

West Elementary Student/Parent Handbook

2020 - 2021

***Precautions will be taken during the COVID-19 pandemic. Because they are changing so rapidly, a paper copy will be given to all students at the beginning of school.**

811 West Huber
Phone: 772-2245 Fax: 774-1903

Board of Education

Bryan Bayless Kim Ingram
Dennis Green Chris Gregston
Carter Robinson

Superintendent of Schools – Chad Wilson
Principal – Robyn Randol
Assistant Principal – Sharon Ard

West Elementary Staff

4th Grade Teachers

Megan Anders
Nicole Barger
Gayla Bozarth
Jamie Potter
Andrea McPherson
Kelly Metscher
Erin Ridgeway
Nikki Schmitz
Macy Stark

5th Grade Teachers

Emma Forbes
Reonna Gossen
Stephanie Harris
Mary Howl
Kiersten Klassen
Wendi Lewis
Jamie Spradlin
Shyla Wilhite

Special Teachers

Sandy Bright - Counselor
Jane Cole – School Nurse
Deborah Smith- Library
Jamie Sutton - P.E.

Joy Camden – Art Education
Sandy Barr- Computers
Meagan Merkey- Gifted & Talented
Cynthia McCurdy -Special Education
Traci Brownen- Title Math
Brandy Chase– Title Reading
Jamie Shaw - Music
Sally Pritchard- P. T. Assistant
Sarah DeLong- O. T. Assistant
Nikki Perkins - Speech Pathologist

Support Staff

Tonya Adams - Secretary
Shelly Warren- Secretary
Teresa Haub – Cafeteria Manager
Aqualina Bahena - Cafeteria
Ramona DeLeon- Cafeteria
Aurora Perez– Cafeteria
Sarahi Rodriguiz - Cafeteria
Vera Williamson- Cafeteria
Sage Skinner- Library Assistant
Carmen Daniel - Custodian
Irma Chacon– Custodian
Jadyn Bozarth- Teacher’s Assistant
Wendi Johnson- Teacher’s Assistant

Mission Statement

West Elementary is committed to the education of every student to his/her fullest potential. We share this responsibility with our community so that all students are prepared to become active contributing citizens in a continuously changing world.

West Elementary Objectives

1. To provide opportunities for social and academic growth based on realistic expectations
2. To provide an environment conducive to emotional well-being and to nurture self-esteem
3. To model and encourage good citizenship
4. To recognize and reward responsible student behavior and maintain positive home/school relations
5. To use our knowledge of child development to recognize students’ social and conceptual growth and encourage appropriate interactions
6. To provide appropriate long-range planning and emphasize interrelationships among reading, language arts, and other areas of curriculum
7. To provide opportunities for students to develop necessary skills in critical thinking and creative problem solving
8. To help students accept responsibilities for the decisions
9. To provide appropriate means for diagnosing students’ area of need. Students’ progress will be supported through the process of monitoring, maintaining, adjusting, and evaluating
10. To encourage a desire for learning and to stress education is a continuous process.

West Elementary Daily Time Schedule

7:40 – 7:55 a.m.	Breakfast served in cafeteria
8:00 a.m.	Students enter building/Report to class
8:05 a.m.	Tardy bell – Class work begins
2:55 p.m.	Walkers/Bus Riders dismissed
3:00 p.m.	Church Walkers Dismissed
3:05 p.m.	Car Riders dismissed

***Please do not drop off your child before 7:40 a.m. There is NO way to social distance before this time.**

***Please pick up your child by 3:15 p.m. There is NO supervision of students after 3:30 p.m.**

It is the policy of the Weatherford Public Schools to provide equal opportunities without regard to race, sex, color, national origin, religion, age, marital or veteran status, or disability in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the central administration building.

FAMILY RIGHTS AND PRIVACY ACT (PL 93-380)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and local school policy:

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over the other people's access to the student's file.
3. The right to seek to correct the student's education record: in a hearing, if necessary.
4. The right to report violations of the Act to the Department of Education, Washington, D.C.
5. The right to be informed about **FERPA** rights, **NOTE-** Translation of the **FERPA** will be provided for non-English speaking families upon request.
6. All rights and protections given parents under the **FERPA** and school policy shall transfer to the student when he/she reaches 18 or enrolls in a post secondary school. The student then becomes an "eligible student".

