

**WASHINGTON IRVING  
ELEMENTARY**

Student Handbook and Calendar

2017-18

*"A Great Expectations Model School"*

*"There is only one you in this  
great big world. Make it a  
better place."*

*Only One You by Linda Kranz*



**~ WOLF FACTS ~**

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Facebook Page: [www.facebook.com/WIElementary](http://www.facebook.com/WIElementary)

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**Please see additional district information in the Edmond Public Schools' Elementary Handbook** <http://edmondschools.net/wp-content/uploads/2017/05/2017-2018-EPS-policies-student-handbook.pdf>



Welcome to Washington Irving Elementary! It is our hope that our school community discovers a positive, caring, learning environment. Our goal is to motivate, inspire, and challenge individuals to achieve excellence in learning and living. Mutual respect, independence, and responsibility will be encouraged. Maximizing each student's academic potential and meeting the academic needs of all students will be a primary focus. The school family must work together to instill pride, respect, and enthusiasm.

Together we can build a bond that will enable Washington Irving's students and families to have positive input and involvement in our future.

### **THIS IS OUR TIME AND OUR PLACE!**

Please take the time to review this handbook and become familiar with the basic guidelines of our school and our district.

#### **School Colors:**

Navy,  
Burgundy,  
and Gray

#### **Mascot:**

Wolf

### **MISSION OF OUR SCHOOL**

"Learning for All...  
Whatever it Takes!"

### **VISION OF OUR SCHOOL**

The Washington Irving community is dedicated to providing every student with the opportunity to meet his/her full potential in academic and social achievement. Our goal is to advance excellence in all areas of our learning community by focusing on: students' learning, working together as a team, a commitment to quality, and having uncompromising integrity.

#### **Washington Irving's web page:**

<http://washingtonirving.edmondschools.net>

#### **Washington Irving's Facebook page:**

<https://www.facebook.com/WIElementary>

# GREAT EXPECTATIONS

As an educational community, our school must strive to help each student to gain a better understanding of his/her relationship to the world in which he/she lives. We can best do so by providing an opportunity for each student to attain the basic learning tools, including an open mind, the ability to question and evaluate, and the desire to improve upon that which is presently accepted.

With this in mind, our school will work to provide a balanced program of general education based upon the characteristics, needs, and future plans of the students being served. Our school will implement the Great Expectations curriculum along with the curriculum guidelines set by the Oklahoma State Department of Education and by our district's additional expectations and specific curriculum guides.

Students at Washington Irving will be exposed daily to the Great Expectations (GE) Life Principles (listed each week within the calendar), the 17 Practices, and the Eight Expectations of Living as a part of the GE program. The majority of our teaching staff has been trained in this program. **Washington Irving has the honor of being named a Great Expectations Model School.**

## Great Expectation's Basic Tenets

- High Expectations
- Teacher Attitude and Responsibility
- Building Self-Esteem
- All Children Can Learn
- Climate of Mutual Respect
- Teacher Knowledge and Skill

## Eight Expectations for Living

Educators helping students achieve excellence guide them in adhering to the following expectations:

- We will value one another as unique and special individuals.
- We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
- We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
- We will cheer each other to success.
- We will help one another whenever possible.
- We will recognize every effort and applaud it.
- We will encourage each other to do our best.
- We will practice virtuous living, using the Life Principles.

## Great Expectations 17 Practices:

1. Educators and learners model desired behaviors and attitudes such as those set forth in the Life Principles and the Eight Expectations for Living.
2. Educators and learners speak in complete sentences and address one another by name, demonstrating mutual respect and common courtesy.
3. Learners are taught thoroughly and to mastery, insuring success for all. Whole group instruction is interwoven with flexible group instruction and individual instruction.
4. Learning experiences are integrated, related to the real world, reviewed consistently, and connected to subsequent curricula.
5. Critical thinking skills are taught.
6. The environment is non-threatening and conducive to risk-taking. Mistakes are viewed as opportunities to learn and grow.
7. Memory work, recitations, and/or writing occur daily. These enhance character development and effective communication skills while extending curricula.
8. Enriched vocabulary is evident and is drawn directly from challenging writings, informational text, and/or wisdom literature.
9. The Magic Triad, a positive and caring environment, and discipline with dignity and logic are evident.
10. Learners' work is displayed in some form. Positive and timely feedback is provided through oral and/or written commentary.



