

2015-2016 PURCELL SCHOOL CALENDAR

August 11-12	Teacher In-service (Professional Days)
August 13	First day of class
September 7	NO SCHOOL (Labor Day)
September 29	ACT Testing @ High School
October 12-13	Parent/Teacher Conferences (EVENING)
October 14	PSTA @ High School
October 15	NO SCHOOL 1/2 Day Professional/Homecoming
October 16, 19	NO SCHOOL (Fall Break)
November 23-27	NO SCHOOL (Thanksgiving Break)
December 18	End of 1 st Semester
December 21-January 1	NO SCHOOL (Christmas Break)
January 4.....	NO SCHOOL (1/2 Day Professional)
January 5.....	Begin 2 nd Semester
January 18.....	NO SCHOOL (Professional Day)
February 15.....	NO SCHOOL (Professional Day)
March 11.....	NO SCHOOL Parent/Teacher Conference
March 14-18.....	NO SCHOOL (Spring Break)
April 19.....	ACT @ High School
April 29.....	NO SCHOOL (Snow Day/Holiday)
May 20.....	LAST DAY OF CLASS
May 20.....	Graduation
May 23.....	Teacher Check Out

Welcome to Purcell Elementary School
“Where Excellence Begins.....”

The faculty and staff of Purcell Elementary School are committed to ensuring that “Everybody Grows” academically, socially, and emotionally. Our primary goal is to ensure that all students learn to read fluently at or above grade level and are able to make the connection between reading and writing as they express their thoughts through writing. We strive to ensure that our students are proficient in mathematic computation and problem solving. We are committed to maintaining a culture of “continuous improvement” that enables our students to reach academic goals in a school setting that is safe, secure, and conducive to social/emotional growth.

We are pleased to welcome your family into our school and ask that you join us in the commitment to do “Whatever It Takes” to ensure that each student is successful at school. You can help by making sure that your child is:

- **Here**
- **On time (class begins at 8:00)**
- **Rested and ready to learn**
- **Prepared - (has homework, necessary supplies, lunch plans, etc)**

The best way for us to ensure that goals are being met (yours and ours) is to maintain a an open line of communication. It’s important for your child to see that we are on the same team. Please do not hesitate to ask questions, make suggestions, or express concerns.

Visit the website at www.purcellps.org for up to date information on happenings at Purcell Elementary. You may reach the school office at 405-527-2146 or contact any teacher via email. We need you to be a part of our best year yet!

1. Attendance

a. Attendance Regular attendance is absolutely imperative for success in learning to read, write, and develop math skills. We trust that you will make every effort to ensure that your student has an excellent attendance record and that you will always communicate the reason for absences to office personnel and/or the child's teacher.

Pursuant to Oklahoma School Law it is the duty of any parent or guardian to notify the child's school concerning the cause of any absences . Absences may be reported on the Elementary School attendance line by calling 527-2146 ext. 204.

It is the duty of the school to notify the parent or guardian and the district attorney's office when a "**child is absent without valid excuse four or more days or parts of days within a four-week period or is absent without valid excuse for 10 or more days or parts of days within a semester.**"

(Oklahoma School Law, Section 232)

A Notice of Attendance Concern is not an indication that a referral has been made. It is intended for parent information only. Referrals to the district attorney's office will be made by the building principal and/or the administrative designee.

b. Early Dismissal

Just as chronic tardiness negatively effects student achievement and the classroom environment, we are dealing with a similar effect created by routine early departures. Please note that the school day ends at 3:05. Departures before this time will be the equivalent of a tardy.

2. Accidents

All accidents on school property should be reported to the staff member in charge at the time of the accident. School staff will determine appropriate action and complete the appropriate accident forms.

3. Arrival at School

Students should not be dropped off before 7:30 a.m.

The building will open at 7:30 a.m. with all students reporting to the cafeteria.

7:45 a.m. Students dismissed from cafeteria to classrooms; students arriving after 7:45 may report directly to their classroom.

8:00 a.m. Bell rings – classes begin. Each School day begins with a *Moment of Silence, Pledge of Allegiance* and other announcements as appropriate.