NOTE: No records shall be released to any individual, agency or organization, unless exempt by law, without the **WRITTEN** consent of either the parent or eligible student.

Student Directory Information

The school district will maintain and release "Directory Information" without the parent's prior written consent, unless the parent informs the school that any of all of the following information should not be released without prior consent.

The following information is designated as "directory information": student's name, address, telephone listing, date and place of birth; parent or lawful custodian's name, address and telephone listing; grade level classification; student's participation in officially recognized activities and sports.

Admission of Pupils

Health immunizations records are required for students entering Oklahoma schools for the first time. Students that attended Oklahoma schools need a health immunization record to enter Weatherford Schools. When completing your child's enrollment card, please be sure to list your telephone number and an emergency number. **If you have an unlisted number or change your number, please notify the school at once, so we can keep enrollment information current.**

Bicycle Riders

Bicycle riders must obey all traffic regulations required by motorists. Students are encouraged to wear helmets. Bikes are to be parked and locked in the bicycle rack. No bike riding on the school grounds from 8:00 a.m.-3:30 p.m. No skateboards and roller blades on the school grounds.

Blood Borne Pathogens

Blood and other body fluids are handled using Universal Precautions approach. A student with clothing contaminated by blood or other body fluids must report to the office immediately.

Building Security

Because of our concern for student safety and security for all staff and students at West Elementary School, we have a locked door policy. With the exception of the main entrance to the school, all doors will be locked at all times during the school day. During the course of the regular school day, students will only leave the building while under the supervision of designated school staff or parent/guardian.

Bullying Policy

Weatherford Public Schools recently adopted a Bullying Policy. (A copy of this policy will be supplied to any person upon request to the West Elementary Principal's office). Weatherford Public Schools is committed to creating and maintaining a learning environment, which is free from bullying behavior. Schools are meant to be safe places where students can learn, and where educators can work in an atmosphere of care, security and hope.

**The State of Oklahoma has enacted the "School Bullying Prevention Act"
As used in the School Bullying Prevention Act:**

- 1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act: and**
- 2. "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.**

West Elementary School will emphasize and instruct our students about "Bullying."

1. Use the word “bullying” with students to provide an understanding of what is and is not acceptable behavior.
2. Observe and be alert to possible “bullying” behavior and victims.
3. Listen to students, making them feel comfortable to report incidents
4. Instruct students to report “bullying” incidents to any adult – whether they are on a bus, in the cafeteria, on playground, in the restrooms, in other classes, or in the hallway.
5. Educate students to distinguish between tattling and reporting a “bullying” incident.
6. Continue to educate students about character qualities such as kindness, courtesy, and respect.
7. Continue to acknowledge good manners and character qualities.

West Elementary “Bullying Action Plan”

Teachers will address any acts described in the school Bullying Prevention Act in the following manner:

1. First incident – intervene, state expectations and issuance of a verbal warning.
2. Second incident – intervene, state expectations, verbal warning, parent/guardian are contacted by phone, mail or e-mail; Removal of privileges.
3. Third incident – intervene, state expectations, verbal warning and referral to administrative staff and counselor; Administrative contact to parent/guardian and disciplinary action.
4. Fourth incident – intervene, state expectations, verbal warning, and referral to Administrative staff for parent/guardian contact and disciplinary action.

Each teacher will fill out a Bullying Report Log for any validated major “bullying” incident and refer to office on third incident. Administrative staff and counselor may be used on one or all times for reinforcement and guidance in each incident. Disciplinary actions will follow guidelines listed in the West Elementary Handbook. Aggressive behavior may and will be reported to the administrative staff and may require immediate attention in other areas of disciplinary action.

Bus Rider Rules

Students must obey bus drivers at all times. Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Previous to Loading Students Should:

1. Be on time at the designated school bus stops – keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the Bus Students Should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.

3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own).
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Students should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching railroad-crossing stops.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

After Leaving the Bus Students Should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

School Sponsored Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.
3. Students cannot be released from a school sponsored trip to anyone other than a parent or legal guardian without written or verbal permission 24 hours prior to trip.

