

**Washington Irving Elementary
Student Handbook and Calendar
2018-19
"A Great Expectations Model School"**

**Address:
18101 N. Western Ave.
Edmond, OK 73012**

**Phone: 340-2210
Fax: 330-3356
Attendance: 726-4308**



We will be known forever by the tracks we leave

Wolf Facts

Principal: Kimberly Frank	kimberly.frank@edmondschools.net
Assistant Principal: Suzanne Hirzel	suzanne.hirzel@edmondschools.net
Assistant Principal: Jon Jamar	jon.jamar@edmondschools.net
Counselor: Morgan Beard	morgan.beard@edmondschools.net
Certified School Psychologist: Madison Barrow	madison.barrow@edmondschools.net
Secretaries: Peggy Duncan (Financial), Tamara Johnson (Registrar), Andrena Higgins (Attendance)	

**Visit us online at <http://washingtonirving.edmondschools.net>
Find us on Facebook at www.facebook.com/WIElementary**

Welcome to Washington Irving Elementary

Home of the Wolves!

It is our hope that our school community discovers a positive, caring, learning environment. Washington Irving faculty and staff are dedicated to providing a safe, positive and successful learning environment for all children. 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!

We embrace each child individually and establish high expectations for ourselves as well as our students. We use a variety of philosophies to help each child reach their highest potential. Our goal is to effectively implement Great Expectations (www.greatexpectationsok.org) and Conscious Discipline in order to create a positive culture within our building. We also implement a tiered system of academic and behavior supports for all students through Response to Intervention (RtI) as well as Positive Behavior Intervention & Supports (PBIS). We are excited to announce we have received the recognition of Healthy Schools Oklahoma Beth Ramos Overall School Award 2016-17. Please be sure to read carefully our policy on healthy snacks in our handbook and ask your child about our two ABL Labs and new STEM and Computer Science Lab! They'll be visiting these starting in September. We also have a wonder butterfly garden that is taken care of by our WOW Team of 5th graders. Our website provides access to important information and answers to frequently asked questions. Please visit www.washingtonirving.edmondschools.net as well as our Facebook page to stay informed of Washington Irving news and upcoming events. We also encourage you to download the SchoolWay app as we blast information out frequently..

Thank you for sharing your child with us!
Kimberly Frank, Principal

PLEASE TAKE THE TIME TO REVIEW THIS HANDBOOK AND BECOME FAMILIAR WITH THE BASIC GUIDELINES OF OUR SCHOOL AND OUR DISTRICT.

WASHINGTON IRVING MISSION

"LEARNING FOR ALL...WHATEVER IT TAKES!"

THE WASHING IRVING PACK

WE ARE PROBLEM SOLVERS.

WE ARE ACCOUNTABLE

WE ARE COURTEOUS

WE ARE KIND.



SCHOOL COLORS

NAVY, GRAY, AND BURGUNDY

SCHOOL MASCOT

IRVING, THE WOLF

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.

**STOMP CLAP, STOMP STOMP CLAP - WE ARE THE WOLVES, YES WE ARE
STOMP CLAP, STOMP STOMP CLAP - WE ARE THE WOLVES, YES WE ARE
PROUD TO BE A WOLF! HOOOOOWWWWWLLLLLLL!**

WASHINGTON IRVING STUDENT 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

GENERAL INFORMATION

SCHOOL HOURS:

Students may begin arriving on campus no earlier than 7:55 am. The first bell rings at 8:20 and school begins promptly at 8:25, which is the tardy bell. Any student not in his/her homeroom class by 8:25 is considered tardy.

School is dismissed at 3:15 pm. All students should be picked up by 3:30 PM unless attending our site day care, WOLF PACK. Pre-K students will be dismissed at 2:45 pm.

