

# Annette Perry Elementary

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## Student-Parent Handbook

*2016-2017*



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Online Meal Payments: [www.myschoolbucks.com](http://www.myschoolbucks.com)

Dear Parents and Guardians,

Welcome to the Annette Perry Elementary family! The start of each school year brings a renewed sense of excitement as the faculty and staff prepares to work with your child. We strive to provide an environment where all students experience success. Our handbook is designed to provide you with information that we feel is important and useful, from telephone numbers to attendance issues to arrival and dismissal procedures. Through shared communication and knowledge we can, together, make your child's experience here a rewarding one. Please feel free to contact your child's teacher or principal at any time.

The Annette Perry Elementary Faculty and Staff



***The BEST School in the Universe!***

## **School's Namesake: Annette Perry**

Annette Perry was born on August 13, 1952 in Stephenville, Texas. She moved to Mansfield in 1963 and graduated from Mansfield High School in 1970.

Mrs. Perry began her education career in the Head Start program in Mansfield ISD in the summer of 1970 followed by seven years at Alice Ponder Elementary. While teaching in 1978, Annette married Gerald Perry. She left the Mansfield school district to teach in Bryan ISD for two years before returning to Mansfield ISD for 25 years. She finished her career at Erma Nash Elementary teaching resource, STAR, FALS and PPCD. She served as the Special Education Team Leader for many years at Erma Nash as well as helped develop and implement a successful Inclusion Program. Annette Perry retired from Mansfield ISD in 2008 after 34 years as a dedicated educator. She and her family attended the dedication ceremony of our school building on January 10, 2010. She immediately volunteered on campus as a reader to our students. Just a short time later, after the close of the school year, she passed away at the age of 57 on June 13, 2010. Her beautiful imprint and love for reading resides forever in the spirit of us FALCONS.

**School Motto:** *The BEST School in the Universe!*

**School Mascot:** *Falcons*

**School Colors:** *Maroon, Black, White*

### **Falcon Pledge**

*I am a Perry Falcon. I choose to work hard everyday. I will show respect for my teachers and classmates because that's the Falcon way.*



emergencies. Written requests with a parental signature are highly preferred. **Transportation changes should be requested by a note that should be brought to school by your child on the morning of the change.**

### **Arrival/Tardy**

Students are allowed to enter the building at 7:30 am. For the safety of your child, if you arrive early please stay with your child outside the building until 7:30 am. At this time, a bell rings and doors unlock so students can enter the building. Students will enter and proceed to the cafeteria for breakfast or to their classroom.

It is not necessary for you to walk your child to their classroom as there will be adult supervision for children who may need assistance finding their classroom. If you choose to walk your student to their classroom, you must first sign-in at the office and receive a visitor's badge from the office staff. Visitors need to check out in the office upon leaving and must be out of the classrooms and hallways when the 8:00 am. bell rings.

Students are considered tardy if they are not yet in the classroom when the bell rings. At 8:00 am. the faculty will no longer be outside to assist your child into the building and the doors will be locked. If you arrive after 8:00 am., please park in the visitor's parking lot in the front of the school and walk with your child into the office to sign your child in as tardy.

If your child is tardy and you are not available to sign your student in, a tardy slip will be sent home for your signature. This ensures that you are aware when your child is tardy. You may also check for tardiness and absences on Skyward.

If your child does not eat breakfast at school, please arrive no later than 7:55am. to give your child time to walk to class and get settled in before the 8:00am. tardy bell rings.

If your child eats breakfast at school, he or she needs to arrive at school no later than 7:40am. This will give your student time to eat and arrive to class on time. Students need to be in the classroom at 8:00am. when the bell rings to be considered on time. Breakfast will not be served after 7:50am.

## **Dismissal**

Dismissal begins at 3:30pm. Please do not ask older siblings to meet younger siblings at their classroom. All students must proceed directly to their waiting area for dismissal. Children roaming the hallways in search of their siblings will confuse the process. Students are escorted by staff.

Walkers are dismissed from the back door of the first grade hall (near the trash dumpster). For the safety of our younger walkers, we will dismiss first grade and younger students first. It is recommended that an adult or teenage sibling be there to walk with the students who are first grade or younger. PLEASE USE DESIGNATED CROSSWALKS. Once these students are matched up with their adult, we will dismiss second grade and older to walk on their own. It is not a requirement that there be an adult to walk with students who are second grade or older, but parents may request it.

If your child is in the car rider area to be picked up, you may not walk up to the doors to pick-up your child. For the safety of the children please go to the office, and we will call them to the office for pick-up.