West Elementary Policy for Change of Placement

When a parent requests a change of placement, the following procedure will be followed:

1. The parent(s) will meet with the principal to discuss the problem.
2. A conference between the parent, teacher, principal and counselor will be held to identify and discuss the problem(s) and develop strategies to address each problem.
3. The strategies to correct the problem will be implemented immediately. A period of time will be set, by the principal to allow the strategies to work.
4. If necessary modifications and adjustments will be made in an attempt to correct any additional problems. **Every attempt will be made to correct the problem without a change of placement.**
5. The principal will make the final decision concerning placement. This decision may be appealed to the superintendent.

Cafeteria

Lunch prices:

Elementary schools -	\$2.65
Middle School -	\$2.75
High School -	\$2.85

Breakfast : \$1.50

1. Please be quiet in line. (Classes are in session.)
2. Keep hands to yourself, legs under the table, and feet on the floor.
3. Talk quietly only to your nearest neighbors.
4. Do not share food. (It's against the law.)
5. Practice good manners. (Don't play with food or things on your tray.)
6. Show respect to cafeteria workers, students, and duty teachers.
7. Raise your hand if you need something.
8. Do not leave the cafeteria with any food or straws.
9. Place all items on the tray to be thrown away while leaving the cafeteria.
10. Line up quietly and wait to be dismissed from the cafeteria.
11. Students eating a cafeteria lunch should not bring drinks from home, convenience stores, etc. Students are encouraged to drink the drinks offered with the cafeteria lunch. **NO DRINKS SHOULD BE TAKEN WITH THE STUDENTS WHEN THEY LEAVE THE CAFETERIA.**

Discipline for Cafeteria Misbehavior

1. Class -wide discipline will be a verbal warning, changing color to yellow as a warning, and then changing color to red that will lead to no talking for students.
2. Personal behavior: One verbal to discontinue behavior, the next warning will be written, then the last option will be lunch detention served the day following.
3. An individual student may be moved immediately for misbehavior if other students are obeying the rules.

Punishment

1. After one warning, individual violators will eat alone.
2. After one warning, group violators will be reported to their classroom teacher. Discipline will be at the teacher's discretion.

Rules of Conduct

The following are the general rules of conduct for all students at West Elementary:

1. Students are responsible for their actions. Self-control is encouraged.
2. Students must observe the safety rules of the school for their own security and that of others.
3. Students shall respect the person and property of others.
4. Students must always tell the truth.
5. Students shall follow classroom rules established by the teacher.

Discipline

It is expected that all students will act in the appropriate manner while in school. Student's conduct is not so much a set of rules and regulations as a consideration of the rights of other persons. If a student's conduct interferes with the rights of others, it is not appropriate. Rules and regulations are made for the purpose of helping everyone in school to do their work to the best of their ability. The following are specific examples of unacceptable behavior, which are subject to disciplinary action.

1. Open or persistent defiance of authority.
2. Willful disobedience.
3. Profanity or vulgarity.
4. Name calling or speaking rudely to others.
5. Destruction or vandalism of school property.
6. Disrespect.
7. Use or possession of a dangerous weapon.
8. Threatening behavior.
9. Bullying
10. Use or possession of alcohol or tobacco products on school grounds.
11. Violation of classroom or school rules.
12. Fighting.
13. Creating or attempting to create a classroom disturbance.

Disciplinary Action

The following is a partial list of possible disciplinary actions, which may be used in no specific order. The appropriate disciplinary action will be taken due to the severity of the inappropriate behavior. Other disciplinary action may be used as needed.

1. Verbal warning or reprimand.
2. Loss of special privileges.
3. Assignment of extra duties.
4. After school detention.
5. Isolation in the classroom.
6. In school detention.
7. Loss of recess.
8. Counseling by teacher or principal.
10. Parent conference.
11. Suspension.

West Elementary Dress Code

Students should regard neatness and cleanliness as important. Dress or grooming that is a safety concern or is in anyway disruptive to the operation of the school and/or the learning process will not be permitted.

The following are specifically prohibited:

1. Shorts and skirts that are too tight or too brief. **Shorts and skirts must be long enough that when a student's arms are at their sides, the hem of the shorts or skirt is at or below their fingertips.**
2. Tank tops, spaghetti straps, halter tops and tube tops. **Shirt straps must be two finger widths wide.**
3. Visible underwear.
4. Sleepwear
5. Sagging pants.
6. Holes in pants above mid-thigh.
7. Indoors wearing of hats, caps, or any other head covering unless prescribed on special activity days. (Males and females)
8. Any clothing with suggestive or derogatory pictures or phrases.
9. Any clothing advertising alcohol, tobacco, or drugs.
10. Bare midriffs.