4. Breakfast and Lunch Programs

Parents and relatives are cordially invited to come and eat lunch with students. If you will be joining us for lunch, please have your child tell the teacher, or call us in the office before 8:30 a.m. Purcell Public Schools participate in the National School Lunch Program. Nourishing and balanced meals are served daily in compliance with federal rules and regulations.

Children from households whose income falls within the federal income guidelines are eligible for either free or reduced price meals. Applications may be picked up during enrollment or in the office. **The federal government sets stringent regulations and inspects us to ensure we comply with them. Among these is a ruling that forbids us to allow students to charge lunches. Students without lunch money will be asked to call home and make arrangements for lunch money to be delivered.**

** Note: Lunch and breakfast prices are subject to change at the district's discretion. Current prices and monthly menu's may be found at <http://www.purcellps.org/> and selecting the elementary school site.

5. Bus Transportation

Transporting students to and from school is a service provided by the Purcell School System. Getting the children to and from school safely is a responsibility we take very seriously. The bus driver's responsibility is to drive safely, not to discipline students. Indeed, trying to identify disruptive students instead of watching the road could result in disaster. For this reason, a no-tolerance policy is in effect regarding inappropriate behavior on Purcell School buses. All bus riders must comply with the following rules:

- Enter the bus quietly and be seated as soon as possible
- Remain seated until the bus comes to a complete stop
- Do not engage in horseplay
- Keep head and arms inside the bus
- Do not throw anything in or out of the bus

Inappropriate behavior on the bus will result in the following consequences:

- **1st notice: Loss of bus riding privileges for 3 days**
- **2nd notice: Loss of bus riding privileges for 5 days**
- **3rd notice: Loss of bus riding privileges for the remainder of the school year.**

Elementary Students receive one written warning before a school bus suspension is imposed.

6. Check-in Procedures

All students arriving after 8:00 a.m. must be checked in @ the office by a parent or another adult.

Habitual tardiness is an impediment to student success and is disruptive to the learning environment. Class begins promptly at 8:00 a.m. Any student arriving to class after the 8:00 bell will be counted tardy. Three (3) unexcused tardies within a nine week period will be considered the same as one (1) day of unexcused absence. As tardies accrue, notification will be handled through the processes outlined in the attendance policy.

7. Check-out Procedures

Students leaving school early for any reason must be checked out through the office by a parent or guardian. Please note that an "early dismissal" is the equivalent of a tardy. Three early dismissals will equal one absence. The school day ends at 2:55. Departure before this time negatively impacts classroom routines.

Teachers are not authorized to release students to parents who come to the classroom. All students leaving the building during the regular school day must be checked out in the front office. Valid identification may be required to sign students out. For the safety of our children, only persons listed with consent listed in the student information system will be allowed to check them out.

8. Dismissal

General Dismissal will be at 2:55 p.m. each afternoon. This will include students who walk or ride bikes and those picked up by parents or daycare providers. It is strongly recommended that parents and guardians remain in the vehicle, following the flow of traffic and allow school staff to load all students.

9. Discipline

- a.** Students are expected to exercise self-control and self-discipline at all times. Students are held accountable for their behavior.
- b.** Students will not be allowed to engage in behavior that:
 - Could hurt themselves or others
 - Interrupts theirs or other students' learning
 - Damages or destroys learning materials or school property.
- c.** Initial consequences for most inappropriate behavior will not be severe, as our goal is for students to learn from their mistakes. Students who choose to repeatedly break school rules, however, will receive consequences that increase in severity. We cannot and will not permit any student to deny other students valuable learning time or to make other students feel unsafe at school.

Consequences will be determined on an individual basis, depending on the severity of the offense and the cumulative number of disciplinary referrals to the office. Consequences may include but are not limited to:

- Private consultation with student
- Time-out / loss of privileges
- Removal of student from situation until self-control is regained
- Behavioral contracts or agreements with parents
- Out-of School Suspension

Students, who hit, threaten, or use vulgar language to an employee of the school will be subject to immediate suspension from school. Any physical aggression to a school employee will result in immediate suspension or expulsion from school, and will be reported to the police. Truancy, vandalism, or destruction of public property will be reported to the police, and the student will be subject to immediate suspension from school. Possession of drugs or of a dangerous weapon (see School Board Policy on dangerous weapons and drugs) will result in immediate suspension or expulsion from school and notification of the police.