Morning Pre-k 8:25-11:05, Afternoon Pre-k 12:05-2:45, Extended Day Pre-k 8:25-2:45

OFFICE HOURS 7:55 AM - 3:55 PM

ABSENT STUDENTS:

Parents and guardians should contact the office before 8:45 am on days which students must be absent. Call our attendance line at 726-4308 and leave a message. An automated system will contact parents of unaccounted students.

Parents must also contact daycare providers if their child will not be in school as the daycares will not leave the premises until all students are accounted for.

ACCESSING OUR BUILDING: For the safety of our students and staff, all guests, PARENTS, VISITORS, AND VOLUNTEERS MUST ENTER THROUGH THE FRONT OFFICE AND CHECK IN THROUGH our SAFE SCHOOL ID to receive a guest sticker prior to entering the main building. Our Safe School ID sign-in system requires each guest to sign in using their driver's license. Please be sure to have your driver's license ready when you enter the building.

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.

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.

PHONE SYSTEM: Our office is open from 7:55 A.M.–3:55 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.

A telephone in the office is available to students for emergency use only. Arrangements for lunch plans or after-school social events, should be pre-arranged.

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. Tardies and early checkouts count towards minutes absent.

Parents may not check their children out early just to avoid the car line traffic. Students should only be checked out early in case of appointments or unplanned family emergencies. 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. District policy 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.

EMERGENCY INFORMATION: It is important for parents to notify the office any time there is a change of address or a new phone numbers for home or office. This is necessary in keeping enrollment data updated in the event of an illness or injury. It is very important that emergency numbers be provided. Phone numbers and contacts may be updated in Parent Portal, but address changes must be updated in person at the school office.

PARENTS VISITING CLASSROOMS: Parents wishing to visit the classroom need to schedule their visit or make prior arrangements with the teacher or administrator. If a child has forgotten an item which the parent brings to school, we will either deliver the item to the student or call the student to meet the parent in the office to receive the item. Our goal is to have the least amount of disruptions and distractions in the classroom so as not to disrupt the educational process.

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 quarterly 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 signed up for the parent portal during the enrollment process, if you cannot remember your login information, please contact the office.

ADDRESS VERIFICATION: Parents whose children will be attending Edmond Public Schools during the next school year will be asked to annually 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 LaDonna Crampton. You can reach them through email at nancy.priddy@edmondschools.net. For prices and more information, please refer to Washington Irving's website.

CLASS PLACEMENT: An administrative change in classroom placement may occur at any time there is a change in enrollment causing our numbers to increase or decrease. Parents will be notified in writing if this should take place. This would most likely occur during the first few weeks of school.

Class changes are not made arbitrarily. Several intervention strategies must take place before a class change can be made at parent request. First, a parent needs to have had several contacts with the teacher so that they can work together as a team over a period of time to resolve any difficulties. The parent may then conference with an administrator or counselor. Any concern must be in writing. A joint meeting of the parent, teacher, counselor and administrator, and if needed the student, will take place. Another follow-up meeting will be held after a sufficient time to determine the outcome of the action plan. A final decision to change placement will be made by the administrator.

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> and their helpful website <http://packleaders.washingtonirvingpto.com>

DISTRICT GRADING SYSTEM: Classroom specific policies, guidelines, and curriculum expectations are provided to parents in August at our "Back to School Night."

GRADES K-2

- 4 = Exceeds Expectations
- 3 = Consistently Successful
- 2 = Progressing
- 1 = Needs Support

GRADES 3-5

- A = Very Good (90 to 100%)
- B = Good (80-89%)
- C = Average (70-79%)
- D = Poor (60-69%)
- F = Failing (below 60%)

CITIZENSHIP GRADES

- O= Outstanding
- S = Satisfactory
- N = Needs Improvement

FIELD TRIPS + SPECIAL EVENTS: Each grade level plans various special events/activities as well as a field trip during the school year. Prior to an event, students are expected to maintain good behavior and work habits. Parents will be notified, if they are needed to supervise their child at a special event or on a field trip. Parents will often to pay for admission or transportation fees for these field trips. *Individuals with disabilities needing any assistance to participate in school sponsored functions 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. Our district is committed to provide accommodations and/or services to parents and community members with disabilities in order to participate in school sponsored programs.*

MONEY: Students should not bring money to school unless it is for lunches or a specific school sponsored activity.