11. Word identification skills are used as a foundation for expanding the use of the English language.
12. Learners assume responsibility for their own behavior. Their choices determine consequences.
13. A school, class, or personal creed is recited or reflected upon daily to reaffirm commitment to excellence.
14. All learners experience success. The educator guarantees it by comparing learners to their own past performance, not the performance of others. Learners are showcased, and past failures are disregarded.
15. Educators teach on their feet, thus utilizing proximity. They engage learners personally, hold high expectations of learners, and should not limit learners to grade level or perceived ability.
16. Educators and learners employ effective interpersonal communications skills.
17. Educators and learners celebrate the successes of others.

# GENERAL INFORMATION

## Arrival

Students may arrive at 7:55 A.M. to eat breakfast or go outside. **The doors will not be open prior to 7:55 A.M.** During morning recess, 1<sup>st</sup>-5<sup>th</sup> grade students will walk the track as Kindergarten students play on the big toy.

## Accessing Our Building

Car drop-off is at the front entrance of the school. Daycare drop-off and bus drop-off will be on the north side of the building within the bus loop. **ALL PARENTS, VISITORS, AND VOLUNTEERS MUST ENTER THROUGH THE FRONT OFFICE AND CHECK IN THROUGH LOBBY GUARD.** You must have a current driver's license with you. All doors to our building will be locked, except the front entry door, when the tardy bell rings at 8:25 A.M. Parents are welcome to eat with their child at lunch, but parents are not to attend recess.

## Bike Riders

Students may ride bicycles to school. Bikes should be walked on sidewalks and across crosswalks and parked in the bike racks located by the back playground on the west side of the building. Students should not be around the bike area except to put away or pick up their bikes.



The school will make every effort to safeguard bicycles, but cannot assume responsibility for them. It is strongly recommended that locks be used to secure bikes. Locks are not provided by the school.

**ALL PARENTS WHO PICK UP THEIR CHILD(REN) AFTER SCHOOL (walkers, walk ups, and car riders) MUST HAVE A PICK-UP TAG FOR IDENTIFICATION**

**SCHOOL HOURS for K-5**  
**Tardy Bell 8:25 A.M. – Dismissal 3:15 P.M.**

**DISTRICT PRE-K TIMES**  
*(new this year)*  
AM Pre-K 8:25-11:05 PM Pre-K 12:05-2:45  
Ext Pre-K 8:25-2:45

**OFFICE HOURS**  
**7:55 A.M. - 4:00 P.M.**

## K-5 Dismissal

Dismissal for K-5 is at 3:15 P.M. All K-5 students should be picked up by 3:30 P.M. Middle and high school students should wait outside to meet younger siblings. Special arrangements with friends for after school should be made ahead of time so parents are well informed. Students will be unable to use the phone after school for such arrangements. There will be inside dismissal for inclement weather or safety precautions.

## Bus Riders

Elementary students are eligible for transportation services if they live one mile or more from the school by commonly traveled roads. Students may ride only their regularly assigned bus and get off at their regularly assigned stop unless emergency arrangements have been made through the Director of Transportation. Food, gum, and soft drinks are prohibited on the bus. Damage to seats and other equipment must be paid for by the offender. Students are permitted to ride the bus as long as they abide by the bus rules they receive at the beginning of the year. The bus rules are listed in the District section of this handbook. Students should always get off at their bus stop and report home before going to a friend's house to play. **The Transportation department can be reached at 340-2962.**



## Walkers

Students walking to school in the morning may enter through the front door or through the northwest back gate connected to the back playground. Students should not arrive before 7:55 A.M. Students walking home after school are expected to leave the school at dismissal time and go directly to their after-school location. Students should not stop at a friend's house to play without prior parental arrangements.



