

*Everyone  
Achieves  
Success  
Together*

*Student/Parent  
Handbook  
2018 – 2019  
East Elementary  
School*

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: Compliance Coordinator, 516 North Broadway, Weatherford, Oklahoma 73096, 580-772-3327

### ***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 education record.
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** – A 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.

# Weatherford Public Schools

Weatherford, Oklahoma 73096

*Home of the Eagles*

## Parents Right-To-Know Letter

Dear Parents and Guardians:

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 teacher's 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)]

If you have any questions or concerns, please feel free to contact the school principal at 580-772-3533

Sincerely,

Brad Howl

School Principal

# *East Elementary School*

## MISSION STATEMENT

We, at East Elementary School share responsibility with parents/guardians, students, and the community to provide a safe, positive environment in which all students may experience success to their highest potential. We strive for all students to become lifelong learners.

## EAST ELEMENTARY CREED

We, as students of East Elementary School, help create a safe, positive place, where all students may experience success to their highest potential. We strive to become responsible citizens and lifelong learners.

## STUDENTS' BILL OF RIGHTS

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

Students in our school have the right to:

- \*Learn in a disruption – free environment.
- \*Know what is expected of them at all times in every area of school.
- \*Be protected from physical harm.
- \*Be protected from verbal abuse.
- \*Have their positive behavior recognized.
- \*Have their concerns heard.
- \*Be treated with kindness and caring.

**East Elementary School**

**701 E. Proctor**

**580-772-3533 or 580-772-7377**

**FAX: 580-774-1905**

**Weatherford Public Schools Board of Education**

**Mr. Chad Wilson, Superintendent of Schools**

**Mr. Steve Callen, Assistant Superintendent**

**Mr. Denis Green, President**

**Mr. Brian Bayless, Member**

**Mrs. Kim Ingram, Member**

**Mr. Scott Selsor, Member**

**Mr. Chris Gregston, Member**

**EAST ELEMENTARY TEAM**

**PRINCIPAL**

Mr. Brad Howl

**COUNSELOR**

Ms. Vicky Littke

**SPECIAL TEACHERS**

Ms. Marti Bessinger -- Music

Ms. Jane Cole – School Nurse

Ms. Nikki Perkins - Speech

Mr. Cory Miller – PE

Ms. Meagan Merkey – Gifted/Talented

Ms. Jennifer Terrell – Learning Lab

Ms. Dana Davis – Library Media Specialist

Ms. Dana Chaplin – Title I Reading

Ms. Kelly Schamburg – Title I Reading

**SECOND GRADE TEACHERS**

Ms. Nikki Allen

Ms. Megan Archibeque

Ms. Angie Hardin

Ms. Gini Smith

Ms. Ashely Shenold

Ms. Courtney Bell

Ms. Bailee Sossamon

Ms. Allison Flanigan

Ms. Kathleen Ward

**SUPPORT TEAM**

Ms. Jackie Eaton – Cafeteria Manager

Ms. Lauretta Riseley – Library Media Center Assistant

Ms. Beatrice Gomez - Custodian

Ms. Michelle Ventris – Secretary

Mr. LeMon Nichols – Custodian

Ms. Nancy Shaffer – Secretary

**THIRD GRADE TEACHERS**

Ms. Stacy Cummins

Ms. Dena Bass

Ms. Chandra Briggs

Ms. Jena Green

Ms. Megan Price

Ms. Lynn Roof

Ms. Gina Sullivan

Ms. Michelle Whitefield

**East Elementary Daily Time Schedule**

7:30 a.m. – 7:55 a.m. – Breakfast served in the Cafeteria

8:00 a.m. – Students enter building/report to class

8:05 a.m. – Tardy bell – class work begins

3:05 p.m. – Bus loading at bus loading zone

3:05 p.m. – Walkers and Riders dismissed

**\*\*PLEASE pick up your child by 3:30 p.m. There is NO supervision of students after 3:30 p.m. \*\* Students remaining may be picked up at the Principal's Office.**

### Admission of Pupils

Health immunization 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, please notify the school at once, so we can keep enrollment information current.

### Insurance

A school type accident insurance 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.

### 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 leaving 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 be called back. **Classroom teaching time will not be interrupted unless it is an emergency**

### 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 kept updated on phone numbers and email addresses if a parent wishes to receive the benefits of this communication system. Text messaging is available. Please contact the school office for more information if necessary.

