contact from a parent/guardian. Furthermore, if a student has been absent for four (4) or more days or PARTS of days within a four-week period, without valid excuse, the parent/guardian of this student is in violation of the Oklahoma Compulsory Education Law. Missed work may NOT be collected or made up for truancy.

Tardy

A student is tardy who is not in class when the tardy bell rings.

A student who is more than 15 minutes late may be counted absent for the class period. A student missing an hour and 15 minutes or more in the morning or afternoon school session may be counted as 1/2 day absent. Three accumulated tardies from a class or school day may result in disciplinary actions and **will** count towards any attendance positive rewards such as perfect attendance or activities planned by the school district.

Perfect Attendance

Students can miss no more than ½ day and must have three or fewer tardies during the school year to be considered for the perfect attendance award.

Appeal Procedures

Any student who exceeds the 10 day limit may appeal to the administration for the reinstatement of credit. Considerations will be given as to the reason for the absences as well as the attempts by guardians to minimize absenteeism.

- A student who has exceeded the maximum number of absences but who successfully meets other requirements, (i.e., exams, a passing grade, applicable skills mastered), may appeal if the parent believes there were extenuating circumstances. For example, hospitalization, contagious disease or illness in which one is under the direct care of a physician, may constitute an exception; however, a student whose absences exceed 10% of the time school has been in session for each semester may be given an NG which stands for no grade for the period. If the student would be receiving a failing grade for that class, then the failing grade will be assigned.
- The decision of the Principal may be appealed to the Superintendent.
- The decision of the Superintendent may be appealed to the Board of Education. The decision of the Board of Education will be final.
- No distinction is made between excused and unexcused absences.

Any exceptions to the Attendance Policy shall be limited to those exceptions made by the building Principal with Superintendent and /or School Board approval.

ARTICLES PROHIBITED IN SCHOOL: Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with the school instructional program. Such items include but are not limited to cell phones, spinners, slime, headphones, electronic games, games and toys.

These items may be taken from the student and released (upon request to an adult). Students are not allowed to sell articles of any nature at school without permission from the Principal. This includes fundraising materials which are non-school related.

BICYCLES: Second grade through sixth grade students are allowed to ride bicycles to school. Upon reaching the crosswalk, bikers must walk bikes to the bike racks. Bikes are to remain in the bike racks until school is dismissed. At this time, students walk their bikes while following the walkers across the crosswalk. It is recommended that locks be used at the bike rack but the school does not provide them. While the school will make every effort to safeguard bicycles, it cannot assume responsibility for them. No students are to be around the bike area except to put away or pick up their bikes. Students should walk their bicycles on the school grounds and while crossing any street surrounding the school property. Bicycle riders are dismissed with the walkers after car traffic has diminished.

PERSONAL ELECTRONIC DEVICES: In accordance with state law and Perry BOE policy FNG, cell phones and all smart devices (i.e. personal iPads, laptops, smartwatches, bluetooth headphones etc.) should be kept turned off and put away from bell to bell. Students may only utilize these devices before and after school hours in the approved areas and provided the use of the device does not distract from or disrupt other school activities. Students that use their cell phones in a manner not approved by their teachers will be subject to corrective action per board policy. Any staff member may confiscate a student's cell phone if it is visible and/or appears to be in use when not directed and/or is being used in violation of this policy.

1" offense: Device is confiscated, an authorized adult must pick up the device and the student will serve a lunch detention.

2nd offense: Device is confiscated, an authorized adult must come pick up the device and the student will serve one day of In School Suspension.

3rd offense: Device is confiscated, an authorized adult must come pick up the device and the student will serve three days of In School Suspension.

4th and subsequent offenses: The device is confiscated, an authorized adult must come pick up the device and the student will serve two days of Out of School Suspension. Students will be required to turn in their device at the beginning of each school day to the school office for the remainder of the school year.

CHANGES OF NAME/ADDRESS: All school records will use the legal name of the student as per Oklahoma State requirements. If a student changes his/her name by a legal document, address or phone number, the information must be reported to the office as soon as possible. Students should always have a current phone number in case of illness or emergency.

CLOSED CAMPUS: We operate a closed campus. Once the school day begins, all outside gates and building doors will be locked and remain locked until the end of the school day. Students must stay on the school grounds from the time they arrive, even if the first period of the day has not yet started, until they have completed their scheduled day. Parents must come in the office before a student may leave the campus for any reason. If a parent/guardian has a particular concern about who checks out their child, it is advised they visit with the school principal and provide appropriate legal documentation if applicable. Due to the brevity of the lunch period, it is recommended that parents eat in our cafeteria with their child rather than check them out for lunch.