**Car Riders – (ALL car riders are to use the front loops)**

A plan has been designed to insure greater student safety and facilitate a smoother traffic flow. Families who wish to drop-off or pick-up their children by car should only use the parking area at the front of the building off of Western Street. Also, parents in cars are asked to not cut in front of other cars waiting in line. Please follow the below drop-off and pick-up procedures:

**1<sup>st</sup>-5<sup>th</sup> grade students with a last name that begins with an A through L will be picked up in the front SOUTH LOOP.**

**All Kindergarten students and 1<sup>st</sup>-5<sup>th</sup> grade students with a last name that begins with a M through Z will be picked up in the front NORTH LOOP.**

Students being picked up by car will be outside (unless there is inclement weather) sitting and waiting quietly. If a family member must walk up, rather than wait in the car line, to get their child out of the car rider line, they are asked to WALK UP to the duty teacher. The parent should show the pick-up tag so the duty teacher can call the student's name. **No child is to run out of line to meet their parent and parents should not take their child out of the line without going through the duty teacher first.**

**No car riders will be allowed to access the back playground gate. That area is reserved for WALKERS only. There is a significant safety issue when there are cars in this area.** If a parent is meeting their child at the gate, parents should line up along the fence line and show their pick-up tag. If a student is walking home without a parent, the student should wait to use the crosswalk with the duty teacher.

***Be sure to download to SCHOOLWAY APP to receive pushes regarding sudden changes in dismissal in case of lightning, temperature considerations, or safety issues.***

**FOR SAFETY REASONS,  
STUDENTS CROSSING THE  
PARKING LOT MUST BE  
ACCOMPANIED BY AN ADULT  
AND MUST USE THE  
CROSSWALK**



**Parking at school**

Please DO NOT PARK in handicap spaces and fire lanes, Please DO NOT PARK in the Highland Park Shopping Center where Louie's Grill and The Sushi Bar are located. You will be towed if you park there while visiting Washington Irving for any events. We know our parking is limited, and we greatly apologize for the inconvenience.

Parents are asked to not have their children run between cars to meet them or send an older sibling between cars. Our pick up line is for the safety of all. You are welcome to park your car and walk with your child to your car. Our duty teachers will supervise the pick-up lines in our loop.

**Phone System**

Our office is open from 7:55 A.M.–4:00 P.M. each school day. School voicemail will pick up after office hours and messages checked each morning. Each classroom has a phone for safety and convenience. Your teacher will give you his/her classroom number. Our main office number is 405-340-2210. Our attendance line is 405-726-4308. Please use this number to report any absences. Our fax is 405-330-3356.

**Attendance and Tardies**

Attendance and being on time is a very important factor in learning. Punctuality is one of life's most valued habits, and it is one we require here at Washington Irving. Late arrivals disrupt the learning of the tardy individual and all those around him/her. The very best plan is to arrive on the school's doorstep absolutely no later than 8:15 AM. In addition to being on time, be sure your child is at school every day unless emergency or illness is an issue. Keep doctor slips for verification. Our district requires you to receive notification from the Principal at 7, 14, and 20 days of absences. Please see the District section for more information. Our attendance line is 405-726-4308. Please use this number to report any absences.



## Playground Rules

### **ALWAYS REMEMBER TO USE THE MAGIC TRIAD ON THE PLAYGROUND: KIND WORDS, A GENTLE TOUCH, AND A SMILE!**

- Stay within designated play areas. Leave the designated area only with the permission of the duty teacher.
- Limit the throwing and kicking of objects to balls only within games. Rocks, dirt, sticks, twigs, and gravel should remain on the ground.
- Respect the rights of others to use their own space. Avoid fighting, wrestling, shoving, and games which may cause injury to others. Only use a gentle touch.
- Remember that words can also hurt. Name calling and cursing are inappropriate behaviors at school and on the playground. Remember to use only kind words.
- Basketballs and soccer balls may be brought to school. Balls should be clearly marked with the name of the owner. The school is not responsible for loss or stolen personal property.
- Games are open to all students desiring to play.**
- Leave toys, games, skateboards, skates, baseballs and all electronics at home for use outside of school.
- Refrain from riding piggy-back on backs of other students.
- Eat all food items before leaving the cafeteria. **Gum chewing is not allowed at school.**
- Go to the restroom before going outside. Only return to the building in an emergency with the permission of the duty teacher. When returning to the building for the restroom or for a drink, use only those facilities adjacent to the cafeteria.

Please stress to your child that any form of violence (fighting, hurting, bullying, harassing, etc.) will not be tolerated at Washington Irving. Please help encourage your child to find other means to deal with conflict or anger. At Washington Irving, we practice, “**Stop, Walk, and Talk,**” to enable students to resolve conflict.

