

# Parent/Guardian Information Handbook

Barnes Elementary School

Home of the Blue Jays

EVERY Student, EVERY Day, EVERY WAY!

**Principal**

Dr. Tamara Roberson

Barnes Elementary  
10551 S.E. 59<sup>th</sup> Street  
Oklahoma City, OK 73150

Phone: 405-739-1651

# BARNES ELEMENTARY

Dr. Tamara Roberson, Principal

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## *Welcome Back to School: A Letter from the Principal*

August 2022

Dear Parents and Guardians,

It is with great pleasure that I welcome you as a part of our Barnes 2022-2023 school year.

Our Barnes teachers have been very busy this summer. Some of the teachers have participated in staff development workshops that enabled them to further their expertise in various curriculum areas and refine their classroom management skills. Others have spent valuable time previewing new instructional materials for use in our educational program. All have been in to prepare their rooms; creating exciting learning environments for your children. It has been a productive summer for our professional Barnes staff.

Our ABM custodial team has been working very hard to ensure that your children will start school in a building that is clean, attractive and provides an atmosphere conducive for learning. They have also spent a great deal of time attending to the many tasks necessary for a smooth start to the school year.

I have been busy getting staff hired and even a few familiar faces in new places! We warmly welcome Lacey Landaverde as a PreK teacher, and her new assistant, Pauline Rodriquez. Julie Vermillion, Mandi Cornell, and Shuli Morrison, they will be teaching 5<sup>th</sup> grade. We also welcome Allie Custer to our third grade. Welcome to Jessica Dayer our new Gifted & Talented teacher, Laura Whiteley will be our speech pathologist, and Emilie Walker, our new Instructional Coach. Some familiar faces in new places; Brittany Gober is joining our Kindergarten team and Wendi Walters, joining the 1<sup>st</sup> grade team. We also want to give Latrisha Wilkerson, as our new attendance registrar. She is coming to us from Steed Elementary and worked in the district for six years. These educators are a positive addition to our educational program at Barnes.

Our professional goals this year include: an examination of the alignment of our curriculum to mirror the Oklahoma Academic Standards (OAS); the continuation of our efforts to differentiate instruction at each grade level, to meet students at their point of need and to challenge students to reach their potential.

The implementation of our intervention programs, once again, has proved to be very successful. We have made necessary changes to our program that will assist our teaching team as we work to target the specific learning needs of our students. The continual efforts of our faculty will ensure that Barnes Elementary is a “Caring School Community”.

The Barnes PTA is an integral partner of our success. They generously provide us with volunteers to support our educational efforts. Additionally, their input regarding our program is, of great value to us. If you are interested in working with our PTA this year you may contact them by either email

[BarnesElemPTA@gmail.com](mailto:BarnesElemPTA@gmail.com) or text 405-458-5697.

Please make note of the events our PTA has planned for the year, lots of fun for the family! Our school programs will also be listed in your monthly Barnes newsletters and notes that will be in your child's Barnes Books.

Since we recognize that parents are their child's first and most important teachers, we need your cooperation and involvement to provide your children with the best education possible. Take time to talk with your children about their school experiences. Your interest and concern in their school progress will motivate them to do their best. Maintain contact with your children's teachers and with me. Ask questions and communicate concerns so that we can build a partnership which will ensure student success.

I look forward to working with you toward a successful and rewarding school year.

Sincerely,

Dr. Tamara Roberson, Principal

Welcome to Barnes Elementary School, the "Home of the Blue Jays"! We want to start by saying THANK YOU for allowing us to opportunity to educate your child. Our purpose is to meet the educational needs of children in our community. We hope your time with us is a rewarding educational experience. The following general information will help you and your child experience the most enjoyable and successful school year at Barnes.

**Meet Your Teacher Night**

Tuesday, August 9<sup>th</sup> from 4:30-6:30 p.m.

**First Day of School**

Wednesday, August 10<sup>th</sup> - Tardy Bell rings at 9:00 a.m.  
(doors lock automatically at 9 a.m.)