DRESS CODE: The dress code at Perry Elementary is a part of our total educational program. Our goal is to create a safe school environment with a focus on learning including but not limited to social decorum, self-respect and personal accountability.

- Shorts, skirts and dresses must be at least mid-thigh in length
- Clothing will not expose the midriff, undergarments, cleavage or full back. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum width of three fingers, determined by using the fingers of the person wearing the garment. Tank tops are not permitted for young men.
- Apparel with offensive writing, suggestive slogans or logos that pertain to beer, liquor, drugs, tobacco, weapons or sex is not to be worn. Items which carry connotations of immortality,

vulgarity, obscenity or nudity or promote violence and/or gang activity are not allowed. Such items include but are not limited to articles of clothing, belts, jewelry or school materials including backpacks.

- Caps, hats, visors or other head coverings are not permitted in the school building. Students should remove their hats upon entering the building.
- Sunglasses shall not be worn in the classroom unless prescribed by a physician
- Pajamas and clothing with inappropriate rips, tears or holes are not allowed.
- Additional modifications or exceptions to the dress code may be enacted as deemed necessary by the administration for school spirit day, theme weeks or other applicable occasions.

EMERGENCY WARNINGS: In order to be prepared for an emergency, multiple fire, tornado and security drills will be conducted each year. The signals for emergencies are as follows:

- FIRE — Fire alarm will sound.
- TORNADO — Announcement on the intercom. (Teachers will be informed of weather conditions.)
- SECURITY — LOCK DOWN — Codes will change intermittently.

Students should conduct themselves in the proper manner when a drill is in progress. Teachers will practice evacuation routes and proper conduct with students in each classroom. Drill procedures are posted in classrooms.

When the weather is an issue due to storms, snow, or ice, parents have the right to decide whether to send their child to school for the day with the knowledge that if school is in session, an absence will be issued. During the day, parents have the right to pick their child up early, with a partial absence issued. Any school closings or announcements will be on the three main OKC television stations and also notification sent by phone/email (parents must have current information with our school office) if the school day will be altered due to weather. If severe weather threatens during the day, parents may come to the office to sign out their child. No child will be allowed to walk, ride their bike or leave with another adult without the administrative staff visiting with the child's guardian. If severe weather is at the end of the day, students may be held after the bell in a safe location until released to parents.

ENROLLMENT INFORMATION: All students must have on file a copy of a birth certificate and a current proof of residence. Also, each student must have a current shot record with these vaccinations: 5 DPT; 2 Hep A: 3 Hep B; 4 Polio; 2 MMR; and 1 Varicella or proof of disease. Enrollment will be completed by the district registrar.

The minimum age for enrollment in Pre-K is four (4) years of age on or before September of the current school year. The minimum age for Kindergarten is five (5) years of age on or before September 1 of the current school year.

After the first full week of each school semester students will no longer be able to change enrollment sections/courses.

GUM CHEWING AND CANDY: Gum chewing, soda, and candy are permitted during school for special occasions **only**.

WATER BOTTLES: Students may bring transparent water bottles to school filled with water ONLY. Any water bottle is subject to inspection by PPS staff and may be confiscated if warranted.

LEAVING SCHOOL: If a student must leave during the day, parents or those designated must sign them out through the office. Students will be called to the office to leave. Failure to check out from the office will be an unexcused absence. Unless the office has a copy of court issued custody papers, the parent of a child has the right to check that student out from school. The office has the right to ask for photo identification of an adult, picking up a child that we do not know as the custodial parent/guardian.

LOST AND FOUND: Articles found in and around the school should be turned in to the office or Lost and Found, where owners may claim their property by identification. The school is not responsible for lost articles. All

unclaimed items are given to local charities at the end of each semester. Students are strongly urged to label all personal property with their full name in permanent marker. Personal property items that are labeled with the student's name will be returned to that student.