IDENTIFY AND LABEL: Please mark lunch containers, backpacks and clothing with the name of the owner. Items collected in “lost and found” which go unclaimed will be given to a local charity at the end of each semester.

CHANGE OF CLOTHES: 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.

SHOES: Children are expected to wear appropriate shoes for physical education classes. For safety concerns, children should not wear lightweight flip-flops. Students may not bring or wear to school any skateboards, shoe skates, rollerblades, or roller-skates. Shoes with “wheels” are not permitted. Students may ride a scooter if it can be locked up on the bike rack.

PETS: Pets are not allowed to be brought to school.

INSURANCE: The Edmond School District makes accident insurance available to students. The school system is not financially responsible for the cost of accidental injury occurring from a school activity. This insurance is offered as convenience. Forms are sent home at the beginning of each school year and are available in the office.

TOYS/NUISANCE ITEMS: Students shall not bring toys, trading cards, gadgets, electronic games, or anything other item to school that would cause a disruption of the instructional process. Teachers will confiscate items and parents may reclaim them in the Principal’s Office. No toy/water or play guns or play knives are EVER allowed at school! (See also Dangerous Weapons policy.)

BIRTHDAYS: Recognition of birthdays is up to the teacher’s discretion in each classroom. Further, birthday parties are not held in any classroom--small healthy snacks may be sent on a child’s birthday, you can make arrangements with the classroom teacher. Floral or balloon bouquets should not be delivered to school for students. EPS Handbook states that we cannot distribute party invitations at school via classroom communication folders. If you are planning a private birthday party, please distribute invitations in another way besides the classroom. You may wish to purchase a directory for published personal information. Limousines are not allowed at school unless part of a school-sponsored event.

CELEBRATIONS: Our district policy allows a maximum of three parties per year. Washington Irving will host the following parties: 1) Fall Celebration (students will not wear costumes on Halloween to school), 2) Winter Celebration and 3) Valentine Celebration. Please refer to the calendar for dates of parties. Parents are encouraged to attend and assist the teacher with games, activities, and snack treats (see Healthy Food Choices). 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.**

HEALTHY FOOD CHOICES: It is EPS policy that at any school function (parties, celebrations, receptions, festivals, sporting events, etc.) healthy food choice options should be available to students.

- *Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- *Canned fruit
- *Dried fruits (raisins, banana chips, etc.)
- *Dry roasted peanuts, tree nuts and soy nuts (not coconut, palm nuts or sunflower seeds)
- *Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- *Party Mix (variety of cereals, nuts, pretzels, etc.)
- *Baked corn chips and fat-free potato chips with salsa and low-fat dips (Ranch, bean, etc.)
- *Low-fat baked goods (muffins, granola bars, cereal bars, multigrain bars, cookies, etc.)
- *Low-fat crackers (animal, graham, baked fish-shaped, etc.)
- *Flavored yogurt and fruit parfaits
- *Low-fat and skim milk products (flavored and unflavored)
- * Fresh fruit and 100% fruit juices
- *Frozen fruit juice pops
- *Trail Mix (dried fruits and nuts)
- *Cheese, String cheese
 - *Low-sodium crackers
- *Pretzels
- *Popcorn
- *Bagels
- *Angel food and sponge cakes
- *Gelatins and low-fat pudding
- *Water, Tea (unsweetened or diet)

Foods to avoid or consume only occasionally: Carbonate, caffeinated, and high sugar beverages (soft drinks, sports drinks, coffee) High fat foods (fatty meats, buttery popcorn) High sodium foods (luncheon meats, chips, salty popcorn, pickles)

In selecting food items consideration should be given to students and adults with food allergies or who are on special diets that restrict the consumption of sugar, fat, sodium, etc.