The principal's decision regarding appropriateness of dress is final.

Personal Items

Please label each article of clothing with your child's name. All books, purses, jackets, miscellaneous supplies, etc. should be plainly marked with tape or ink. Each year a

considerable quantity of unclaimed clothing and other articles accumulate in the lost and found box. If personal items are marked with students' names, it makes getting them back to the proper owner easier and faster. If your student has lost an item, please stop by to check in the lost and found.

Administering Medicines to Students

The Board of Education will permit the administration of medication to students in its jurisdiction. Pursuant to the written authorization and direction of a physician, physician's assistant, nurse practitioner, or dentist, as well as written authorization of a parent or guardian, a school nurse or other designated employees may administer prescription medication to a student. Tylenol, an antacid, topical antibiotic ointment or other over the counter medications may be given with written authorization of a parent or guardian. **It is the parent's responsibility to supply the medication in a new unopened container with the student's name on the bottle.**

Asthma Policy

If your child needs to use an inhaler during school hours, parents must complete the Asthma Management Plan. This allows students who are able to self-administer inhalers to carry the inhaler with them. The school will also need a written statement to self-administer from a physician, physician assistant, and/or a nurse practitioner. According to State Law, if your child uses an asthma inhaler, the parent/guardian must provide an extra asthma inhaler to the front office to be used in case of an emergency.

Administering Medicines to Students on Field Trips

The parents will be required to supply a prescription bottle with the original pharmacy label, including the student's name, the ordering physician, date of prescription, name and dosage of medication, method of administration and the exact amount required for that trip only. The nursing staff is not allowed to transfer medication from one bottle to another.

Emergency Administration of Medication

In case of anaphylactic (allergic) reaction or the risk of such reaction, a school nurse may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function according to the standing order of the student's private physician and written authorization from parent or guardian.

A record of the medication administered will be documented in the Oklahoma Cumulative Health Record and filed in the student's cumulative folder.

The parents or guardian of a child must assume responsibility of informing the school of any change in the child's health or medication. The school district retains the discretion to reject requests for administration of medicine

Epipens or Other Self-Administered Mediations

Students who are able to administer specific medication may do so provided:

1. Written statement to self-administer medication from physician, physician assistant, and/or nurse practitioner.
2. Written authorization for self-administration of medication from parent/guardian.
3. Inform front office and teacher that the student is self-administering medication.

Food Allergy

If a student has a food allergy the Child Nutrition Department requires a statement and signature on letterhead of a recognized medical authority on file. Statement must list food items the student cannot have. This statement must be renewed yearly. If more information is needed please contact the child nutrition director at 580-772-5389.

Guidance Program

All students will attend group-counseling classes to aid in personal and emotional growth. During the year various topics will be covered along with current relevant topics as appropriate. If you have any questions, please contact the principal or the guidance counselor Mrs. Sandy Bright.

Hallway Rules

1. No running – walk quietly and orderly with your hands behind your back on the right side of the hall.
2. Enter the building in an orderly fashion before school and after recess.
3. Walk as a class in single file when inside the building.
4. Soft voices in the restroom. Misconduct in the restroom will not be tolerated.

Head Lice Policy WEATHERFORD ELEMENTARY SCHOOLS (East and West Handbooks)

Educating your child(ren) about how lice are spread from one child to another may prevent infestation. Home head lice checks should be a part of routine personal hygiene and are recommended to identify early, easily treatable infestation.

To help parents be aware of the presence of head lice in your child's school, letters of notice will be sent home to all parents when random head checks find lice in their school. To help parents check for and control head lice, fact sheets and control tip sheets will be given out during enrollment.

Weatherford Public Schools do not tolerate head lice. Regular head lice checks will be performed by our school nurse and/or school personnel throughout the school year. If a student has live lice and/or excessive nits, parents will be contacted to take the child home and treat the head lice. After the appropriate treatment is given, the parent must bring the child to the office. The child will be checked in the office before he/she may be allowed to return to class. Parents **must** bring the signed Head Lice Treatment Verification form and the empty container.

Insurance

A school type accident policy is available to anyone interested. We do not sponsor insurance programs and receive no financial benefit from them. Forms are available from your child's teacher or at the office.