*If your child arrives at 9:01, you will need to escort them to the office to be checked in.*

**Parent Orientation Night**

**Thursday, August 18**

*Please pick a time that works for your family to come and visit with your child's teacher(s). We have scheduled two sessions to hopefully accommodate your schedule and allow parents who have more than one child to meet with all teachers.*

**6:00 PM - Meet in Cafeteria**

**Session 1 Begins** at 6:20 ends at 6:35

**Session 2 Begins** at 6:40 ends at 7:00

**PTA Meeting & Exotic Animal Show**

**Tuesday, August 23**

**6:00 PM**

Check your Monthly News Letters and PTA Website for Monthly Events throughout the year!

## **SCHOOL HOURS**

School officially begins at 9:00 a.m. If your child is late, 9:01 or after, the adult must report to the front doors, **NO EXCEPTIONS** and buzz in for student's admittance. **All entrances are on a timer and will be locked promptly at 9:00 a.m.** It is important that an adult buzz in at the entrance so that students are not left unattended as teachers who are on morning duty report to their classrooms promptly at 9:00.

We encourage you to have your child to school by 8:50. This gives them time to get ready for the day and have some one-on-one time with their teacher prior to starting their day.

***Please notify the school office before 2:00 P.M. if there will be a change in the way your child normally goes home. Mrs. Trish or Mrs. Kristen are our point of contact, rather than the classroom teacher. Messages left on voicemail may not be check before school is out.***

## **MORNING DROP-OFF TIMES**

Please do not drop your child off at the school prior to 8:30 a.m., as there will be no adult supervision until 8:30 a.m.; students must remain in cars and will not be permitted in the school before 8:30 a.m. All entrances to the school are locked until this time. **If you arrive before 8:20**, please pull into a parking space so that the school parking lot is not blocked for teachers to be able to park, deliveries, or in the event of emergency vehicles.

- **8:30 -8:50 Drop Off front parking lot. Do not enter the parking lot until 8:20 to allow staff access to the parking lot.** Students will report straight to their classrooms.
- **6:30 a.m.** – Latchkey Drop off Begins – Students who are enrolled in Latchkey will be dropped off to the cafeteria (East parking lot entrance) by a parent/guardian who must sign them in. Latchkey students are not permitted in the classrooms until 8:30 upon teacher arrival. Latchkey students will go to breakfast at 8:30 and then sent to their classroom.

## **PARKING LOT PROCEDURES**

Barnes Elementary School has established student drop-off and pick-up procedures. School security and your child's safety are priorities for us, and it is important that each and every student is supervised and accounted for during the busy drop-off and pick-up times. The following procedures are designed to adequately address these safety concerns. For the safety of all students, we would appreciate if you would adhere to the following expectations and procedures:

- If you need to get out of your vehicle to assist your child with backpacks, treats, etc., please pull in to a parking space to allow traffic to continue to flow.
- Pull in to the parking lot, stay in the flow of the line, moving forward until you reach the front of the school entrance where you will see teachers there to accept your children. **PLEASE DO NOT ALLOW YOUR CHILD TO JUMP OUT OF THE CAR BEFORE THE VEHICLE REACHES THE DESIGNATED DROP OFF AREA.**
- Watch for children while in the area and do not attempt to pass cars while in the line.
- Teachers will greet your child and assist them out of the car from the **passenger side ONLY**. **STUDENTS ARE NOT TO EXIT CARS FROM DRIVER SIDE FOR THEIR SAFETY.** (If a car happens to pass through the line a child could be hit if getting out on the driver side of the car). It will help to move the line along more quickly if your child is ready to exit the car upon arrival. Please make sure they have money, notes, etc. as other parents are trying to drop off their students and get to work.

THE CENTER ENTRANCE ON 59<sup>TH</sup> STREET IS NOT ACCESSIBLE TO PARENTS DURING ARRIVAL OR DISMISSAL.

## **ARRIVAL**

If you enter the parking lot coming from the (East) Westminster Rd. you will pull into Lane 1. As the line shortens, **PULL ALL THE WAY UP**, to the front of the school entrance where a staff member will greet your child and assist them out of the car on the passenger's side. ***STUDENTS ARE NOT PERMITTED TO EXIT ON THE DRIVERS SIDE AS CARS ARE PASSING IN LANE 2.***

When using LANE 1, use CAUTION when pulling out of the parking lot after your child has exited your vehicle as children exiting cars in Lane 2 will cross in front of your car.