The use of foods of minimal nutritional value as learning incentives should be kept to a minimum, and healthy food choices or non-food items should be considered.

Organizations operating concessions at school functions, and fund raising activities should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

IMPORTANT ITEMS TO KNOW - AT A GLANCE

1. Parents are welcome to visit the school at any time. All visitors must report to the office and sign-in through Safe School ID Kiosk. You must have a driver's license with you to use Safe School ID . We cannot 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. Flowers, balloons, cookie baskets, stuffed animals, etc. delivered to students will not be accepted and will remain in the office for the day. Students may not transport such items on the school bus.
3. Students must have notes from parents to remain inside during recess, those students shall stay in the office.
4. The Edmond School Board Policy Book may be reviewed at any time in the office or on the district website.
5. The school reserves the right to release to the press any student recognition of honors and awards.
6. 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."
7. 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.
8. **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.
9. Student cell phones must be turned off and kept in the student's backpack 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.
10. 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.
11. 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.

MORNING AND AFTERNOON CAR RIDER PROCEDURES

****MANY NEW PROCEDURES, DUE TO CONSTRUCTION, PLEASE REVIEW CLOSELY****

We have met with many city officials, including the OKC police department to define safest procedures during construction on western. We will be following the recommendation of OKC PD for our plan:

ONE ENTRANCE, ONE EXIT, NO LEFT TURNS INTO OR OUT OF SCHOOL LOT
ENTER OUR PARKING LOT VIA THE SOUTHBOUND LANES OF WESTERN ONLY

K-5 DISMISSAL: Dismissal for K-5 is at 3:15 P.M. All K-5 students should be picked up by 3:35 P.M. There will be inside dismissal everyday for safety precautions. Middle and high school students should wait outside to meet younger siblings, older siblings may not enter the building. 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.

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.**

ALL PARENTS WHO PICK UP THEIR CHILD(REN) AFTER SCHOOL (WALKERS, WALK UPS, AND CAR RIDERS) MUST HAVE A PICK-UP TAG FOR IDENTIFICATION

CAR RIDERS: (ALL car riders are to use the front loop) A **NEW** plan has been designed to ensure 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 detailed drop-off and pick-up procedures below:

***NEW* CAR RIDER PROCEDURES: (ONE ENTRANCE, ONE EXIT, NO LEFT TURNS INTO OR OUT OF SCHOOL LOT)**

Parents who wish to drop off or pick up their children must enter campus using only one main entrance (formerly the north loop) located on Western Avenue. Cars should enter the loop and pull completely forward around the curb to the south loop allowing other cars to line up behind them. Please do not block traffic or double-park your car. Students are expected to unload/load at a time at the front entrance plaza on the south loop side, under the supervision of a duty teacher. Stay in line even if you have your child, follow the loop around the curb until you exit out of the south loop, turning right only.

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Please yield to parents needing to enter and exit the handicapped parking spaces and also to school and daycare buses as they have a tight schedule they must follow.

Parents and guests must follow the requests and directions of the duty teachers. All other traffic lanes, entrances, and exits are expressly reserved for district transportation, mini-buses, and commercial daycare vans. Your cooperation with these procedures is appreciated and is for the safety of your child.

DISMISSAL PROCEDURES: For the safety of our students, please be aware of the WI after-school pick up procedures:

*Each student will carry a dismissal tag on the loop of their backpack with personal information- this is particularly important for younger students who have not yet memorized this information.

*Please do not remove this backpack tag. If it falls off, notify your child's teacher immediately for a replacement. This tag is color coded depending on your child's dismissal location.

*At 3:15 PM, students will be escorted to their dismissal location inside the building. A duty teacher will be present to monitor students while they are seated.

*Parents are to use the driveway loop and must clearly display a Washington Irving visor card on their car's passenger side visor. This helps the duty teachers call for students and to quickly load them into vehicles. This greatly reduces the wait time for parents in line.