Internet and Electronic Mail Permission Form

We are pleased to offer students of the Weatherford Public School's access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the Internet and Electronic Permission Form to the LIBRARY MEDIA SPECIALIST.

Access to telecommunication will enable students to explore libraries, databases, and other resources throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to student's access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Weatherford Schools support and respect each family's right to decide whether or not to apply for access

**CODE OF CONDUCT FOR INTERNET AND OTHER
COMPUTER NETWORK ACCESS
New Policy 10-11(EFBCE-R1)**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

*****Violations may result in a loss of access as well as other disciplinary or legal actions.**

Leaving School Grounds

Your child is to go directly home after school unless other arrangements have been made. If the normal routine is changed, please contact your child's teacher. During the school day, no student is permitted to leave the school grounds for any reason unless a teacher has given permission. Students leaving school must always be signed out at the office.

Moment of Silence

Students at West Elementary will honor a moment of silence during morning announcements. At this time students may choose to meditate, pray, or just sit quietly.

No Name on Assignment Policy

The total number of points deducted from a student's grade on an assignment for not writing his or her name on their paper shall be no more than 10% of the total points for that assignment unless a greater value has been assigned to that task, in the written instructions, on the assignment.

Parent Conferences

Parent Conferences are scheduled at the end of the first and third nine weeks. Parents are notified of the conference schedule in advance and are encouraged to attend. Parents are urged to become acquainted with the teachers and to confer when necessary.

School Wide Alert Now Communication System

We are fortunate to have a communication system that can provide instant messaging. It is very important that the school be updated on phone numbers and email addresses if a parent wished to receive the benefits of this communication system.

Playground Rules

1. Rocks, dirt, gravel, and sand are to be kept on the ground.
2. Stay within the boundaries of the playground.
3. Stay away from doors and windows.
4. Line up immediately and orderly when the bell rings.
5. Use playground equipment properly.
6. Stay outside during recess.
7. Tackle or wrestling-type sports are prohibited.

Respect

1. Students will treat one another and adults respectfully at all times.
2. Students will respect the rights and property of others.
3. Students will be sensitive to the feelings and needs of others.
4. Inappropriate behavior will not be tolerated. For example, no fighting, profanity, name calling, etc.
5. Learn the difference between “tattling” and “reporting.”

Report Cards

A progress report card will be given to each student at the end of each nine-week term. Parents may request a parent-teacher conference or a current report when necessary.

Grading Scale

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69

Late Paper Policy

We strive to help our students to become responsible, respectful and ready each and every day. In order to help our students be more responsible, we are following a strict late work policy.

4th Grade Late Work Policy

*Late papers will have a 10 points deducted from the final grade.

* Only one replacement paper will be given.

* Students may correct and return any assignments that they receive below 70%.

5th Grade Late/Missing Policy

* Late papers will have 10 points taken off the final grade of the paper.

* Only one replacement paper will be given.

* There will be a 2 week deadline for late/missing papers during the Fall semester. After 2 weeks a zero will be given. During the Spring semester, a 1 week deadline for late/missing papers will be in place.

* Reworking of papers will be allowed the first semester only for a grade of 69% and below. The new grade will be averaged with the original grade. During the second semester the grade earned will be the grade recorded.

Please help your child learn to be responsible by checking their planners and signing them each night. They should be filling out their planners daily, unless absent, and should be marking if and what they have homework in. With your help, we can help our students become more responsible in school and in the future.

(Under certain circumstances, these guidelines will be adjusted if agreed on by the principal, teacher team, student, and parents.)

Telephone

It is impossible to permit unlimited use of the school telephone. Many children place unnecessary calls. The most frequent is "Mom, can I go home with _____?" Please communicate with your child before they leave for school so you both will know what they are to do when school is out for the day. When a child feels it is necessary to use the phone, their teacher will decide if it is necessary and will give them permission. Persons calling students or teachers while class is being conducted will be asked to leave a message or a number to call back. As a general rule, students will not be disturbed during class unless an emergency exists. Calls can be returned at the next break from class.

Wireless Communication Devices

It is the policy of the Weatherford Board of Education that students are not allowed to have wireless telecommunication devices at Burcham Elementary, East Elementary, or West Elementary.