## **Student Pick-Up Prior to Dismissal**

To help avoid disruptions to classroom instruction and help ensure that the student is present for all instruction, we request that students not be picked-up from school prior to dismissal at 3:30pm. We certainly understand that there are times when you must pick up your child early but when you can wait until 3:30pm., it is greatly appreciated. **Students will NOT be dismissed between 3:15pm. and 3:30pm.** This is a time of transition when students are packing up and

proceeding to the dismissal areas. We believe these procedures will provide the best environment for all students and we appreciate your understanding and your cooperation.

### **Parent/Visitor Sign In**

Your child's safety is very important to us. All parents and visitors are required to stop at the main office to sign in and receive a visitor's pass. Parents dropping off items for their children (library, books, sneakers, homework, etc.) must report to the office. Your child will be called to the office to collect these items. Parents and visitors are not allowed in the classrooms during instruction time without an appointment with the teacher.

### **Requests for School Work**

Parents often request homework when their child is absent from school due to illness. We work very hard to collaborate with parents to accommodate the request and appreciate the home support. In order to allow teachers time to organize student work, **we ask that all requests for homework be made by 8:30am. for pickup after 3:30pm.** This will allow for the teacher to gather the homework during their conference time.

### **Health Related Matters**

The goal of our health office is to facilitate the educational process by helping your children stay in the best possible health. Our school nurse is present throughout the school day to provide first aid as necessary. If the nurse deems it necessary, parents will be notified of the school injury, the nature of the first aid and what further precautions may need to take place. Our nurse also verifies compliance regarding immunizations. In addition, she performs vision, hearing, and health examinations during the year for all children entering pre-k, kindergarten, grade 1, grade 3 and any student new to the district. The nurse also records student height and weight. Parents are notified if we detect a problem requiring

further examination. (For the time being, WE ARE A LATEX SENSITIVE CAMPUS which means we do not allow latex balloons, Rubber bands, or gloves to come on campus. Sorry for the inconvenience.)

## **Students Requiring Medication during School**

School personnel may administer medication when such treatment is necessary for school attendance and cannot otherwise be accomplished. A completed medication administration form along with the medication and/or special equipment items must be brought to the school by the parent. All medications should be given outside school hours if possible. Three times a day medications can usually be given before school, after school, and at bedtime.

- **Medications will not be given without a specific written request signed by at least one parent or legal guardian and physician. This request should be made on the appropriate form supplied by the school.**
- The medication must be brought to school in original, properly labeled containers. The pharmacy can supply two (2) labeled bottles for this purpose. Medication sent in baggies will not be administered.
- All medications must be kept in the clinic.
- ADHD medication should be brought to the nurse's office by the parent or legal guardian and counted. If not a note with the number of pills being sent should be in the bottle.
- Over-the-counter medications require a parent signature and that the medication has been given before with no known allergies. The medication can only be given as directed by the manufacture and must be **FDA approved**.

## **Student Illness**

Although we hope that your child will remain in good health during the school year, there may be times that will be in the best interest of your child to remain out of school. If a child becomes ill at school, the parent will be notified to make arrangements for transportation home. If a student leaves



school during the day due to illness, they must be signed out in the Main Office. When your child is absent from school due to a fever, they should be fever free for 24 hours before returning to school. If your child shows any of the following signs or symptoms, it may be best that they remain out of school and/or seek further medical assistance:

- Temperature elevation over 100 degrees
- Vomiting and/or diarrhea in the past 24 hours
- Unexplained rash on any part of the body
- Discoloration and/or drainage of the eyes
- Suspected communicable disease
- Head lice

## **Student Attendance**

The following procedure has been developed to help the school verify the daily attendance of every student. It is the parent's responsibility to email the attendance clerk **each and every day** that your child will be absent from school. The **attendance clerk email is [LisaRoberts@misdmail.org](mailto:LisaRoberts@misdmail.org)**. Your email to the attendance clerk will suffice as the written excuse. If you do not have access to email, please send a note upon your child's return to school. If your child will be absent more than two days and you cannot send an email, please call the front office at 817-804-2800.

### **Please include the following:**

- Student's full name
- Student's grade and teacher
- **Brief** description of reason for absence
- Your name
- Your relationship to the student

**All absences will be considered unexcused until a written note or email is received by the attendance clerk, regardless if you have called in an absence.**

**When your child is able to return to school they must bring in a written excuse, unless an excuse was sent via email. The excuse should include the following:**

- Student's full name
- Date of absence
- **Brief** description of reason for absence
- Student's grade and teacher
- Parent or guardian signature

### **Absences, Tardies and Early Releases**

In order for absences to be excused, a written note or email must be received by the attendance clerk upon the students return to school. No more than two consecutive absences due to illness will be excused without a doctor's note. Also more than five absences within one semester due to illness will not be excused without a doctor's note.