Please DO NOT, for any reason, allow your child to exit the car before pulling all the way forward, to our staff on duty. We cannot ensure your child's safety if parents do not follow the rules & procedures in place.

**Please remember these procedures are in place for the safety of all students.**

**Morning Buses unload** on the East side of the building, by the cafeteria. There will be a staff member directing traffic at the East entrance to assist buses into the parking lot between 8:30 – 8:40 each morning. Please be patient as traffic may be held up on Westminster for this short time.

If you enter the parking lot coming from the (West), Post Rd. you will enter Lane 2. Staff will also escort children from the cars. CAUTION as students will cross Lane 1 traffic as they exit the parking lot.

## **DISMISSAL**

**Afternoon Buses** will enter the South middle entrance to pick-up students at dismissal. Students are loaded at the far West end of the parking lot.

Please be aware that you are in a school zone and the OKC Police will be aiding us in ensuring the safety of all students. Although traffic moves slow at times, please refrain from cursing, using inappropriate gestures, loud and/or inappropriate music, or speeding while on school property. Teachers and police will be vigilant in all areas to ensure our students safety.

***Please make sure your child is ready to exit the car when staff arrives at the car. Backpack and any items are collected and ready to go.***

Students who are picked up by car, will be escorted to cars by the teachers on duty, in the designated pick-up area of the South (front) parking.

Please follow the following procedures when picking up your child from school:

- Pull as far forward as possible to make room for others picking up their children and to help with the flow of traffic.
- **The teachers on duty will assist your child to enter the vehicle from the passenger side of your vehicle, not allowing them to walk between vehicles to the driver's side. This is for your child's safety.**
- All students are to be picked up no later than 4:00 p.m.

## ATTENDANCE INFORMATION

At Barnes Elementary our daily attendance goal is 97%. Students are expected to attend school daily; however, there are the occasional circumstances when your child cannot make it to school. If your child is absent for any reason, please call the attendance line at 405-739-1651 and choose option 4 to leave a message with your child's name, teacher and reason for absence before 8:45 a.m.

WE ARE LEGALLY OBLIGATED TO MONITOR STUDENT ATTENDANCE AND TO REPORT ANY CAUSES THAT WE FEEL QUALIFY AS EDUCATIONAL NEGLECT TO THE DEPARTMENT OF HUMAN SERVICES, WHETHER THE ABSENCES ARE CONFIRMED EXCUSED OR UNEXCUSED.

**Barnes Elementary has established a Truancy Program as mandated by the State of Oklahoma and works with the Oklahoma City Police to enforce school attendance.**

- Our school day starts at 9:00 a.m. All students need to be in their classrooms no later than 9:00 a.m. Students should be picked up no later than 4:00 p.m.
- Students who arrive to school at 9:01 a.m. or later, **MUST** be checked in by a parent or guardian through the front office.
- Students that arrive at 9:01 a.m. are considered tardy.
- Students arriving after 10:00 a.m. are counted absent half of the day.
- Students checked out of school before 2:00 p.m. will be counted absent half of the day.
- Unless granted relief by the site principal each student must be in attendance 80% of the grading period to receive a passing grade in any subject in which the student is enrolled. Mid-Del Schools Board Policy and Attendance State Law reads: *that if students are not in attendance 80% can receive "no credit grades."* Grades PreK-8 will receive no credit after the 10<sup>th</sup> absence per semester.
- If a child is absent four (4) or more days or parts of days within a four week period or is absent for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the **child and immediately report such absence to the district attorney in the county wherein the school is located for juvenile proceeding pursuant to Title 10 of Oklahoma Statutes.**
- Please be aware that Pre-K is not required by the State of Oklahoma. **Students with more than 10 unexcused absences per semester will be withdrawn and replaced with the next student on the waiting list.**

## EARLY CHECK OUT PROCEDURES FOR PARENT OR GUARDIAN

When checking a child out of school early, you must come to the office and buzz in at the entrance. You will need a photo ID for verification purposes. If someone other than the parent will be picking a student up from school the parent/guardian must inform the office of the person picking up their child and have them listed on the child's enrollment in SchoolMint and have a current photo ID.