First, a student problem solves by asking another student or students to **STOP** the bothersome behavior, in a calm manner.

If they do not stop, the student should chose to **WALK** away from the bad situation and play elsewhere. If the students continue with the bothersome behavior the student should go to an adult to **TALK** about the issue. Revenge or getting even is not acceptable means to solve problems. Practicing the Eight Expectations of Living will be our behavior standards in the classroom, on the bus, on the playground, and in our cafeteria. Our goal is to have a positive, safe, nurturing school environment.

## Communication

It is very important for the school and parents to have an excellent means of communication. Teachers are encouraged to contact the parents when they feel there is a need, whether it is academic, discipline, or other important information. The school will publish weekly Wolf Notes and a monthly newsletter that will be sent via email to W.I.'s families. All students will bring home classroom and office information on **THURSDAYS** in our **school-wide Thursday folders**. Please watch for these important messages. Teacher email addresses can be accessed through the Parent Portal.

Parent/teacher conferences will be scheduled by the homeroom teacher in October, in the evening. See the school calendar for exact dates. In grades 3-5, where letter grades are given, parents may access the Infinite Campus parent portal for weekly grades. All grades may access parent portal to view grades or update information. You may sign up for the parent portal in the office.

## Address Verification

Parents whose children will be attending Edmond Public Schools during the next school year will be asked to update existing enrollment information and to provide a current utility bill as part of our continuing effort to verify student addresses. This process will assist your school district in many ways. First, it will assist in projecting our future enrollment and will also help us insure that your tax dollars are being used for the education of children whose parents are legal residents of our district. For new patrons, two proofs of residence will be required. For more information, please refer to the District Elementary Handbook. Verification of residence will be shown on Utility Bill Verification Day or Information Day.



## **Before/After Care**

The goal of the Washington Irving Before & After Care Program, also known as Wolf Pack, is to provide a safe, healthy, and fun environment while striving to meet the needs of your child while in our care. We offer activities that keep your child active and interested and provide assistance with homework. Wolf Pack is staffed by Edmond Public Schools (EPS) faculty and staff. Only students currently enrolled at Washington Irving Elementary School are eligible for Wolf Pack enrollment. EPS reserves the right to limit the number of children admitted to Wolf Pack. Our directors are Nancy Priddy and Katie Anderson. You can reach them through email at [nancy.priddy@edmondschools.net](mailto:nancy.priddy@edmondschools.net) and/or [katie.anderson@edmondschools.net](mailto:katie.anderson@edmondschools.net). For prices and more information, please refer to Washington Irving's website.

## **Inclement Weather Procedures**

When coming to check a student out early due to inclement weather, please have proper identification in hand. Depending on the situation, there could be tables set up in the lobby according to last name. You will show your I.D. first, and then your student will be called from class and sent to a room for you to unite with them. Please make sure that anyone picking your student up is on his/her office pick-up list. We will not be able to release your student to anyone who is not on that list.

If we are in our shelter areas, there will possibly be a point at which we will stop checking children out. At that time we will ask parents to head to one of our designated areas to wait for the "all clear." Following procedure and exercising patience during this time will help facilitate the flow of the plan.

Should a major disaster, such as a tornado, fire or criminal event, occur during school hours, plans have been formulated to care for your child at the school site. As would be expected during a time of crisis, additional precautions will be in place to help ensure your child's safety and security. Your support and assistance with the following will be vital to success:

-Do not telephone the school. Telephone lines may be needed for emergency communication. Turn your radio to KOMA -1520 AM, KTOK – 1000 AM and/or KMGL- 104.1 FM for emergency announcements. If electrical service is not affected, information will be relayed via Cox Channel 18 for Edmond residents, on the EPS website and Facebook page, local television channels and the

district's mobile application. To install the EPS mobile app, visit the Apple or Android app store and search for SchoolWay. Download the app and then select Edmond. From there, you can easily activate PUSH notifications from both the district and individual schools which will convey valuable safety information and instructions.

-Impress upon your children the need to follow the directions of school personnel in times of an emergency. Please instruct your student to remain at school until you or your designee arrives.