*Parents are the primary role models for their children. Cooperating with and respecting the staff members on duty sets a good example of respect for authority. Thank you!

*Additional duty teachers will manage loading vehicles by calling out students' names to line up at the designated spots so that the car line can move quickly.

*Students must remain seated until their name is called, then go directly to the assigned spot and wait until their parent pulls forward completely and stops.

*Additional visor cards are available in the front office.

*Parents should not park in the parking lot, walk between cars, and call for students to come to them-- this creates major safety concerns and confusion while the duty teachers attempt to perform their responsibilities.

*For the safety of your child, all adults must have a visor strip to identify to the duty teacher you are the designated adult to pick up that student. Parents or family members who do not have a visor card will be asked to go to the office and show proper identification. For the safety of your child, students will not be released to those without proper ID and who are not listed on the contact sheet in the office.

PARENT WALK-UP: While we highly discourage this option this year, due to the traffic flow problem, a parent may choose to designate their child as a parent walk up. These parents will need to park in the NORTH parking area in front of the small playground in front of the school. Parents should always utilize the crosswalk area only, for safety. Parents will then stand just outside the front doors on the front porch area. Once all students have gathered in the parent walk up dismissal area inside, the duty teacher will stand at the front door and look for student name tags. The duty teacher will call for the student and the student will meet their parent on the front porch. Student and parent should then use the crosswalk to go back to your car. The parents will then need to move into the car line to follow the curbs to exit. There is only one exit lane at WI this year. Parents may also choose to park elsewhere and walk to WI in order to have their child be a parent walkup.

WALKERS: Students walking to school in the morning may enter through the front door or neighborhood students may enter through the northwest back gate connected to the back playground. Students should not arrive before 7:55 A.M. Supervision of students will begin at 7:55 A.M. There is an Oklahoma City Crossing Guard to safely monitor students crossing Western, your student should wait for his/her directions to cross the street.

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.

BACK GATE WALKERS: The back playground gate is reserved for WALKERS from the adjoining neighborhoods only. Students must qualify for a back walker dismissal tag by living in those adjoining neighborhoods; otherwise a student may not utilize the back gate for dismissal. 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. Please do everything you can to avoid using cars for pickup in this area as there is a significant safety issue when there are cars in this area. All safety and road laws MUST be followed.

BIKE RIDERS STUDENTS: 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.

CHANGING TRANSPORTATION: It is not advised to change your child's manner of dismissal, however circumstances may arise that warrant that occasionally. Students who are to go home using an alternate method from their normal procedure (bus, daycare, etc.) **must have a parent contact the office prior to 2:30 PM notifying us of the change.** Parents should work with their child and accurately rehearse any transportation changes with them the night before and call the office to notify us of the change in transportation plans. Children who tell us that they are going home differently than their regular method and do NOT have a note will be sent home the regular way. This greatly alleviates confusion for everyone! Students are responsible for getting in the correct bus or daycare lines and shall not switch lines unless we have information about pre-arranged changes in transportation.

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. Never leave the designated area 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 rights of others to use their own space. Avoid hitting, wrestling, shoving, & 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.

BULLYING, TATTLING, + REPORTING

WHAT IS BULLYING? Bullying happens whenever someone uses his or her power unfairly and repeatedly to hurt someone.

DIFFERENT KINDS OF BULLYING INCLUDE:

Repeatedly hurting someone's body or things (hitting, tripping, flicking, thumping)

Repeatedly hurting someone's feelings (name calling, ignoring, sarcasm, leaving someone out)

Repeatedly hurting someone's friendship (telling lies, ruining a reputation)

(continued on next page.....)

HOW TO RESPOND TO A BULLY:

Look the bully in the eye, respond immediately and assertively say:

1. " I don't like what you said (what you did)."
2. "If you do not stop, it is my responsibility to report you."
3. Report it to the closest adult.

