

Truman Elementary Student/Parent Handbook

2022-2023



SCHOOL CONTACT INFORMATION

TRUMAN ELEMENTARY SCHOOL
405-366-5980 - phone
Sara Adams, Principal
Terri Welborn, Counselor
Lisa Busch, Principal's Secretary
Nancy Sebestyen, Attendance Secretary
Yolanda Munoz, Health Assistant

[Truman Elementary School Website](#)

Truman Families,

We are so excited to begin the 2022-2023 school year! We know that it will be full of learning and fun. Let the adventure begin!

Sincerely,
Sara Adams
Principal

Academic Plan

Teachers will utilize the Oklahoma Academic Standards, the NPS adopted curriculum and district pacing guides and/or curriculum maps to ensure all students have equitable access to a guaranteed and viable curriculum. K-5 elementary students will participate in three reading and math benchmark assessments per year. Data from these assessments will be used to track academic growth/progress as well as identify academic gaps.

- Ongoing student data will be used to direct small group instruction in order to meet individual student needs.

Appointments: Medical, Dental, etc.

Please schedule appointments for students after school hours. If this is not possible, please notify the office. If you need to check your child out for an appointment, please come to the office to sign them out. Please obtain a doctor's note when a student has an appointment during school hours and return the note to the office.

Arrival/Dismissal

Arrival:

Cars will enter through the parking lot at the North side of the building. Students will then enter the building through the north gym door. Those who arrive via bus or daycare will enter through the front doors located at the East side of the building. Students needing breakfast will go to the cafeteria to eat upon arrival. If your student has already

eaten breakfast, they will go to the gym and sit with their class. All students will go to their classroom at 7:40 am.

Dismissal:

- Car riders are dismissed by grade level to the gym
- When the bell rings at 2:50, walkers are to exit the door closest to their destination. Students attending AlphaBEST are dismissed to the cafeteria.
- Bus and Daycare riders wait in their classrooms until their ride has arrived.

Assemblies

Parents are welcome to attend our school wide assemblies. Good Morning Truman (GMT) occurs on Fridays and begins around 8:30. Special assemblies may be held at other times during the year. Parents who wish to attend an assembly must enter the building through the front doors where they will check in and receive a visitor sticker. After the assembly, visitors should exit the building through the front doors.

Attendance

Regular attendance is necessary for the academic and social development of all students. Please call the office if your child is absent for any reason (405-366-5984). Other important information regarding attendance:

- Students who arrive after 7:50 a.m. will be marked tardy.
- Students must arrive at school by 8:50 a.m. to be considered present for a full day.
- Students who arrive after 8:50 a.m. will be counted absent for the morning (half-day).
- Students who arrive after 12:50 p.m. will be counted absent for the morning and afternoon (full-day).
- Students who leave before 1:50 p.m. will be marked "Left early."
- All students must check in or out through the school office during school hours. When checking out a parent must sign the student out.

District attendance policy requires that: "If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse 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 absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma statutes. (Reference: 70 OS. #10-106)

Excused absences will be granted in compliance with 70 O.S. §10-105. An unexcused absence is defined as any absence in which a student is absent from class without approval of the school attendance officer. The Board designates all building principals and their designees as attendance officers for the Norman Public Schools. Schools will maintain attendance records and provide attendance information to the District Court and other appropriate authorities upon request.

In grades K-8, a student must be present 90% of the quarter unless absences occurred due illnesses confirmed by a physician, to observe religious holy days, suspensions, and approved school activity absences; all absences will be counted. If a student is absent more than 10% of the quarter, the following actions will be taken:

- Students will receive no grades for the quarter. Report cards will reflect “N.G.” (No Grade). Students will be expected to attend classes and complete course requirements for the remainder of the quarter.
- A referral shall be made to the appropriate authorities.
- Retention will be considered by the Site Attendance Committee.

Before and After School Care

NPS has partnered with [AlphaBest](#) to offer before and after school care. Please visit their website for more information and to enroll.

Behavior Expectations

At Truman Elementary, we use PBIS which is a positive behavior support system. Our acronym is BLAZE:

- B - Be Safe
- L - Learn and lead
- A - Accept responsibility
- Z - Zone in on respect
- E - Exert effort

In addition, Truman students are expected to follow those procedures and policies found in the NPS Student/Parent Policy Guide. Within this policy guide are behaviors that may be grounds for suspension. These behaviors include possession of tobacco, gross misconduct, alcohol and/or drug abuse, vandalism, criminal acts, dangerous weapons, wireless telecommunication devices, missing and stolen property, and violent acts or reckless disregard. You can access the NPS Student/Parent Policy Guide at <https://www.normanpublicschools.org/domain/110>. We encourage you to review the guide with your child.

Birthdays

Students may choose to bring birthday treats for each student in the classroom. Please notify your child's teacher if your child is bringing birthday treats. Birthday party invitations may be distributed at school as long as every student in the class receives an invitation.

Bus Transportation

All bus assignments are made by the NPS Transportation Department. Accordingly, all changes in bus assignments must be made by the NPS Transportation Department. Students are not able to ride a different bus for the purposes of going home with a friend.