Upon violation of this policy, the superintendent, principal, teacher, or security personnel shall have the authority to detain any student and seize any wireless telecommunication device for a reasonable period of time.

Electronic Devices/Toys

Electronic devices such as iPads, iPhones, radios, tape and CD players, MP3 players, video games, lasers, etc., are not allowed on campus. Any disruption caused by such devices will result in temporary confiscation of them. West Elementary will not be responsible for the loss of such electronic items including cell phones. Neither will West Elementary put forth much, if any, effort to recover lost/stolen electronic items.

Textbooks/Workbooks

All textbooks and workbooks are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them.

Visitors

Visitors and parents are welcome and encouraged to visit the school. For safety reasons, all visitors and parents must sign in at the office and obtain a visitors pass. Please return the visitors pass and check out when you leave the building.

Volunteers

Our school could not function without the endless hours donated by our VIPS (Volunteers in Public Schools). VIPS perform such tasks as reading to students,

copying materials, filing and typing. If you would like to be a VIP, please contact the school at 580-772-5888.

Withdrawal from School

When a student withdraws from school during the school term, his parents should report to the office to pick up withdrawal forms. All textbooks, library books, etc. should be checked in. Refunds on lunch tickets will be given.

Privacy Rights

Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (OK 70-2102). School officials may search your locker or other property at any time as deemed necessary.

Proficiency Based Promotion Policy

WPS gives students the opportunity to demonstrate proficiency in one or more areas of the core curriculum in order to be promoted up a grade. These tests are offered at the beginning and at the end of the school year. If you have questions about the policy or process, please contact the school's counselor or principal.

Healthy and Fit Information Schools

We will make an effort to educate our students about healthy eating habits and physical fitness. We will promote our student's positive body image. We encourage students to wear tennis shoes for safety as they participate in physical education and play on the playground equipment. We will encourage healthy lunches and drinks from home and offer healthy lunches at school. We will communicate healthy and fit student information to parents. We encourage healthy snacks for students and will offer healthy choices at our school parties.

Valentine Day Deliveries To Weatherford Public Schools

Weatherford Public Schools will NOT be accepting any Valentine related deliveries of items to the school sites for all students and staff. This will include flowers, balloons, gifts, and food items. Issues of concern are safety of students loading and unloading vehicles, safety of students on buses, loss of classroom time for staff and students, disruption of office efficiency, theft of items, damaged/hurt feelings of students, and competition among students. We appreciate your support with this matter.

Student Complaints and Grievances

Any student of Weatherford schools may file a complaint against any school employee or any school rule or regulation. The complaint must be in writing. A complaint against an employee must be filed within 20 days following the act or event about which the complaint arose. The complaint must be specific and in reasonable detail as to who, what, where, and when. Complaints or grievances not filed within 20 days shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed on the board complaint form. Complaints or grievances concerning a principal's rule or regulation shall be filed with the principal. Complaint forms are located in at the District Administration building located at 516 North Broadway.

Grievances and Complaints can be filed with:

Mr. Chad Wilson, EEO Officer
516 North Broadway
Weatherford, OK 73096
580-772-3327

Nondiscrimination Statement

The Weatherford Public Schools does not discriminate on the basis of race, color, religion, sex, age, national origin, disability or veteran status. The District is aware of the provisions of applicable federal and state statutes and regulations prohibiting discrimination and intends to comply with them. Inquiries concerning the application of this policy may be referred to:

Federal Programs/504/ADA Coordinator
Steve Callen
516 North Broadway
Weatherford OK 73096

Title IX Coordinator
Mark Shadid
1500 North Washington
Weatherford OK 73096

No Child Left Behind – Parents’ Right-To-Know

In accordance with Parents Right-to-Know requirement under *Every Student Succeeds Act – ESSA, Section 1112 (e)(1)(A)* this is a notification from Weatherford Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student’s classroom teachers. The information regarding the professional qualifications of your student’s classroom teachers shall include the following:
- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A)(i)-(ii)]
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 111(b) (2) and by the State or educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA, Section 1112(e)(2)(A)]
- c) upon request, parents of an English learner may:
- have the child immediately removed from an English Learner (EL) program; [ESSA 1112(e)(3)(A)(viii)(i)]
 - decline the child’s enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(iii)]
 - receive assistance in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]
- d) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA, Section 1112(e)(1)(B)(ii)]

No Child Left Behind – School/District Report Cards

In accordance with the No Child Left Behind Act (NCLB), Section 1111 (h) (6)

PARENTS' RIGHT-TO-KNOW, this is a notification from West Elementary School to every parent/guardian of a student in our school that you may view the No Child Left Behind School report card as well as the No Child Left Behind District report card during regular school hours. These reports are available for your viewing at the Principal's office located at 811 West Huber, Weatherford, Oklahoma.