LUNCH/MILK/JUICE ACCOUNTS: Student meals must be purchased in advance in the office. Parents are notified with a written receipt when their child has a low lunch account balance. Students will not be allowed to charge for milk/juice or a meal. If there is a question concerning the amount of money in an account, please call the Child Nutrition Director, Emily Miner, at 336-9900 or come by the office to request lunch forms. Cafeteria conduct is monitored by duty teachers and includes the following rules:

- Do not take or give "cuts" in the lunch line as this is unfair to others waiting their turn.
- Do not trade or share food in the cafeteria because allergies may be affected by this practice.
- Do spend more time eating than talking.
- Deposit all lunch litter in waste baskets.
- Do not take food or water bottles from the cafeteria as this attracts unwanted critters to our campus.
- Soda pop and energy drinks of any kind are not allowed and should not be brought when delivering a lunch for special occasions to your student.

MEDIA CENTER/LIBRARY:

- Books circulate for two weeks unless they are needed for a class assignment. Some materials will be put on reserve and checked out overnight only.
- You are responsible to return borrowed materials on the due date. The book drop is located in the counter of the library check-out area at both libraries as well as outside the library door at the Upper Elementary.
- A notice of overdue material will be sent to your child's homeroom teacher to be sent home in their backpack.
- A student assumes responsibility for materials when checked out. Any lost, stolen or damaged items will be the student's responsibility to settle and may prohibit receipt of report cards or enrollment for the next term.

MEDICATION: Medication should be brought to the office to be administered by school personnel only. Medication cannot be administered at school without the proper medical release form on file in the school office. Students with inhalers may carry them on their person or in their belongings with the proper medical release form on file. Please follow these guidelines when bringing medication to school:

- Medication must be in a prescription vial with the pharmacy label that states physician's name, the name of the medication and directions for administration.
- Non-prescription medications such as aspirin, Tylenol, cough medicine, etc. should be in the original container, labeled with the child's name and accompanied by written instructions.
- The school is not responsible for providing medication.
- Medical Forms must be signed by the doctor for any prescription medication.
- All medication must be picked up from the office the last week of school. Anything left will be turned over to the police department for disposal.
- Prescription medicine will be counted while the parent or guardian is present to confirm the amount of pills given to the school.

If a parent/guardian finds it necessary to bring medication for a student during the school day, he/she can leave proper written authorization or dispense the drug personally. No student should have medication at school, unless he/she follows the prescribed procedures. Any student sent to school with medication should immediately bring it to the office and may not take it out on the school bus.

MONEY: Students are encouraged not to bring any money to school other than what is required for lunch, school fees or other activity fees. It is recommended that personal checks for the exact amount be brought to school to purchase lunches and any other school fee requiring a large amount of money. If students must bring money to

school they are required to turn it in to the office/teacher immediately and may request a receipt at that time. At no time will money be left overnight in the school building. All school money is bank deposited each day. The office does not make change.

PUBLICITY, POSTERS/FLYERS: Publicizing activities must have prior approval by the Principal.

LOCKERS: Students at the Upper Elementary will be assigned individual lockers. A lock can be rented from the office for $5. Large amounts of money or items of personal value should not be brought to school. No food or drink may be kept in the locker. Students should not exchange lockers nor permit others to enter their locker. Students are responsible for both the contents and condition of the locker assigned to them. The school is not responsible for the contents of the locker and students should not expect privacy from the administration. All student possessions should be kept off the floor. The school does not assume responsibility for property removed or stolen from lockers.

SEARCH AND SEIZURE: Under ordinary circumstances, laws regarding search and seizure in public schools, have afforded that the search of a student by a school official will be "justified at its inception" when there are reasonable grounds for suspecting a search will turn up evidence the student has violated or is violating the law or rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Therefore, a school administrator may conduct a search of a student if they believe the student has drugs, weapons, lighters/matches, alcohol or any other materials in violation of school rules or state law. The search may also include an inspection of property including student lockers, backpacks, gym bags, desks and other areas in which items may be kept. Parents will be notified if any of these items are found in the possession of their child.

SEXUAL HARASSMENT: Sexual harassment in any form will not be tolerated. If students, male or female, believe that they are being sexually harassed, they are encouraged to report any incident(s) to their teacher, counselor or Principal. Information received will remain confidential and all sexual harassment complaints will be investigated.

SMOKE-FREE ENVIRONMENT: Smoking is prohibited on school grounds and in school facilities in order to provide a safe and healthy environment pursuant to Oklahoma State Law.

TELEPHONE: Office phones are for school business and reserved for the use of the professional staff. Students should avoid use of the office phone except in the case of illness and emergencies. Any student needing to call a parent/guardian should use the office phone. Students are not allowed to use personal cell phones during school hours to communicate via text or otherwise with parents, extended family or friends unless in the office and/or directed to do so by a school official.