- In the event of a serious emergency, students will be released only to parents and persons identified on the student's enrollment card. Each campus will have a designated reunion site where parents or a designee will be required to show proper I.D. to pick up their child.
- In the event students must be evacuated, our district website ([www.edmondschools.net](http://www.edmondschools.net)), our district Facebook page and Cox Channel 18 will display pertinent announcements. In addition, radio and television stations will be contacted informing parents where the evacuation site is located. At the evacuation site, parents will be directed to a secure area where school officials can process the release of students.

Please discuss these matters with your immediate family and those people you place on your child's enrollment card. Planning ahead will help alleviate concern during emergencies.

## **Celebrations**

Our district policy allows a maximum of three parties per year. Washington Irving will host the following parties:

1) Fall Celebration, 2) Winter Celebration and 3) Valentine Celebration. Please refer to the calendar for dates of parties. Homeroom parents will coordinate the party efforts. All treats will be donated by parent volunteers. Our parents must now include a healthy snack choice as a party option (refer to the District section about healthy snacks). Please do not send gum, suckers/lollipops, or balloons as treats. We also ask that party favors be limited to edible items and not items such as water pistols, whistles, yo-yo's, etc. **AT WASHINGTON IRVING WE DO NOT COLLECT MONEY AT SCHOOL FOR OUR PARTIES OR FOR ANY GIFT ITEMS.** We do not host personal birthday parties. However, if you would like to send a class treat, you can make arrangements with the classroom teacher. EPS Handbook states that we **cannot distribute party invitations at school.**

## Media Center

The Washington Irving Media Center strives to bring children and books together. We offer many services from teaching students to become independent users of the Media Center to aiding in book selection. Students have the opportunity to visit the Media Center each week with their class, and additional times on their own throughout the week.

### Online Catalog

The database listing all the books available in our media center can be accessed online. The online catalog is a great resource for students and parents searching for specific books, books on a particular topic, or books by a certain author. Online access to the Washington Irving Media catalog is available by clicking the "Destiny" icon on the left of the page. Next, select the "catalog" tab and begin your search!

### Book Check Out

Students in grades Pre-K through grade 1 have the opportunity to check out one book per visit. Grades 2-5 may check out two books per visit. All students may keep books for a period of two weeks.

### Overdue Books

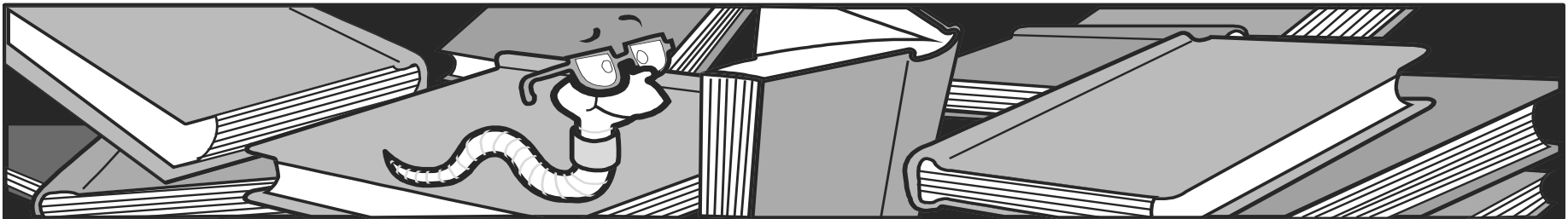
Fines are not collected for overdue books. Students, who have not returned their books, may not check out another book until their overdue material has been returned.

### Lost/Damaged Books

It is important for students to learn to be responsible Media Center users. In the case that a book has been lost or damaged, it is the responsibility of the student/parent to replace or pay for the material. Students will not be allowed to check out additional material until the matter is resolved.

### Parent Volunteers

Parent volunteers are a vital part of the WI Media Center. Their help with re-shelving materials, checking books in and out, and assisting in other areas enables the Media Specialist to spend more time teaching important skills to the students. If you are interested in serving in this capacity, please contact the Media Center.



## **Parent-Teacher Organization**

Washington Irving PTO is an organized group of parents who work together with teachers and administrators to support educational activities at the school. The collaborative partnership between family and school provides a valuable resource of volunteers who augment the work of educators by assuming responsibilities that range from clerical work to tasks involving direct assistance with student learning. Underlying this program is the basic assumption that student performance, attitudes, and behaviors, are influenced positively by family involvement.