- *Please make every effort to schedule any appointments outside of the school day.*
- *We ask that NO students are checked out after 3:00 p.m. UNLESS there is an emergency, this will eliminate disruption during the end of the school day.*
- This procedure ensures the safety of all students. Parents and or guardians may be asked to show proper and current identification at any time during the checkout or pick up procedures.

## **NOTIFICATION OF STUDENT PICK-UP CHANGES**

Situations arise that require a change in the way your child may need to get home. Please call the main office to speak with Mrs. Trish or Mrs. Kristen. We ask that you **call no later than 2:00 p.m. to notify the school office of changes that need to be made for student pick-up &/or bus changes.** This will give our office staff time to notify your child's teacher and bus department of the change. Of course, we recognize that emergency situations occur, and we will certainly work to accommodate you in any emergency. Messages left on teacher's phones, emails, etc., may not be checked before the close of the school day.

- Only parents and designated guardians, who are listed on the student enrollment information will be permitted to sign-out their children.
- If you have an older high school sibling or babysitter who will be picking up your child, please call to inform the principal of this situation.

## **BREAKFAST AND LUNCH**

Breakfast is served from 8:30-8:55 a.m. Meals can be purchased by using "My School Bucks" by going to [myschoolbucks.com](http://myschoolbucks.com)

## **LUNCH WITH YOUR CHILD**

During the first few weeks of school teachers and staff will be working with students to establish routines and procedures during breakfast and lunch. **We ask that parents please wait until September to start eating with your child.** We welcome you and understand that your child looks forward to those lunch dates with family, but during the first few weeks of school, learning new procedures and ensuring all students have their lunch, etc., can be rather challenging. Our breakfast and lunches will run much smoother if we have a chance to establish those procedures first. Thank you again, in advance, for your understanding.

Parents are permitted to eat lunch with their child only, at the Blue Jay Bistro Table. Other students will not be permitted to join you and your child for lunch. All cafeteria rules and procedures are expected to be followed by students and visitors.

## **SCHOOL SECURITY AND VISITORS:**

We understand that our security system and procedures can be a bit overwhelming and seem ridiculous at times. However, our security procedures are in place to ensure the safety of your child/children. Please understand that we welcome parents and visitors however, we put the safety of our students first.

Therefore, when you enter Barnes Elementary you will:

- First, ring the buzzer. There is a camera that is placed at the door. State your name via the intercom and have your ID ready to show at the entrance camera.
- If proper identification and purpose is not established, the person will be asked to leave the premises immediately.
- Once proper identification has been established, you will then be buzzed through the front door to the front entrance vestibule (no entrance will be allowed beyond the front door entrance to the office area). There is an intercom outside the office door to conduct business. **NO ENTRY, BEYOND THIS POINT, TO THE FRONT OFFICE WILL BE ALLOWED.** Students will be escorted to you. If you are dropping a child off to school, a staff member will allow access for the child to enter.
- Please call the school to schedule in-person meetings.
- Visitors are not allowed on the playground to ensure the safety of all students.

## **STUDENT CELL PHONES**

Students who wish to have an electronic device at school will be asked each morning to turn the device off and to put it in their backpack.

- Students will not be allowed to use their cell phones during school hours due to safety and security for all students.
- If a student needs to contact a parent they can call from the classroom upon approval from the teacher.



- Students who do not follow the procedures for cell phones will have to turn their cell phones in to the principal. Parent will need to make arrangements to pick up phones.

### **BLUE JAY JAM**

All assemblies and activities will be listed on the monthly calendar that will come home at the beginning of each month. Parents, family members, etc., of students who are receiving awards will be notified and are encouraged to attend the celebration for their child.

### **ILLNESS OR INJURY**

In the event that your child is injured or becomes ill at school, school personnel will need clear instructions on where and how to locate parents. The teacher and office staff will need **CURRENT** phone numbers as well as, emergency numbers to utilize.