Bus transportation is contingent on reasonable behavior by the student and may be withdrawn as necessary in order to address behavior problems. Please review the Student Transportation section in the NPS Student/Parent Policy Guide. In order for students to ride safely to and from school, bus behavior expectations are as follows:

- Stay out of the street or road while waiting for the bus.
- Wait until the bus comes to a complete stop and the driver opens the door before entering the bus.
- NPS board policies and school regulations which apply to bullying, fighting, use of tobacco, dangerous weapons, and vandalism also apply to students on the bus.
- Use of gum, food, shaving cream, toothpaste or beverages is not permitted.
- Bus aisles must remain clear at all times.
- Students must remain seated at all times.
- Use a quiet voice.
- Follow additional directions of the bus driver or bus monitor.

Cafeteria

Breakfast and lunch meals are served in the cafeteria. Students are welcome to bring lunch from home or purchase lunch from the cafeteria. Lunch is available for a reduced price or free if qualified through an application process. Please contact the school office for more information about the application process.

Cell Phones and Electronic Devices

Student cell phones should remain in backpacks and turned off. If a student is using a phone for calls, photos, or texting during the school day, the phone will be taken away

and a parent must pick it up from the office. Teachers may designate “electronic days,” but other than that all electronic equipment should remain at home.

Classroom Communication

Teachers use a variety of ways to communicate with parents. This may include newsletters, emails, text messages, and paper copies of letters/flyers. Teachers will share information about what students are learning, upcoming grade level or class events, and any other information. We encourage parents to reach out to their child’s teacher via email if there are any concerns or questions and the teacher will email or call back at their earliest convenience.

Clothing

Clothing should be school and weather appropriate, including shoes (no Heelys). Advertisements, phrases, or pictures on clothes should not promote violence or any product that would be illegal on school premises or in the possession of a minor. All lost items will be placed in the lost and found, located outside of the cafeteria. Lost and found clothing will be donated to a charity at the end of each nine weeks.

Conduct

Each pupil of the Norman Public Schools is one of its citizens and is entitled to the full benefits and obligations of that citizenship. Students are expected to conduct themselves with due regard for all school regulations and to display appropriate respect to the school, the staff and their school mates. Students will be held accountable for disorderly or inappropriate conduct on the way to or from school as well as during school hours. Please see the NPS STUDENT/PARENT POLICY GUIDE for additional information.

Conferences

We have two sets of conference dates scheduled for the 22-23 school year: Nov 3-4 and March 9-10. We encourage parents/guardians to attend conferences as they provide important information on your child’s academic progress. Parents will receive communication from classroom teachers about scheduling a conference prior to these dates. Report cards are issued at the end of each quarter and are available for viewing via Parent Portal.

Directory Information

The district may release “directory information,” if available, without the parents’ prior written consent unless the parent or eligible student informs the district that any or all of the information designated below should not be released without prior consent. Directory information includes:

- Student's name, address, telephone listing, and date and place of birth.
- Major field of study and grade level classification; (ex., elementary, 7th grade, sophomore).
- Students' participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance date(s) of enrollment, withdrawal, reentry;
- Diplomas, certificates, awards and honors received;
- Most recent previous educational agency or institution attended by the student

Field Trips

We love getting to take our students on fun, educational field trips. You will receive information from the teachers about any upcoming field trips they have planned. Parent permission slips must be completed and returned prior to the field trip. **Students are not to leave or be checked out while on the field trip without prior Principal approval.**

Grades

Parent Portal is the primary tool the District uses to share current student grades and academic status with parents and guardians. Teachers update these grades regularly.

Report cards are available via Parent Portal at the end of each quarter.

Health Safeguards at School

Enhanced cleaning and sanitization protocols have been in place since the onset of COVID-19. Equipment commonly used in hospitals such as portable, ultraviolet disinfection devices and electrostatic sprayers have been employed in school buildings. Plexiglass barriers have been installed in front offices, and hand sanitizing stations and touchless bottle fillers are available at each school.

For more information regarding health safeguards and Covid protocols, please review the [NPS Return to Learn Plan](#).

Illness Protocol

If your child becomes seriously ill or is injured at school we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided on the enrollment form. Children should stay home from school if their fever is above 100.4 degrees. They should be fever free for 24 hours and off fever-reducing medications before returning to school.

Inclement Weather

Student safety is always a top priority. Please visit <http://www.normanpublicschools.org/safety> information about severe and inclement weather protocols.

School closings may be obtained through the local news media. The closing of school will be posted on the district website <http://www.normanpublicschools.org>. Parents will also be notified via the district's mass communication system.

Items Not Permitted At School

Any type of dangerous weapon is prohibited from school. Confiscated items will not be returned to the student, but may be claimed in the office by the parent. Teachers will provide guidance regarding other inappropriate items for school and their classroom. If a student brings an item that the teacher has asked them to leave at home, the items will be held by the teacher and may be claimed by the student at the end of the day. A second offense requires that a parent pick up the item.