- d.** Each teacher will establish a classroom management plan that relates to above guidelines

10. Student Drop Off

All students should be dropped off at the main entrance. STUDENTS SHOULD NOT BE DROPPED OFF EARLY AS THE DISTRICT WILL NOT BE RESPONSIBLE FOR ACCIDENTS AND INJURIES OCCURRING WHEN CHILDREN ARE LEFT UNATTENDED BEFORE 7:30 AM. AND/OR AFTER 3:15 PM. Students are NOT permitted inside the building until supervision is provided after 7:30 a.m.

11. Emergency Closing of School

Information regarding closing of school due to inclement weather or any other reason will be provided by all local television stations as well as by the district auto-dialer. It is imperative that you keep telephone contact information current and up to date through the school office.

12. Emergency Drills

Fire, tornado, lock down and intruder drills are conducted regularly and in compliance with Oklahoma state statute. School bus evacuation drills are also conducted through the year in keeping with state guidelines.

In the event of a lock down, the school district will use several means of communication with parents, depending on availability. These include the website, the auto-dialer telephone system, and/or news media. Parents should make sure that the school has current phone numbers at all times and be prepared to cooperate and support school personnel as they work to provide for the safety of all.

13. Dress Code

It is the intent of the student dress code to permit flexibility of choice by students while remaining in line with community standards, and restricting extremes and indecency in grooming that distracts from the main purpose of the educational program. It is our hope that the dress code will help you encourage your child to choose attire for school that allows them to safely and comfortably participate in P.E., recess, and a variety of classroom activities. Any form of dress or hair style that is considered contrary to good hygiene, distracting or disruptive in appearance, draws undue attention to the individual or is detrimental to the purpose or conduct of the school, will not be permitted. Unnatural hair colors, ie. pink, purple, green (including dyes and spray in color), are not permitted at the elementary school except on occasions specifically designated by staff.

- **Shoes.....** It is recommended that students wear tennis shoes since students play daily on a playground covered with pea gravel and participate in physical education every other day. **FLIP – FLOPS AND SANDALS ARE DISCOURAGED for safety reasons.**
- **Dresses, skirts, and shorts** must be as long as the fingertips when the student stands rigidly upright with arms extended straight down. Excessively long or baggy shorts may not be worn.
- **Tops and Shirts** Mesh tops, exposed midriffs, halter-tops, or strapless shirts are prohibited.
- **Jeans** Pants /jeans cannot sag or drag the floor. Shirts and pants with excessive or large holes will not be acceptable. Pants should not have holes in them above the knees.
- **Fake fingernails and facial make-up** are inappropriate at the pre-K through 2nd grade level. Students wearing fake fingernails will be sent home to remove them unless they can be easily removed at school. Students wearing make-up will be sent to the restroom to wash it from their faces.
- **Caps, hats, headbands, bandannas and hair picks** Accessories such as bandannas, gloves, caps, hats, headbands, sunglasses, etc., are not acceptable to be worn in the building. **Can be taken for parents to come pick-up. An exception will be made for headwear if a student is undergoing cancer treatment or for religious reasons.
- Slogans and Logo's
Any shirts with slogans or implied slogans that deal with tobacco, alcohol, sex or sexual nature, drugs, hate, violence, cults, gang-related, or any other shirt deemed inappropriate by school personnel, student will be asked to change or be sent home.

Students' in violation of the dress code will be sent home to remedy the problem. In the event that a parent or guardian cannot be reached a change of clothes may be provided by school staff.

14. Grading Periods

Purcell Elementary operates on the schedule established by the Board of Education. Report cards will be issued every nine weeks. The first nine week report card will be reviewed with parents during parent/teacher conferences in October. The 2nd, 3rd, and 4th quarter report cards will be sent home in Thursday folders on the Thursday following the "official" end of the quarter.