**Please check the PTO Facebook page for more information.**

**<https://www.facebook.com/groups/washingtonirvingpto>**

## Cafeteria

### Breakfast

A balanced breakfast is provided from 7:55 A.M. – 8:20 A.M. each day. Students may purchase breakfast (amounts subject to change each year). Students may not charge breakfast, nor may they bring breakfast from outside (home, fast food, etc.) to eat at school. Menus for both meals will be made available monthly. Extended Day Pre-K students have a different menu than K-5.

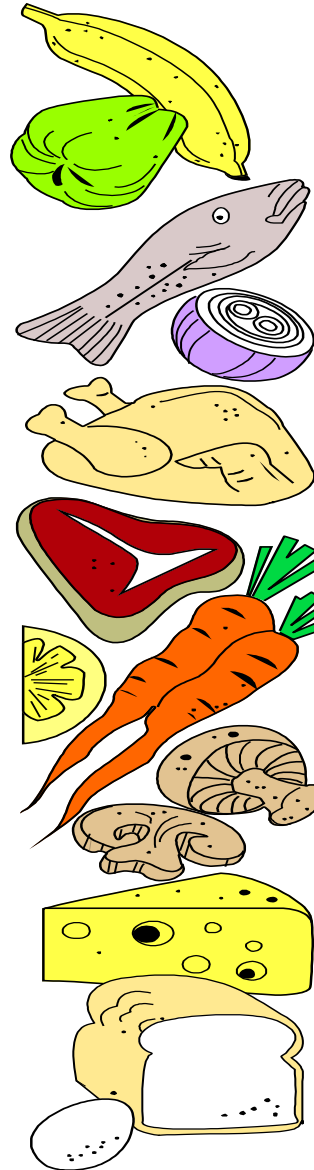
### Lunch

Edmond Public Schools participate in the National School Lunch Program. Nutritious and balanced meals are served daily. Students may buy a lunch (amount is subject to change each year). Students are provided with two choices and occasionally a third. Milk may be purchased for 50 cents per carton.

### Payment

Children from households whose income falls within the federal income guidelines are eligible for either free or reduced prices. Applications may be picked up during enrollment or in the office at any time during the year. Meals may be paid for in the cafeteria or by visiting <http://www.mypaymentsplus.com/>. To register online you must have your student's ID number. ID numbers for elementary students can be requested from the cafeteria manager. **Our cafeteria manager is Johnnie Campbell and she can be reached at 340-2212 or at [johnnie.campbell@edmondschools.net](mailto:johnnie.campbell@edmondschools.net).**

The Elementary Student Lunch charge policy will be based on an individual student basis and will be administered at the building level by the cafeteria manager. The following guidelines will be considered when working with elementary students who do not have a sufficient cash balance to pay for a student lunch or have failed to bring money to purchase the school lunch.



A. An individual student will be limited to an unpaid cash balance equal to the cost of two student lunches.

B. Unpaid charges will be paid first upon receipt of new money from the student. Students who need to charge for lunch will receive the regular class "A" lunch.

C. Students who have two unpaid charges on their account and fail to bring money the third time will be given milk and a sandwich.

D. Students who have reached the unpaid balance limit and fail to bring lunch money sufficient to cover the unpaid balance will be given the opportunity to call a parent to bring money or lunch.

Any unpaid student account balance will be carried over to the following school year, even if the student moves to another school in the Edmond Public Schools district.

### Guest

Even though food and friends go together, (like peanut butter and jelly), please make note of our procedure. Any outside food (fast food, pizza, etc.) brought in for your student may not be shared with their friends in the cafeteria. We have students who have food allergies and we want to do all that we can to ensure that everyone dines safely in the cafeteria.

Parents are welcome to eat with their children (and only their children) at the designated parent table. Please call the cafeteria at 340-2212 by 10:00 A.M. to make reservations if you want to eat a school lunch. Adult prices are different from student prices and will be on the school website when available. Outside food may be brought for lunch. Parents are not to attend recess.