UNSUPERVISED AREAS: Students should remain in the gym (or other designated areas) before school and at lunch. Students are not allowed in the classrooms, hallways or play areas without adult supervision. **Students should refrain from being on school grounds 30 minutes or more before school or after school hours or when school is not in session. Doors open at 7:45am and school is in session from 8:10am-3:15pm.**

VISITOR INFORMATION: Parents are always welcome at school but they are asked to check in at the office to get a visitor's pass or sticker ID. We teach students and staff that persons without an ID are not safe school visitors. School personnel need to know the identity of all persons in the building for the security of the students; therefore, we ask all visitors to follow this protocol at all times. Visitors must be ready to provide picture identification at any time as requested by school personnel. School Board policy prohibits non-enrolled students from attending classes with PES students.

WITHDRAWALS FROM SCHOOL: If a student plans to withdraw from school, please notify the Principal's office first. Please return library books, textbooks and any supplies to the teacher who issued such. School records needing to be transferred to the new school may not be released until all proper check-out items have been completed and returned and all money owed for lunches, library books, textbooks fundraisers etc. are paid in full.

ACADEMIC SUCCESS INFORMATION

COUNSELING: Guidance counseling is available to aid students in working through personal social and school concerns. This counseling service is offered through the Perry Public Schools Counselor and in cooperation with Grand Lake Mental Health Center. Students may receive counseling on an individual or group basis with or without parent consent. There are forms available in the office to be completed by parents to request these services. Students may be referred for counseling services through parent, staff and/or discipline concerns. All students participate in monthly guidance lessons focused on character education with our school counselor in their regular classrooms.

GRADING SYSTEM: In the Lower Elementary, students are expected to achieve and maintain their best effort in all state standards for the current grade level.The evaluation of student achievement is an important determinant of promotion or retention. At the lower elementary, instead of letter grades, the report card will use performance levels to indicate a student's proficiency in Oklahoma Academic Standards (OAS). Each subject will include specific indicators that outline the skills and knowledge students are expected to learn. You may see some standards reported across multiple reporting periods as students work towards mastery throughout the year. The report card will clearly outline the specific standards students are expected to meet at each grade level. The system focuses on demonstrating mastery of specific standards, rather than just providing a letter grade. We believe at the lower elementary level this system facilitates more meaningful conversations between parents and teachers about a student's progress. Report cards will provide more specific feedback on how your child is progressing towards mastering specific skills and knowledge within each subject area. Students in the Needs Improvement and Unsatisfactory range may be subject to academic intervention and possible retention. Please note in the graphic below the rating comparison to letter grade categories.

S	Satisfactory	(90-100)
P	Progressing	(70-89)
N	Needs improvement/Support	(69-60)
U	Unsatisfactory	(Below 59)

At the Upper Elementary, students are expected to achieve and maintain their best effort in each content area. The evaluation of student achievement is an important determinant of promotion or retention. The accepted grading system is as follows:

A	(Above Standard)	90-100
B	(Excellent)	80-89
C	(Standard)	70-79
D	(Below Standard)	60-69
F	(Needs Improvement)	Below 59
I	(Incomplete)	I
P	(Pass)	P

An incomplete is given only in those cases where illness, emergency or when the student has not been able to complete his/her assignments due to unforeseen circumstances with prior approval from the Principal. An incomplete on the report card becomes an "F" two weeks after it is issued if left uncorrected/incomplete. Makeup work is the ultimate responsibility of the student

HOMEWORK: Assigned homework and/or practice (i.e. sight words, fluency,vocabulary, spelling) is expected to be handed in on the due date or a student may receive a zero per the teacher's discretion on a case by case basis. Students with an Individualized Education Plan (IEP) have assignment due dates addressed in their plan and are held accountable to this same policy in accordance with their IEP. Students are given due dates for assignments in

advance. If a student is ill, he/she is granted one day to turn in missed work, for each day he/she is ill/absent. It is the student's responsibility to hand in all missing assignments. Make-up work may be collected through the school office if absences are 2 consecutive days or more. Otherwise, students may collect make-up work upon return to school.

REPORTS TO PARENTS

GRADE CHECKS: Parents may call the Registrar, Emily Miner, at 336-8805 or email requests to eminer@perry.k12.ok.us to receive a log-in and username for viewing the Parent Portal, which is the parent module of our on-line computer system. This system will provide parents with attendance and tardy records, grades, homework assignments and current lunch account information as well as updated school announcements.