### Senate Bill 815-Section 11 – 101.2 of Title 70:

The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

East Elementary will use the following format:

"As we begin another day, let us pause for a moment of silence to reflect, meditate, pray or engage in other silent activity."

### Weatherford Public School Attendance Policy (FOE-R)

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, 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.

## **Proficiency Based Promotion Policy**



Weatherford Public Schools give 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 this policy and process, please contact the school's Counselor or Principal.

### Healthy and Fit Schools

We will make an effort to educate our students about healthy eating habits and physical fitness. We will promote our students positive body image. We encourage students to wear tennis shoes daily for safety as they participate in Physical Education/Wellness Walk and recess time. We will encourage healthy lunches and drinks from home and offer healthy lunches at school. We will include information in a newsletter to promote healthy and fit students. We encourage healthy snacks for students and will offer healthy choices on special occasions.

### East Elementary Policy for Change of Placement

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

1. The parent(s)/guardian(s) will meet with the principal to discuss the problem.
2. A conference between the parent, teacher, principal and/or 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 problems without a change of placement.**
5. The principal will make the final decision concerning placement. Enrollment numbers (class size) will be considered in making a decision. This decision may be appealed to the superintendent.

### East Elementary Dress Code

The appearance of any student is primarily the responsibility of that individual and their parents/guardians. We expect students to maintain an appearance that is not distracting to teachers or students or which interrupts the educational process of the school.

\* The wearing of "flip-flops" is allowed. However, students are constantly injuring their feet or toes during playtime activities, The wearing of "flip-flops" on field trips is not recommended for safety reasons and comfort.

The following are specifically prohibited:

1. Shorts and skirts too tight or too brief. Shorts must be long enough that when a students arms are at their sides the hem of the shorts are at or below their finger tips.
2. Clothing which allows undergarments to be seen.
3. Halter-tops or clothing which allows a bare midriff or exposed back.
4. No shirts or dresses with spaghetti straps. Tank top straps must be two finger widths wide.
3. Indoors wearing of caps, hats, or any head covering unless prescribed on special activity days.
4. Any clothing with suggestive or derogatory pictures or phrases.
5. Any garments that display or suggest immorality, vulgarity, tobacco, satanic messages, alcohol or other drugs.
6. Gang related symbols, colors, etc. are not allowed at school or school activities.

**The Principal's decision regarding appropriateness of dress is final.**

### 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 a written authorization of a parent or guardian, school personnel 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.

## 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. East Elementary staff is not allowed to transfer medication from one bottle to another.

## Prescription Medication

Prescription medication will be given with the physician and parent/guardians written permission. It must be in a pharmacy bottle marked with the child's name, name of physician, date, name and dosage of medication, method of administration, and how much to give.

## 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.

## Epipens or Other Self-Administered Medications

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

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

## Students with 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 can not have. This statement must be renewed yearly. If more information is needed, please contact the Child Nutrition Director at 580-772-5389.

## Head Lice Policy

**WEATHERFORD ELEMENTARY SCHOOLS  
(Burcham, East, West Handbooks)**

Educating your child 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.

Our School Nurse and/or school personnel throughout the school year will perform regular head lice checks. 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.

**This letter is to be sent home to all students at East and West on days when lice are found. Due to the larger number of days when lice are found at Burcham, this letter is to be sent home to only students of the same grade.**

Dear Parent:

A routine head lice screening was performed at your student's school today. We recommend you thoroughly screen your child(ren) at home because head lice can be spread among children who engage in behaviors such as sharing combs, brushes, caps and hats, jackets and coats. If you find live lice or nits, your child should be treated with pediculicide to kill the lice AND you should perform extensive combing to remove the nits.

### Visitors

Our student's safety is important to us. In order to maintain security, all visitors are asked to enter through the front doors and to stop by the school office, sign the visitor ledger, and obtain an appropriate assigned badge. All outside doors and classroom doors will remain secured during school hours. Thank you for your cooperation!

### 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 580-772-3533.

### Personal Items

Please label each article of outside clothing with your child's name. All books, purses, jackets, miscellaneous supplies, etc., should be plainly marked with nametapes or ink. Each year a considerable quantity of unclaimed clothing and other articles accumulate in the lost and found box. Check with the office in case articles are lost. Flowers, balloons, or gifts sent to school for students will be delivered to the office. Students may pick up items at the end of the day. **It is suggested your child be picked up on days flowers, balloons or gifts are sent to school. (No Valentine Day Deliveries to school). Items of this nature are a distraction and a safety issue for our bus drivers as well as a chance for these items to be damaged or lost during their ride home.** Toys or play items sent to school may become damaged and are the responsibility of the student. Please keep expensive or special items you are concerned about at home.