**When writing checks please include the students name and phone number including area code.**

## TIDBITS

1. Parents are welcome to visit the school at any time. All visitors must report to the office and sign-in through Lobby Guard. You must have a driver's license with you to use Lobby Guard. We do not want to interrupt the learning environment so visits to the classroom will be limited unless prior arrangements to observe the classroom have been made with the teacher and/or administrator. Parents are welcome to eat lunch with their child (and only their child) at the parent table, however parents are not to attend recess.
2. Students may not bring money to school unless it is for lunches or for a school request (e.g., school store, school pictures).
3. Students should not bring toys, electronics, headsets, games, magazines, etc. to school at ANYTIME unless a note requesting them from the teacher is provided. This includes popular trading/collecting cards.
4. Flowers, balloons, cookie baskets, stuffed animals, etc. delivered to students are discouraged and will need to remain in the office for the day. Students may not transport such items on the school bus.
5. Students may not bring or wear to school any skateboards, shoe skates, rollerblades, or roller-skates. Students may ride a scooter if it can be locked up on the bike rack.
6. It is important for parents to notify the office any time there is a change of address. Parents must immediately change email or new phone numbers in parent portal. This is necessary for keeping computer records updated for communication purposes and in the event of an illness or injury. Emergency numbers must be provided.
7. We ask that all Pre-K, Kindergarten, & 1st grade keep an extra set of clothes (shirt, pants, underwear, and socks) in a Ziploc or plastic bag in their backpack for the duration of the school year.
8. Please mark all lunch containers, backpacks, and clothing with the owner's name. Items collected in lost and found that are not claimed will be given to a local needy organization at the end of each nine week period. Items will be displayed in the main hall one week prior to being donated.
9. Students will not wear costumes on Halloween to school.
10. Students must have notes from parents to remain inside during recess.
11. The Edmond School Board Policy Book may be reviewed at any time in the office or on the district website.
12. Snacks in class need to meet the healthy snack criteria.
13. The school reserves the right to release to the press any student recognition of honors and awards.
14. State Law (Section 24-102 of Title 70) provides that "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other property. School personnel shall have access to school property in order to properly supervise the welfare of the pupil. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and .no reason shall be necessary for such search."
15. Pets – Washington Irving has many students with severe allergies. In an effort to help keep these difficulties to a minimum, pets will not be allowed for show and tell. A classroom pet will not be obtained unless all parents in that class are surveyed.
16. DISABILITY: Individuals with disabilities needing any assistance to participate in school sponsored functions (i.e., open house, parent/teacher conferences, plays, etc.) should contact the school office at least 48 hours prior to the event. Please indicate the specific accommodation(s) or service(s) needed to participate effectively in the school activity(s). Our district is committed to providing accommodations and/or services to parents and community members with disabilities in order to participate in school sponsored programs as effectively as non-disabled individuals.
17. Cell phones must be turned off and kept in the student's back pack during the day. Students are not allowed to call, check or send text messages during the day. Phones will be collected and brought to the office if they are an interruption. They will not be returned to a student; they must be picked up by a parent. Bringing other electronic equipment to school is not allowed unless you have received a approval note from the classroom teacher and administration.
18. Oklahoma's inclement weather makes it necessary at times to close school. Area television and radio stations will alert the public when this decision has been made. Early dismissal is not a common practice in the Edmond school system due to the inconvenience it would cause to working parents. Occasionally when driving conditions are bad, the buses run late.
19. Medication is not allowed on a student's person. This includes cough drops, aspirin, and other over the counter items that may seem harmless enough. All medication that needs to be dispensed on a regular basis is kept in the office. You need to obtain a form from the office for your doctor to complete and sign. Please refer to the District handbook for more information about medication.

## **Washington Irving School Creed**

### **I AM A WINNER!**

**I was born to be a winner,  
and I will not allow myself to think of failure.**

**I know my capabilities  
and I will not give society a reason to label me  
anything but "The Best!"**

**I shall not be caught sitting on the sideline of life  
wishing I had done something different.**

**I will live each day to the fullest  
and become a Literate Lifter of the world.**

**For those of you who choose to fail,  
this is your right, but you do not have the right  
to take others or me with you.**

**Be prepared to accept the consequences of failure,  
as I am preparing myself  
for the consequences of success.**

**My education is a lifelong endeavor.  
I will not be hesitant to stand up for my convictions.  
Courageously, I shall make the choice  
to accept the challenges before me  
rather than forever let others make my decisions.**

**THIS IS MY TIME AND MY PLACE!**