PROGRESS REPORTS: These will be given to the student at the end of each semester or more frequently, as needed. These reports are important to keep both students and parents informed of their child's academic performance. Progress updates will also be addressed at parent teacher conferences scheduled in the fall and spring semesters.

REPORT CARDS: Report cards are issued at the end of each semester. Parents are urged to confer with teachers when there is a question about a grade or other concern at any time during the school year. Appointments with teachers during their plan time or as allowable per their personal obligations, may be scheduled through the school office or by emailing that teacher.

SPECIAL PROGRAMS: Information regarding referral to and placement in programs designed for special needs or gifted and talented students can be handled through our Special Services Director, Jordan Bolay, by calling 336-4471. Gifted and Talented instruction is offered for all eligible students. GT testing is administered to all students in the fall of their third grade year and /or through parent or teacher request.

PARENT INFORMATION

School news is distributed regularly through parent meetings, monthly newsletters, our school marquee, website, school social media sites and at times through School Messenger, Class Dojo, via text, email or phone. Therefore, it is imperative the school office has current contact information on file for your child. Other notices will be sent home with students through their teachers, binders or back-packs. Please be vigilant in checking your child's school bags and binders for information, school work and updates.

Oklahoma State Standards are available for parent review in the office or on the website of the Oklahoma State Department of Education at www.sde.state.ok.us and represent the foundation of student curriculum and achievement testing at PES. We strive to meet the needs of each individual learner at Perry Elementary through services and differentiated learning offered in regular classrooms, GATE services (Gifted and Talented Education), Library, Computer Lab, Physical Education, Music and Band, intervention classes in Reading and Math, Title Reading and Math and Special Education services. We also offer tutoring programs after school and before school with volunteers and school teachers by arrangement as well as summer school academy. Teachers also practice professional learning communities through common plan times, weekly grade level meetings, monthly grade level professional development meetings, bi-quarterly content team meetings, district professional development days, on-line professional development activities and faculty meetings focused on best practices. We set high expectations for all at Perry Elementary and expect best effort from our students, teachers and parents at all times!

VOLUNTEERS: Volunteers are welcome at Perry Elementary. All school volunteers must sign a contract statement that reflects their understanding of Family Educational Right and Privacy Act, rights and responsibilities as a school volunteer and standards of conduct on and off school grounds. We make every effort to utilize volunteers based on their strengths that match our students' and/or school's needs. Our Perry Parents as Teachers Program (PPT) is also an option for volunteers to give time, talents and support to our school. Please contact the school office if you would like to be a volunteer**.** Volunteers are subject to background and fingerprint checks at his/her own expense.

PARENT CONFERENCE DAYS: Parent conference days are scheduled in the fall and spring semesters of each school year. Lower and Upper Elementary parents may schedule conferences through the school offices. The Lower and Upper offices will coordinate appointments for parents with multiple students. These days are used to inform you of the progress of your child.

STATEMENT OF RIGHTS: Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act Policy (FERPA).

- The right to inspect and review the student's education record.
- The right to exercise a limited control over other people's access to the student's educational record.
- The right to seek to correct the student's education record, in a hearing, if necessary.
- The right to report violations of FERPA to the Department of Health, Education and Welfare.
- The right to be informed about FERPA rights.

All rights and protection given to parents under FERPA transfer to the student when he/she reaches age 18 or enrolls in a post/secondary school. The student then becomes an "eligible student."

DISCIPLINE POLICY

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others and/or a successful learning environment, corrective actions are necessary for the benefit of the individual and the school. When a student prevents others from learning, teachers from teaching, or threatens the safety of others, corrective action will be taken.

In recognition of this fact, **the Oklahoma Legislature has amended O.S. 6-114 to read as follows: "Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of the students. The parent or guardian of every child residing within a school district shall be notified by the local school board of education of its adoption of the policy and shall receive it upon request. Provided, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher."**

The goal of any disciplinary policy should be to correct the misconduct of the individual through explicit teaching of appropriate behaviors and to promote adherence by all to the policies and regulations of the district.

Administrative response to student misconduct is a matter directly influencing the morals of the entire student body. As such, all students should be treated in a fair and equitable manner. Disciplinary action should be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students and staff.)