### Wireless Telecommunication 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.

### 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.

### 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 or the office. 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 by a person listed on the enrollment card unless prior notification has been made with the teacher or the office.

### **Withdrawal from School**

When a student withdraws from school during the school term, their parent/guardian should report to the office to pick up withdrawal forms. All textbooks, library books, etc. should be checked in. Refunds on breakfast/lunch accounts will be given. All fees due will need to be paid to complete a withdrawal.

### **Parent/Teacher Conferences**

Parent /Teacher 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.

### **Grading Policy**

East Elementary is committed to helping every child achieve success. It is our goal to help all students grow academically and socially during their time at East Elementary School. Part of this process is teaching students to be responsible for their schoolwork. Students will be given at least one day to make up missing work for each day they are absent from school. Students will also be given an opportunity to make up lost or missing work before a zero will be recorded in the teachers' grade book. After students receive their second opportunity teachers may record a zero for the missing work and the score will be reflected in the student's final grade. A report card will be given to each student at the end of each nine-week term. Parents may also monitor their child's grades using the online grading system. This allows parents constant feedback on how their child is performing and shows if they are missing any work. A conference between parents and their child's teacher can be requested at any time.

#### **Grading Scale**

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

### **Textbooks/Workbooks/Library Books**

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

### **Building Security**

Because of our concern for student safety and security for all staff and students at East 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. East Elementary School has a video camera DVR system to assist with the safety and security of the site.

### **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, rollerblades, skate shoes etc. may be used on the school grounds.

### **Privacy Rights**

Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (OK 70-24-102) School officials may search your locker or other property at any time as deemed necessary.

## CAFETERIA GUIDELINES (East Elementary)

Our goal is to serve your child a nutritious meal in a pleasing atmosphere. You are welcome to have breakfast and/or lunch with your child. We do need to know ahead of time, so we will have plenty of food available. Just give the manager of the cafeteria a call the day before for breakfast, and before 9:00 AM for lunch. The phone number for the cafeteria is **580-772-5269**. Payment of meal is due at the time of service. You may use your child's lunch account if funds are available.

Guest meal prices: Breakfast @ \$1.80, Lunch @ \$3.05

- We do encourage parents to fill out the Free/Reduced Meal Application, even if your student will not be eating in the cafeteria. If you have any questions about the child nutrition program, please contact me at **580-772-5389**. I will do my best to answer your questions.
- **We do require payment of all meals prior to being served. Students must also have funds in their account or pay cash at time of purchase for extra food items. Throughout the year we will do our best to let you know when funds are needed, but we do ask for your help and understanding in this area. Many times statements do not arrive home with the student, or they are left in backpacks. If the need to charge a meal becomes necessary due to "circumstances beyond your control", arrangements must be made "prior" to meal being served, with the cafeteria manager at your student's school site. She can be reached on school days at 580-772-5269 before 2:00 PM. A time frame to pay for charged meals will be set at the time of request.**
- **At the grade school level, 1 to 5 meals may be charged.** (Charging of meals will not be allowed the last 14 days of school in May)

Child Nutrition Director  
516 N Broadway  
Weatherford, OK 73096  
580-772-5389

### Meal Prices – (East Elementary)

#### Breakfast

\$1.40 Full price student  
\$ .30 Reduced price student  
\$1.40 Eligible Adults (administrators, faculty, support staff)  
\$1.80 Guest (adults/child)

#### Lunch

\$2.35--Full price student East Elementary (2<sup>nd</sup> – 3<sup>rd</sup>)  
\$ .40 --Reduced price student (EC -12<sup>th</sup>)  
\$2.65 --Eligible Adults (administrators, faculty, support staff)  
\$3.45 --Guest (adults/child)

#### Extra food items/Seconds

Money must be in student's account or cash payment will be required at time of purchase. It is the parents' responsibility to educate their students as to which choices for extras and/or seconds they would like their students to have. Student accounts may be flagged to indicate that money in their accounts may only be used for meals and not used for extras and/or seconds.

## **Offer versus Serve**

East is an offer versus serve school. Students must take 3 out of the 5 food components or combinations. If parents have questions about prices, charging, extras, or offer versus, please call the Cafeteria Manager or the Child Nutrition Director.