15. Head Lice

To comply with state law and in accordance with the recommendations of the Oklahoma State Department of Health, the following may be required of a student who has been excluded from school with head lice: (1) Provide proof of treatment such as the container or box from the medication used. (2) Present to the school a signed statement from physician or nurse that the student is no longer afflicted with head lice as determined by the absence of crawling forms and nits no closer than one-half inch from scalp. It is preferable that all nits be removed. Parents should be mindful of the compulsory attendance law and ensure that a student does not miss more than one or two days of school because of treatment of head lice. Please feel free to contact the school office with questions related to these topics. 527-2146 ext. 201.

16. Medication

The Purcell Public Schools comply with and enforce State law in regard to the dispensing of medication, the re-admission of children after exclusion due to head-lice, immunizations and illness. ** PLEASE NOTE THAT YOUR CHILD SHOULD BE "FEVER FREE" FOR 24 HOURS BEFORE RETURNING TO SCHOOL FOLLOWING AN ILLNESS. The cooperation of all parties is greatly appreciated.

Dispensing Medication

Medication brought to school must be in a prescription vial, with the pharmacy label that states the physician's name, the name of the medication and the directions for administration. Non-prescription medicines must be in the original container. All medication must be checked in and kept in the school office. Medications must be accompanied by a written request for administration at school. The written request must be signed by the parent or guardian and should state the name of student, the name of the medication, the amount to be given and the time it is to be given. Medication that is to be given for longer than ten days or "as necessary" will require a consent form to be signed and on file in the office. In the absence of complete documentation, medications will not be administered.

17. Messages

We will not interrupt classes to give non-emergency messages to students. You must make after school transportation arrangement changes before the student leaves home. Any changes should be sent to the teacher in writing with the date noted. In the event you must phone in a change of plans please note that we can not ensure delivery of messages received after 2:00. Please remember that we have more than 400 students – time and staffing do not allow last minute adjustments.

18. Student Pick Up

The safety of all is our primary concern during student pickup. Parents may choose to stay on 9th Street and pick up at the "top of the hill" or to pull into the driveway. Note that there are crossing guards on duty at the street level and in the driveway – making it possible for all parents to remain in their vehicle. Please make sure the visor tag is displayed on the passenger side visor or dashboard.

If you choose to pull into the drive, please pull as far forward as possible before stopping to load or unload. If you choose to park and leave your vehicle, please note that traffic will not be stopped to allow you to back out. It will be necessary for you to wait until the traffic has cleared in order to move.

In the event that you need to come into the building, please park your car in a parking space. Under no circumstance should a car be left unattended at the curbside.

Please note that staff members adhering strictly to pick up policies are not trying to be difficult. We take the safety of the students very seriously. Questions, suggestions, comments or concerns regarding the dismissal procedure should be directed to the building principal. We are committed to making dismissal time as safe and efficient as possible, but we must have patience and cooperation from our patrons.

19. Title I

The Purcell Public Schools Title I program operates as a school wide program. This allows the school to serve any student in the Title I program in order to improve the academic performance of all students.

20. Visitors

The Faculty and Staff at Purcell Elementary believe that parent involvement is a key ingredient of a successful school. Parents are welcome to visit the school; however, in the interest of maintaining the safest possible environment for our students we will adhere to the following procedures:

- Visitors must enter through the main entrance. All other exterior doors will remain locked throughout the school day.
- Visitors needing to proceed beyond the school office must sign in and obtain a visitor's pass.
- All visitors must be prepared to provide identification as determined necessary by office personnel. Every effort will be made to provide reasonable access to classroom teachers for the purpose of maintaining good communication between the teacher and the parent. However, permission to visit a classroom in session will be granted at the option of the building principal.

Annual Notification of FERPA **(Family Education Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- the right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the district to amend a record that the parent believes is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify which it is inaccurate, misleading or in violation of student rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Schools may also disclose, without consent, “directory” type information such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent to request the school not to disclose that information about them.