In administering discipline, consideration should be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, the administration should be mindful of the fact that they are dealing with individual personalities. The administration may consider consultation with parents on disciplinary measures that might prove most effective in particular instances. Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel and due process in cases which may end in suspension or expulsion. This schedule shall be interpreted by the Principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they feel are warranted by situations not covered in the disciplinary action schedule.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any sequence of events to follow in disciplinary actions:

- Restorative Practices
- Conference with student
- Conference with parent
- Detention
- Referral to a counselor
- Behavior contract
- The student's class assignment changed (in extreme circumstances)
- Temporary removal from class (In-school restriction)
- Financial restitution for lost, stolen or damaged property
- Restriction of privileges
- Referral to police
- Short term suspension
- Long term suspension
- Other appropriate disciplinary action as required and as indicated by circumstances

CODE OF STUDENT CONDUCT

It is our aim to guide students in growing academically as well as socially. We expect Perry Elementary students to conduct themselves as thoughtful and responsible decision makers. We have one basic rule of conduct to which we aspire, for all Perry Elementary students to accept the responsibility of self-discipline. Students must always 1. Be Responsible and 2. Be Respectful, which includes, but is not limited to:

- Obey school rules and procedures on the way to and from school, and on campus and when representing Perry Elementary School off campus.
- Do your best each day.
- Be prompt and consistent in attendance.
- Bring necessary supplies, tools and homework to class each day.
- Complete assignments on time.
- Respect all school officials.
- Be kind to one another and one another's things.

BULLYING, HARASSMENT AND INTIMIDATION: It is the policy of the Perry School District that harassment, intimidation and bullying of students by other students, personnel or the public will not be tolerated. This includes any racial slur or disrespectful comment or actions towards another student or adult. This policy is in effect while students are on school grounds, in school transportation, attending school sponsored activities and while away from school grounds if the misconduct affects the good order, efficient management and welfare of the school district and its operations. The Principal will deal with each situation individually as applicable.

CONFRONTATION: Problems at school should be resolved peacefully. Students and/or parents must not resort to physical violence, verbal abuse, threats or disrespectful behavior of any sort. Students and parents are encouraged to seek mediation through a teacher, counselor or administrator to aid in solving conflicts agreeably. Fighting, assaulting or threatening others — physically or verbally is never appropriate. Inappropriate language, racial slurs or derogatory comments are not tolerated. These inappropriate behaviors may result in suspension, dismissal from school grounds/property or contact with local law enforcement as applicable.

BUS CODE OF CONDUCT

All students who ride the bus are required to sign a Bus Code of Behavior Contract before being extended the PRIVILEGE of school transportation services. We consider the student's safety to be our main concern. Any misbehavior, which distracts the driver, is a serious violation that may result in bus privileges being denied. Students are to be transported from their homes to school and back to their homes only. STUDENTS ARE NOT TO RIDE ANY BUS OTHER THAN THE ONE THAT THEY ARE ASSIGNED. The Director of Transportation must approve any exception to this policy. In the afternoon, students are to go immediately to their bus or assigned area as soon as they are dismissed from school.

BUS REGULATIONS FOR STUDENTS

- Be on time at the bus stop. Avoid running to catch the bus, as you may slip and fall under the bus. Stay clear of the roadway to avoid being hit by passing cars.
- Wait for the bus to come to a complete stop before trying to board
- If you must cross a road, wait for your driver to signal you to cross. Always cross at least ten (10) feet in front of the bus.
- Saving seats for students getting on at other stops is not allowed.
- Remain seated until the bus reaches your designated stop. Don't ask the driver to let you off at other places. Extra stops must be cleared in advance with the Transportation office.
- Use the handrails when getting on and off the bus. The steps can be very slippery when wet or icy.
- Any damage to bus seats, windows, etc. must be paid for by the students responsible for the damage.
- Keep the aisles clear of all items. Keep personal items in your lap or store them under the seat.
- Always keep hands, head or other parts of your body inside the bus.
- Don't be loud or boisterous on the bus. Excessive noise can distract the driver and could result in an accident.
- There must be absolute quiet at all railroad crossings. The driver stops at all railroad crossings to listen for oncoming trains, your talking could drown out train signals.
- Do not throw paper or other objects out bus windows.
- No food or drink is allowed on the bus. Loose papers or food on the floor may cause slippage.
- There is to be no improper language, excessive noise or use of tobacco on the bus.
- The use of cell phones or other electronic devices are not permitted on school buses. They must be kept in backpacks during the trip to school and home.