If you require any additional assistance, please contact the school office at 580-772-5888.

Weatherford Public School Attendance Policy (FOE-R)
Board Approved August 11, 2008

Attendance Policy

One of the most important factors contributing to success in the school is attendance. Prompt and regular attendance is a must if a student expects to succeed in the work assigned.

Tardy

(Burcham/East/West) **The tardy bell rings at 8:05 a.m.** Students will be considered tardy if they are not inside the classroom when the tardy bell finishes ringing. If students come to school after 9:30 a.m. or leave before 1:30 p.m., they will be counted absent for one-half (½) school day. Excessive tardiness or early checkouts may result in penalties similar to those for truancy.

Excessive Absence

Excessive absence is defined as a student with 10 or more absences per semester in a class for any reason except school activity absences. When a student acquires 10 absences (excused or unexcused) in a semester, credit for classes and/or promotion to the next grade level will not be given. An appeal to the Attendance Review Committee may be made upon request to hear extenuating circumstances concerning absences and review documentation over 9 absences. The principal will appoint the members of the committee. When coming before the committee, all absences must be supported with proper written documentation. The school will pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law if necessary.

Excessive Absence Appeal Process

If a student accumulates 10 or more absences (excused or unexcused) and believes that special circumstances exist which should be considered, the student and parent/guardian may request a hearing for consideration of the granting of credit/promotion. Such a request must be in writing and presented to the building principal.

The student's Attendance Review Committee (consisting of an administrator, counselor, and 3 classroom teachers) will schedule a hearing when classes are not in session on a regular school day. The hearing will be scheduled to allow the student a minimum of five (5) school days in order to gather evidence, (such as hospital records, doctor reports, **funeral attendance**, etc.) contact witnesses, and prepare his/her case and that supporting documentation must be submitted to the school office two (2) school days prior to the hearing.

The student will be allowed to present his/her case before the hearing panel. Following the presentation of evidence, the hearing panel will be allowed executive session to discuss and study the case. Following the executive session, each panel member will cast a ballot for or against the granting of credit/promotion. The ballots will be counted in the presence of the student. The granting of credit/promotion will be determined by majority vote of the panel.

The decision of the hearing panel will be final and no other agency within the structure of Weatherford Public Schools will have the authority to overturn that decision.

Types of Absence

Excused Absence

An excused absence occurs when the student is absent with the knowledge **and** approval of the guardian **and** school. The guardian must notify the school of the student's absence. Guardians are asked to call the school early the day the student is absent. Failure to do this could result in an unexcused absence and/or admittance problems to class for the student when they return to school. Students will be responsible for making up all work missed for full credit. If a student goes to a doctor **or** court appearance, documentation must be brought to the office when returning to school. **Funerals in the immediate family will be an excused absence and marked as bereavement.** Four (4) absences per semester with knowledge **and** approval of the guardian **and** school will be excused absences. Any absence beyond four (4) excused absences per semester will be marked unexcused unless the parent or guardian provides proper medical documentation.

Truant/Unexcused Absence

A truant/unexcused absence occurs when the student is absent from school without the knowledge **and** approval of the guardian **and** school. The student will be allowed to make up all work missed for full credit. However, student will be subject to disciplinary action.

Admission After Absence

Students should report to the office before reporting to class after an absence. Time given to make-up work will correspond to time of the absence. A student will have one make-up day for each day absent. Example: A student gone on Tuesday, back on Wednesday, has all work due Thursday. **It is the student's responsibility to make arrangements with the teacher to make up the work for full credit.**

Oklahoma Laws on School Attendance

"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." (70-10-106)

Section 229. Neglect or Refusal to Compel Child to Attend School

A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.