Absences for any reason other than illness will be reviewed on a case by case basis to determine if the absence is excused.

Tardies and Early Releases are not excused unless a doctor's note is provided.

Students with excessive tardies, early releases and/or unexcused absences are referred to the district truant officer.

### **Character Education**

Annette Perry Elementary teaches a character education program designed to promote the following traits: respect, responsibility, caring, fairness, trustworthiness and citizenship. Parents are also encouraged to support these efforts at home.

## **How Parents Can Help with Discipline**

Parent cooperation is an integral part of the discipline process. Listed below are some helpful hints of ways parents can become involved.

1. Set aside a time each evening when the school day can be discussed; let your child know that you value education and the work your child is doing.
2. Communicate to the classroom teacher any problems that you feel might be impacting the behavior.
3. If the teacher notifies you of a discipline problem, talk with your child; together, try to think of ways the behavior can be changed.
4. If a problem continues, arrange a meeting with the teacher so that your child knows you are interested, involved, and working with the teacher to find a solution to the problem.

## **Bullying**

At Annette Perry Elementary School, we make every effort to provide a warm, safe, and caring atmosphere for our students. Through the combined efforts of teachers, administrators, staff, and parents our school provides a positive place for children to learn. In today's challenging social climate it has become necessary for us to quickly address any behaviors which might disrupt the learning environment. For the safety of our students and staff we will take deliberate action any time a student's actions or words can be perceived as a threat to another student or staff member. All verbal, written, or physical threats will be taken seriously. Violence or threatened violence will not be tolerated. Consequences will be significant for a student who threatens someone else or carries out a threat. We ask your help in supporting our teachers, administrators, and staff as they reinforce this message with all our students. The themes of respect, responsibility, and tolerance are clearly important both at home and at school. We all can have a part in teaching this. Please report bullying accusations to our Assistant Principal.

## **Cafeteria Rules**

Lunchtime (30 minutes) is a time when students may enjoy eating with friends. To help make being in the cafeteria a pleasant experience for all the following rules have been established:

- talk only with children near you, not at other tables.
- Stay in your seat.
- Raise your hand if you need help.
- Keep all trash on trays or in your bag.
- Use good manners.
- No exchanging or sharing of food between students.
- No buying food or snacks for another student.

## **School Lunch and Breakfast**

Breakfast is served each morning in the cafeteria. Upon entering the building, students who plan to eat breakfast at school should proceed to the cafeteria for breakfast and report to their homeroom no later than 8:00 am. A monthly menu is distributed which indicates each day's lunch and breakfast menu items. Students may also bring lunch from home. Snacks are also available for purchase.

All students utilize a point-of-sale system in the cafeteria, even those students who have free meals. All students need to memorize their student id number which they use at the register.

Our Student Nutrition Department provides parents with a convenient, easy and secure online prepayment service to deposit money into your child's meal account at any time. This service also provides parents the ability to view their child's account balance at the web site: [www.myschoolbucks.com](http://www.myschoolbucks.com). By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so that your child has more time to eat. Also, parents will have the ability to print out a copy of their child's eating history reports. This report will show you all dates that your child has purchased a breakfast, lunch, and/or snacks.

## **Lunch, Recess Schedule**

Pre-K (AM)	lunch 11:10-11:40, recess N/A
Pre-K (PM)	lunch 11:45-12:15, recess N/A
Kindergarten	lunch 12:15-12:45, recess 12:45-1:15
First Grade	lunch 10:20-10:50, recess 10:50-11:20
Second Grade	lunch 10:50-11:20, recess 10:20-10:50
Third Grade	lunch 11:15-11:45, recess 11:45-12:15
Fourth Grade	lunch 11:45-12:15, recess 11:15-11:45

## **Teacher Conference/Student Enrichment Time**

Pre-K	11:45-12:30 (no enrichment)
Kindergarten	9:05-10:05
First Grade	2:25-3:25
Second Grade	1:20-2:20
Third Grade	12:15-1:15
Fourth Grade	10:10-11:10

## **Parent and Teacher Conferences**

Parent-Teacher Conferences are important because both have a common goal; to help your child. Formal conferences are held for every student. You will be notified as to the time and date by your child's teacher. Additionally, conferences may be scheduled at any time either party feels there is a need to share information or to consult with one another.