YOU MUST OBEY THESE RULES AND REGULATIONS. FAILURE TO DO SO MAY RESULT IN SUSPENSION OF BUS RIDING PRIVILEGES.

- FIRST — written bus conduct report: Parent must sign notification before student is allowed back on the bus.
- SECOND — written conduct report: Parent notification and three (3) day suspension from bus.
- THIRD — written bus conduct report: Parent notification and ten (10) day suspension from the bus.
- FOURTH — written bus conduct report: Parent notification and suspension for the remainder of the school year.

Violations which could endanger the safety and well-being of others may result in immediate suspension from the bus. Riding the bus is a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused. The Principal has the latitude to impose immediate suspension if the situation warrants.

EXPECTED HALL AND CLASSROOM BEHAVIOR

- Students shall be prompt to class.
- The teacher, not the bell, dismisses the class.
- Students are not to leave the classroom without a pass from the teacher.
- Students should not run, horse play or use cell phones in the halls or restrooms.
- Classes are not to be disturbed. If it is necessary to contact another student, go through the office.
- A gathering of students that results in the disruption of the efficient flow of hallway traffic or denies student access to lockers or classrooms is not permissible.

PERRY PUBLIC SCHOOLS INTERNET POLICY

Internet access is now available to students and teachers in the Perry Public School District. We are very pleased to bring this access to Perry Public Schools and believe the Internet offers vast, diverse and unique educational resources to both students and teachers. Our goal is to provide this service to teachers and students and promote educational excellence in the Perry Public Schools by facilitating global resource sharing, innovation and communication.

With access to computers and essentially the world, also comes the availability of material that may not be considered of educational value in the context of the school setting. Perry Public School has taken available precautions to restrict access to inappropriate materials; however, on a global, ever-changing network, it is impossible to have complete control and an industrious user may discover inappropriate information.

If a Perry Public School user violates any of these provisions, their access will be terminated immediately and the student could face suspension hearings. The signature(s) of this handbook is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understands their significance.

Privileges — use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and suspension. Netiquette —you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Your messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarity or any other inappropriate language.
- Do not reveal your personal address or phone number or the addresses and/or phone numbers of students, colleagues or the school.
- Illegal activities are strictly forbidden
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Perry Elementary School students may have access to school safe email, web pages, blogs and other social media which will be directly related to learning and supervised by the classroom teacher.

Vandalism — will result in cancellation of privileges and possible suspension from school. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to the uploading or creation of computer viruses. A complete copy of the Perry Public Schools Internet Policy can be obtained at the Superintendent's office.

HEALTH ISSUES

At Perry Elementary, we want to provide a healthy and safe school environment for all students and staff. School personnel will assist students that appear to be ill including, taking temperature, checking for lice, applying Band-Aids, itch relief, and medicine as appropriate. It should be noted that we are not medical professionals and will do what we can to notify parents of health concerns based on our basic first aid knowledge. Head Lice, Pink Eye, Ringworm, Chicken Pox, Hand/Foot/Mouth Disease, Scabies, Impetigo, Influenza A/B, Bed Bugs, skin rashes or other seriously contagious illnesses or student accidents will warrant a call to notify parents and should then be handled by the guardian of the student being sent home. Students may not attend school until a release from the Noble County Health Department or Physician allows the student back into the school environment. In the case of Head Lice, any student with live lice will be sent home. All nits should be removed before a student returns.

Immunizations must be verified by a current shot record on file in the child's cumulative folder. Students immunized against diseases not only protects other students or staff at school but could impact what students "take home" to members of their immediate family. If a student has contact with someone with a serious illness, these infectious diseases could be life-threatening.

Medications/medical treatment cannot be administered at school without the proper forms signed by a custodial guardian. These forms must be signed and kept on file every school year. Regular medicines prescribed by a physician cannot be distributed at school without the proper forms being signed by the custodial guardian and physician by which the medication has been prescribed.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage,
- Hearing loss,
- Amputation of arms or legs,
- Learning disabilities, or
- Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae,*
- *Group B streptococcal disease,* and
- *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git–it-dis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as "meningococcal disease" (men-IN-jo-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of, MCV4 are recommended for:

- All adolescents 11-18 years of age, and
- Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen,
- Have terminal complement deficiencies,
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information?

For more information, contact your healthcare provider or local county health department or visit these web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at http://www.cdc.gov/meningitis/index.htm

Immunization Service
Oklahoma State Department of Health

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)