Learning Management System (LMS)

The Learning Management System (LMS) used for elementary level is Seesaw. Teachers will use Seesaw as an online platform to communicate and share academic/school information with parents. Students will access Seesaw to watch pre-recorded lessons and complete activities and assignments. Parents are encouraged to interact and familiarize themselves with Seesaw. Teachers will send out parent login information as we prepare for the school year. Seesaw will be used to ensure learning continuity during quarantine situations or any necessary school closures.

Lunch

If a parent wishes to eat lunch with their child, they may check them out during their lunch/recess time by coming to the front office. A parent may occasionally eat lunch with their child in the cafeteria, but we do not encourage this as a frequent practice. Lunchtime is a great opportunity for students to gain independence and socialize with peers. There is a special table in the cafeteria where parents may eat lunch with their child if they choose to do so. Parents are not allowed to bring food for students other than their own child.

Mass Communication

NPS uses a mass communication system to notify parents of school closures, emergencies or other important information. Please make sure your contact information and communication preferences are up to date in the Parent Portal. Additionally, parents are encouraged to download the district's mobile app by searching "Norman Public Schools" in the app store.

Medication Release and Request

Staff cannot dispense any medication unless the Request and Release for Medication form is completely filled out and signed by the parent and physician (in the case of prescription medications). Prescribed medication must be in a container clearly labeled with the name and strength of the medication, name of the patient, date of original prescription, and directions for use and proper storage. Medications may not be sent home with a student. Forms with a full set of instructions are available in the office or are also available on the NPS Home Page under the Parents tab.

Asthma Inhalers: State law requires that if a student carries their own inhaler, there must also be one left in the office. A separate form must be filled out if the doctor allows the student to carry their own inhaler.

Norman Public Schools Policy Notification

It is the policy of the Norman Public School System to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap in its educational services and activities. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid, and employment.

PTA

We have a very active and supportive PTA at Truman Elementary! All parents and family members are encouraged to join our PTA.

On the [PTA website](#), you can join PTA, purchase school shirts, donate money, find information, volunteer, and more!

Parent Newsletter

A weekly parent newsletter will be sent out by the principals via email. It is very important that parents check this newsletter each week for timely school and PTA information.

Parent Portal

Norman Public Schools is able to provide parents the opportunity to view their child's school information via Parent Portal by Infinite Campus. This password protected website allows parents to view their child's grades, assignments, school information and attendance. Please contact the school office for assistance with creating a Parent Portal account.

Safety Drills

We practice fire, safety, and severe weather drills throughout the year in compliance with state requirements. Our aim is to make sure teachers and students know exactly what to do in an emergency situation without causing unnecessary stress or worry.

School Hours

School hours for NPS elementary schools are 7:50 a.m. to 2:50 p.m.

School Parties

Three parties are held each year—Fall, Winter and Valentine's. Teachers will provide parents with specific information about parties.

School Safety

The safety of students and staff is of utmost importance to us. All outside doors will remain locked after 7:50 a.m. Visitors are not allowed past the front office without checking in at the kiosk and will not be allowed into the main areas of the building without administrator approval. This includes the first day of school. Visitors must check out and exit the building through the front office. If you notice a safety concern at our school, please reach out to the front office or principals right away.

Social / Emotional Support

We understand the possible trauma and/or anxiety that students may be experiencing from the presence of COVID-19 in our community, as well as additional factors. Our goal is to provide a stable and positive school environment for students to feel safe. In addition to programs such as Second Step, guidance counselors will be collaborating with classroom teachers to identify specific individual student needs. Please contact your school counselor if you have a concern or feel your student needs additional support. Our school counselor is Terri Welborn. Her email is twelborn@normanps.org

Temperature Guidelines for Recess

Students will ***not*** be allowed to have outside recess when the HEAT INDEX IS 100 OR HIGHER or the TEMPERATURE is 100 degrees or HIGHER.

Students ***will*** be allowed to have outside recess when the WIND CHILL and the TEMPERATURE is 32 or HIGHER.

Telephone Use

Because our phone stays very busy throughout the day, use by students is limited to emergency situations. Messages from parents will be taken by office personnel and delivered to students. You can help eliminate the need for student use of the phone by seeing that your child has schoolbooks, materials, lunch money or sack lunch, and instructions for after school when leaving the house in the morning.

Visitors

We welcome parents and encourage them to be involved at our school. The following information will ensure a safe and productive learning environment for all students:

- All visitors must check in through the office and wear a visitor pass at all times.
- Please be courteous of class learning time and schedule conferences/discussions with teachers before school, after school, or during the teacher's planning time.
- Items that need to be delivered to students during the day should be left at the office.

Volunteers

Volunteers are encouraged to be involved at school and may do so by contacting the classroom teacher, the principal, or the PTA.

Classroom volunteering is arranged through the classroom teacher and must be approved/scheduled ahead of time. A [volunteer agreement form](#) must be completed prior to serving in our school.

If you are in the building to volunteer in any capacity, you must wear your visitor badge that prints out when you check in at the kiosk. This helps staff members know that you have checked in and may be in the building. They are trained to notify the office if they see anyone in the building without NPS identification or a visitor badge. This is a safety measure to ensure that everyone in our school is supposed to be here.