## **Rules of Conduct**

The following are the general rules of conduct for all students at East 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 teachers.

## **Discipline**

It is expected that all students will act in the appropriate manner while in school. Student 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. Destruction or vandalism of school property.
5. Disrespect.
6. Use or possession of a dangerous weapon.
7. Threatening behavior.
8. Use or possession of alcohol, drugs, turkey drugs, or tobacco products on school grounds.
9. Violation of classroom or school rules.
10. Fighting.
11. Creating or attempting to create a classroom disturbance.

## **Disciplinary Action**

The following is a partial list of possible disciplinary actions, which may be used. 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 placement.
7. Loss of recess.
8. Corporal punishment.
9. Counseling by teacher or principal.
10. Parent/guardian conference.
11. Suspension or expulsion.

## **Hazing/Bullying/Harassment Policies**

Weatherford Public Schools have the following policies in the Weatherford Public Schools Policy Reference Manual and are available at anytime for students, parents, community members, teachers, and staff members to

review: Hazing (FNCC) / Bullying (FNCCA) and Harassment (FNCD). The Weatherford Public Schools Policy Reference Manual is available at the Central Office located at 516 North Broadway or at each site Principal's office.

## **Bus Rider Rules**

It's important that every student enjoys a safe trip to and from school. That's why the Weatherford Public Schools has established a policy that riding a bus is a privilege. Student's not observing the following safety guidelines could be subject to loss of bus – riding privileges. Unsafe behavior will not be tolerated. Any questions or concerns about transportation need to be reported to Ms. Richelle Crain – Transportation Director for Weatherford Public Schools at 580-772-5672.

### **Prior To Loading**

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

### **While on the Bus**

- Keep all parts of the body inside the bus.
- Refrain from eating and drinking on the bus.
- Refrain from the use of any form of tobacco, alcohol, or drugs.
- Assist in keeping the bus safe and clean at all times.
- 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.)
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for the by the offender.
- Never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children.
- Do not throw objects in or out of the bus.
- Remain in your seat while the bus is in motion.
- Refrain from horseplay and fighting on the school bus.
- Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- Remain quiet when approaching railroad-crossing stop.
- Remain in the bus during road emergencies except when it may be hazardous to your safety.

### **Unloading the Bus**

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
- Go home immediately, staying clear of traffic.

## School Sponsored Trips

Students cannot be released from a school sponsored trip to anyone other than a parent or legal guardian without written or verbal permission.

### CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

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.

**Weatherford Public Schools has adopted a Bullying Policy.** (A copy of this policy will be supplied to any person upon request to the East 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.

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

- Use the word "bullying" with students to provide an understanding of what is and is not acceptable behavior.
- Observe and be alert to possible "bullying" behavior and victims.
- Listen to students, making them feel comfortable to report incidents.
- 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.
- Educate students to distinguish between tattling and reporting a "bullying" incident.
- Continue to educate students about character qualities such as kindness, courtesy and respect.
- Continue to acknowledge good manners and character qualities.

**East 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 contact 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 administrative 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 at any and all times for reinforcement and guidance in each incident. Disciplinary actions will follow guidelines listed in the East Elementary handbook. Aggressive behavior may and will be reported to the administrative staff and may require immediate attention in other areas of disciplinary action.

## **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**

Mr. Steve Callen  
516 North Broadway  
Weatherford, OK. 73096

### **Title IX Coordinator**

Mr. Mark Shadid  
1500 North Washington  
Weatherford, OK. 73096

## **Student Complaints and Grievances**

Any student of Weatherford Public 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.

### **EEO officer**

Superintendent of Weatherford Public Schools  
516 North Broadway  
Weatherford, Oklahoma 73096  
580-772-3327  
FAX: 580-774-0821  
mholder@wpsok.org

## **Safety Drills**

The School District will conduct ten safety drills each school year. There will be a minimum of two lockdown drills, two intruder drills, two tornado drills, and two fire drills. The last two will consist of two more drills from any of the above. East Elementary has a safe room that was built to FEMA specifications. The safe room will hold the entire school in the event of an emergency. The fire drills are conducted by the local fire department. School officials and the local police department conduct the intruder drills and lockdown drills.

## **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 East 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 701 E. Proctor Avenue, Weatherford, Oklahoma.

If you require any additional assistance, please contact the school office at 580-772-3533.

## **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 a part of the East Elementary student body. We sincerely hope your years at East Elementary will not only be successful, but enjoyable as well.

Brad Howl, Principal  
East Elementary