B. It shall be unlawful for any child who is over the age of twelve (12) years and under the ages of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

C. Any parent, guardian, custodian, child or other person violating any of the provisions of the section, upon conviction, shall be guilty of a misdemeanor. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

Reporting Requirements of School

Custer County has established a truancy court. If a child is absent without a valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse ten (10) or more days or parts of days within a semester, the school is required by law to notify the District Attorney. (A valid excused absence occurs when the student is absent with the knowledge **and** approval of the guardian **and** school.) Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

Activity Absence

An activity absence is given when the student misses instructional time and is engaged in a school sponsored activity sponsored by a school official or other activity sponsored by an outside agency/organization when approved by school administration, providing the student meets eligibility requirements. Students with an absence coded as school activity are responsible for obtaining assignments and turning in missed work for full credit. Assignments or tests will be due or taken upon return to class. The instructor may grant additional time to complete work.

15-Day Activity Absence Rule

The student's first obligation should be academic and to maintain a strict attendance in that program. Students should attempt a program of study that will afford them maximum educational opportunities and experiences for a successful year.

In accordance with the guidelines set by the State Board of Education, the Weatherford Public School Board of Education has approved the maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom, will be fifteen (15) days for any one (1) class period of each school year. District, Regional, Area, State, and National contests (requiring earned participation) do not count against the fifteen (15) days. By limitation of the State Board of Education, there are no exceptions to this to this rule.

Weatherford Public School Chromebook User Agreement

Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

Guidelines

Student use of the Chromebook falls under the district Student Internet/Computer Policy. Internet and Chromebook use will be monitored through district level management software as well as unannounced Chromebook checks randomly throughout the school year. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the Chromebook are the property of the school district and subject to review and monitoring.

Students should NOT:

- Modify the Chromebook in any way other than instructed by the administrator or other school personnel.

- Apply marks, stickers, or other decoration to the supplied Chromebook cover. (Students will be responsible for the replacement cost of the cover should this not be followed.)
- Exchange Chromebooks with any other student.
- Remove the supplied cover from the Chromebook.
- Clear or disable browsing history on the device.
- Disable the Chromebook or its applications on the Chromebook assigned to them OR anyone else's Chromebook.
- Have inappropriate content on the Chromebook. This includes but is not limited to pornographic material, inappropriate language, plagiarized material, illegally downloaded material, alcohol, drug and/or gang related symbols or pictures will result in disciplinary action.

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.

Software on Chromebooks

- Student Chromebooks will be given to students with applications already installed. These applications should not be uninstalled by the student.
- Students should not install additional software on their Chromebook other than what has been approved by Weatherford Public School.
- Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Saving Documents

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their document will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as practical. The following procedure should be exercised when reporting issues:

1. Let your classroom teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to the appropriate person.
3. Reporting an issue to the school office if a teacher is unavailable.

Annual Usage and Maintenance Fee/Insurance Coverage, Loss or Damage

Weatherford Public Schools requires that insurance be purchased prior to the deployment of the Chromebook to your child. The insurance cost is \$30.00 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$50.00 with the deductible increasing by \$50.00 for a second claim within the current school year and full purchase price if a third claim is made within the same school year. If a student withdraws from Weatherford Public Schools and then re-enrolls later in the same school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Insurance will cover the repair of any accidental damage to your child's Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the parent paying the \$50.00 deductible (for first time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$250
- AC Adapter & power cord - \$20.00
- Case - \$30.00

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

Items Not Covered by Insurance:

- Loss, theft (not reported to authorities or those who no copy of police report provided to the school), neglect, or deliberate damage of Chromebook, cables, power adapter, and case
- Cosmetic damages
- Preventative maintenance
- Effects of normal wear and tear
- Third-party products or effects that may damage Chromebook
- Recovery of software or data
- Damaged/lost cover

Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the Chromebook.

Please Remember

- Devices may be monitored by school district level administrators at any time for misuse.
- Administration reserves the right to take a Chromebook at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict Chromebook use during class at any time.

To the Student/Parent/Guardian:

This school has provided the information contained in this handbook for your convenience. We hope you have taken the time to read and study it carefully. Any questions you may have should be brought to the attention of your teacher. He/She is willing to discuss it with you.

We are pleased to have you as part of the West Elementary student body. We sincerely hope your years at West Elementary will not only be successful, but will be enjoyable as well.

**Robyn Randol, Principal
West Elementary School
811 West Huber
Weatherford, OK 73096**

**580-772-5888 School
580-772-1903 Fax
rrandol@wpsok.org**