### **ADMINISTERING MEDICATIONS**

NON-prescription drugs **CAN NOT** be administered at school by any school personnel. Directions for administering a prescription medicine must be listed on the label as authorized by a licensed physician. Small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness. The prescription medicine must be accompanied by written permission from the parent or guardian. Medications **CAN NOT** be given back to a student to take home. Parents/guardians must come into the office to pick-up medications. (**NO EXCEPTIONS**)

### **PARENT-TEACHER CONFERENCES**

Teacher conferences are available and encouraged for the well-being of your child's academic success.

Teachers always welcome you to speak with them at any time during the year.

There are two (2) parent teacher conference days on the school calendar, dates as follows:

**Fall:** September 29<sup>th</sup> (4:15-7:00)  
October 4<sup>th</sup> (4:15-7:00)

**Spring:** February 9<sup>th</sup> (4:15-7:00)  
February 14<sup>th</sup> (4:15-7:00)

- For conferences throughout the school year, please contact your child's teacher to schedule. Teachers have a great deal of responsibility during the school day; as principal, I strongly recommend meetings before school (before 8:15 a.m.) or after school (after 4:00 p.m.).

### **ACADEMIC EXPECTATIONS**

Students are expected to consistently work to their potential, and every effort will be made to assist our students and parents in reaching academic goals. Reporting progress to parents is done in a variety of ways at regular times as well as on an "as needed basis." Every effort should be made to communicate directly with a parent when there is a significant change in student performance or when there is a risk of failure. The following grading scales are used in Mid-Del Schools.

#### **Pre-K - 2<sup>nd</sup> Grade**

4 = Exceeds

3 = Mastered

2 = Approaching

1 = Emerging

0 = Limited

Shaded Area = Not Yet Assessed

#### **3<sup>rd</sup> - 5<sup>th</sup> Grades**

**A** = 90-100      **D** = 60-69

**B** = 80-90      **F** = 59 and Below

**C** = 70-79

## **REPORT CARDS & PROGRESS REPORT DATES:**

### **Progress Reports**

September 16

November 18

February 10

April 28

### **Report Cards**

Friday, Oct. 21

Friday, Jan. 6

Friday, Mar. 24

Friday, May 18

## **BARNES BOOKS**

Barnes Books will come home every day and expected to be returned the following day. This is a great opportunity for communication between parents and teachers regarding the academic, behavioral, and social progress of students. The folder will contain completed assignments, incomplete assignments (if any), or missing work assignments. In addition, information with upcoming dates and events to make note of, school wide monthly newsletters/information, fundraiser, etc. will be in your child's folder. Parents are encouraged to communicate back to the teacher after viewing work, comments, assignments and or notes. Please be sure to sign any papers that may need your signature upon return.

## **DRESS CODE**

All students are expected to be neatly groomed. Shoes must be worn at all times. Clothing, jewelry, or skin illustrations should not display pictures, lettering, or numerical figures that are profane, repulsive or obscene or that advertise or promote weapons, tobacco or alcohol, drugs, drug related items or drug paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive shall be corrected immediately. Included in this policy is the prohibition of clothing and or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for the school setting. Jeans, slacks, pants, or other garments worn below the natural waist are prohibited (SAGGING). Due to issues of decorum and student safety, the principal may require that shirts and blouses be tucked inside jeans, pants, slacks, etc. All tops with straps or are sleeveless must be a least two fingers in width. All shorts must be finger-tip length.

## **BIRTHDAY CELEBRATIONS**

If you intend to supply your child's class with a snack, teachers need to have 24-hour notice to plan for those students who have specific allergies. Treats must be dropped off in the office for teachers to pick up. Snacks will be shared at the discretion of the teacher. All snacks must be store bought.

According to school district policy, we are not allowed to serve home-baked goods at school. This is in part to the numerous allergies of our students. Store bought goods have labels which can quickly help us identify specific ingredients if an allergic reaction were to take place.

Additionally, please remember that flowers, balloons, etc. are NOT encouraged, such items can become distractions and/or safety issue (i.e. on buses, daycare vans etc.) with transporting home.