## **Teacher Contact Information**

Please feel free to contact the school at any time regarding questions or concerns. If you need to speak to your child's teacher during the school day, leave a message at the main office. The teacher will contact you. You may also send an email to the teacher to request a phone call. Staff email addresses are located on the Annette Perry website.

## **Student Class Placement**

Many factors are involved in a child's placement into a given classroom. Class size, academic performance, special needs, class balancing, and peer relationships are just a few of the considerations. Parent requests for a specific teacher will be considered but are not guaranteed. Requests must be made in writing and submitted to the principal. Information you can share about your child which may assist us in making the most appropriate placement is encouraged.

## **Volunteering and Attending Field Trips**

All parents are invited to volunteer at our campus and at off campus activities. Teachers, staff, and PTA welcome volunteers for many reasons such as but not limited to the following: preparing supplies, clubs, Room Parent (Room Mom), decorating, chaperoning, classroom support, PTA, lunch duty, recess duty, and just as a visitor/spectator. More information is available at our front office counter.

All adults must have a background check completed before volunteering. Complete this free of charge right now at this link: <http://www.mansfieldisd.org/page.cfm?p=6001> or ask us for assistance at our front office counter.

**All who plan to go on a field trip must be adults and must sign-in at the front office to receive a visitor badge.** The badge must be worn for the duration of the field trip. Unfortunately, this means that adults without badges and people under the age of 18 are not permitted to be with our students, staff, nor chaperones on field trips.

## **Parent/Family Contact Information**

It is extremely important that we have current contact information for parents in case of an emergency. At the start of each year we request names of family or friends that we may call if we are unable to reach a parent. If any of this information changes during the school year, please inform the main office or teacher immediately to update your information.

## **Mansfield ISD Parent & Student Handbook**

This parent handbook is made to compliment the Mansfield ISD Parent and Student Handbook. Please also review it.

### **Skyward**

The Mansfield ISD has provided parents access to attendance, grades, school notices and other information through Skyward. Contact the school office for more information. In order to access Skyward, please visit the Mansfield ISD website: [www.mansfieldisd.org](http://www.mansfieldisd.org).

## **This Is Our HOUSE!**

### **Mission of the House Families**

The purpose of the House Families concept is to create, encourage and celebrate a whole school culture of appreciation, character development and accountability that develops responsible citizenship, improved attitudes, and academic success throughout the school. Appropriate behaviors are awarded points (tickets).

### **Why Houses?**

The **House Family creates a positive school atmosphere** of respect, community and teamwork through encouraged and rewarded “good will,” “camaraderie,” “collaboration,” “competition” and “celebration.” Earn *points* through **positive actions**. **Teachers and staff will award points each day.** Tickets are signed and placed into designated house containers. Every Friday, someone will take the containers to the office to be counted.

### **House Points (tickets)**

Tickets are handed out by all staff as rewards for good deeds, good will, good works, extraordinary actions, etiquette,

volunteering, exemplary manners, behavior...NOT ACADEMICS. Each ticket counts as 1 House point: one ticket, one point. No taking them back. No transferring.

### **Celebrations / Rewards/ Incentives**

The House with the most points is rewarded every six weeks. Celebrations / rewards are decided as we go. We also draw 2 tickets from every house every week for individual students to get a reward. At the end of the year, we will have an overall reward for the House that has accumulated the most points.

### **How the House Concept Works**

Each House is designated by a **color** and a **name** (*character trait based on the 6 pillars of Character Counts*). Each House will have members of the faculty coordinating/sponsoring it. Houses develop a unique culture and establish relationships. Houses compete by members attaining points (tickets) rewarded for **“doing things right!”** and **“doing the right things!”** Every staff member and student is randomly attached to a House by drawing a color out of a bag.

### **6 HOUSES of Annette Perry Elementary:**

- |               |          |                                      |
|---------------|----------|--------------------------------------|
| 1. INTEGRIDAD | - Blue   | - Spanish for <i>trustworthiness</i> |
| 2. RISPETTO   | - Yellow | - Italian for <i>respect</i>         |
| 3. WAJIBU     | - Green  | - Swahili for <i>responsibility</i>  |
| 4. ADALET     | - Orange | - Turkish for <i>fairness</i>        |
| 5. CURAM      | - Red    | - Latin for <i>caring</i>            |
| 6. URAIA      | - Purple | - Swahili for <i>citizenship</i>     |



***The BEST School in the Universe!***