## **Barnes Elementary**

### **School-Wide Behavior Expectations**

Dear Parents and Guardians,

Students who feel good about themselves and their school will have appropriate social behaviors. Positive programs emphasizing proper attitudes and recognition of acceptable behaviors are the basis of our Barnes **School Wide Positive Behaviors Instructional Support** plan for students with challenging behaviors.

- **The following behaviors are expected and will be recognized by the entire faculty and staff at Barnes Elementary:**
  1. Courtesy and respect for others
  2. Effort
  3. Following rules
  4. Cleanliness
  5. Proper language
  6. Care of property
  7. Completion of ALL school work
  8. Good attendance
- **The following behaviors will assist Barnes students to be excellent citizens:**
  1. Keep hands, feet, and objects to yourself.
  2. Use appropriate language at ALL times.
  3. Listen to and obey the adults in charge.
  4. Support the learning environment of the classroom.
  5. Help keep our school clean.
  6. No gum, candy, toys, or dangerous objects at school.
  7. HONESTY is always the best policy.

\*Discipline is handled by the teacher whenever possible. Teachers try various discipline techniques and parent/guardian communication before sending students to the office for discipline. On the following page, you will find a copy of our Barnes **Student Behavior Slip** that your child will complete when an infraction occurs. This form will come home for your signature. If the discipline techniques by the teacher and parent/guardian are not assisting in the success and productive results of the behavior, your child will be referred to the principal with the attached **Discipline Referral Form**.

Thank You,

*Dr. Roberson & The Barnes Leadership Team*

## BARNES ~ STUDENT Behavior Slip

Student:

Date:

I received this slip today because... *(highlight all that apply)*

### RESPECTFUL

### RESPONSIBLE

### SAFE



Not Following Directions  
Off Task  
Unprepared for Class  
Misuse of Materials  
Excessive Talking/Side Discussions  
Interrupting/Disruptive  
Inappropriate  
Laughing/sneering  
Derogatory Notes/Pictures  
Not staying In Assigned Work Area  
Wandering Room  
Teasing/Put-downs/Mocking  
Eye Rolling  
Too Loud  
Disrespectful  
Negative Attitude

Back Talking/Arguing  
Inappropriate  
Language/Taunting/gestures  
Refusing to Work  
Open Defiance  
Cheating/Lying  
Throwing Objects  
Hitting /Pushing (not fighting)  
Respecting Other's Privacy  
Participating in Dangerous Behavior

Fighting  
Ethnic Slurs  
Obscene Gestures  
Bullying  
Inappropriate Touching  
Stealing  
Damaging Property  
Use of Profanity  
Willful Disobedience  
Assault  
Harassment  
Weapons/Drugs  
Disrespect of Authority  
Threatening Bodily Harm/ or Violence  
Sleeping in Class  
Leaving Class Without Permission  
Leaving School Grounds Without Permission

Using electronic devices at an Inappropriate time

Not Respecting Other's Personal Property

**Here is how I will PREVENT this behavior in the future:**

1.

2.

3.

4.

Parent Signature

Date

*Thank you for your cooperation as we work together to implement these safeguards and for making Barnes Elementary a great place for students to become lifelong learners, as they prepare to make a positive contribution to our future.*

*Dr. Roberson - Principal*

## **BARNES ELEMENTARY**

### **2022-23 August & September Dates to Remember**

- Aug. 9 4:30 - 6:30 Meet Your Teacher Night
- Aug. 10 First Day of School
- Aug. 18 6:00 PM - Title I Parent Meeting/Class Orientation
- Aug. 23 6:00 PM - PTA Exotic Animal Show  
Election Day
- Aug. 29 World's Finest Chocolate Fundraiser Kick-Off
- Sept. 5 Labor Day - No Classes
- Sept. 9 Grandparents Day
- Sept. 15 6 PM- PTA Blue Jay Bash - see PTA Website for details
- Sept. 16 PROGRESS REPORTS
- Sept. 19 No Classes - Professional Development Day for Teachers
- Sept. 26 Oct. 13 PTA Membership Drive (Pizza Party for winning class)
- Sept. 29 4:15-7:00 PM Parent Teacher Conferences
- Sept. 30 2:30 PM Blue Jay Jam

*Check your Monthly News Letters and PTA Website for Monthly Events throughout the year!*