IF YOU OR SOMEONE YOU KNOW IS BEING BULLIED, GET HELP!

- Tell your teacher, the counselor, and the principal of your school.
- Tell your family
- Call Safe-Call: 1-887-723-3225 extension 561.
FREE, 24 hours a day, 7-days/week

TELLING VS. TATTLING-- THERE IS A DIFFERENCE BETWEEN TELLING AND TATTLING!

- Telling is reporting if someone is doing something harmful or on purpose.
- Telling is when you or someone else needs help, or when you are scared.
- Tattling is trying to get someone else in trouble, or trying to get attention for yourself.
- It's okay to TELL an adult!

FIVE THINGS BYSTANDERS CAN DO TO STOP BULLYING:

If you are a bystander, child or adult, you too can help stop bullying! If you stand by and watch bullying, you are creating an audience for the bully. Do not watch, cheer, or laugh at what a bully does to another person!

1. Don't laugh.
2. Turn.
3. Walk away.
4. Go to get help from an adult.
5. Speak up when you can safely do so.

WHAT HAPPENS TO A BULLY?

Oklahoma school law mandates that the school climate shall be conducive to learning and to have procedures to address disruptive student behavior. The school has developed a school wide Code of Conduct with an outline of sequential consequences for disruptive behavior. The school will impose consequences for bullying consistent with our plan. If the bullying persists, parents will be asked to become involved and the consequences will become increasingly severe.

REPORTING A BULLYING SITUATION:

1. Define the problem with your student.
2. Gather ALL information (frequency, context, timeframe). Determine if "District Bullying form" should be filled out.
3. Call the teacher between 8:30 A.M. and 4:00 P.M.
4. If you need to leave a message give office staff your name, your student's name, and a brief idea of what the call pertains to.
5. When talking with the teacher, clearly state your primary concern(s) and listen for the teacher's response or explanation. Remember, there are two sides to a story.
6. With the teacher, agree on a plan of action to correct or alleviate the problem. Discuss with your student what solution has been planned.
7. Tried all the ideas? Success? Celebrate! If not, call the teacher back, generate additional solutions, and redefine the problem.
8. If at this point the problem is still unresolved, seek the counselor's help.
9. If the problem is still unresolved, seek the principal's help.

LIBRARY 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.

STAR AND ACCELERATED READER: The Media Center is the hub for our implementation of Reading Renaissance. Initially, students will be assessed using STAR reading software. Based on the results, the student will work with his/her teacher collaboratively to develop an individual reading goal within in their reading zone. Students who are determined to be independent readers will then choose books from his/her individualized reading zone and starting in 2nd grade, quiz on them using Accelerated Reader software. Special events and/or rewards are planned for students who meet their individual goal during each goal period. Students may also check out books from the Edmond Public Library and then quiz on them at school, provided that the quiz is available. Students are encouraged to read books on a variety of levels and from various genres to enhance their vocabulary and comprehension skills as well.

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.**

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.

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), 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 pickup list. Planning ahead will help alleviate concern during emergencies.

SAFETY, SECURITY, AND OUR LEARNING

SAFE SCHOOL POLICY: All school doors are to remain locked during the school day with the exception of the main entrance. Foyer security doors will be locked during school hours. Therefore, visitors are required to check in with a secretary in the main office and wear a visitor badge while at WI. You may read a more detailed policy located in this handbook for further information.

LEARNING CLIMATE: In order to maintain a climate conducive to learning, all messages and deliveries for students shall be handled through the office. In emergency situations in which you must speak to your child, the secretaries will call for your child via the intercom so they may meet you in the office/foyer area and then return to class. Parents should not go to classrooms unless a prearranged appointment has been made with the teacher. This procedure will assist us as we protect our instructional day.

- If you plan to volunteer or visit a classroom (with prearrangements made with the teacher) you must obtain a guest sticker after signing in.
- Frequent interruptions of parents coming to classroom doors to deliver or pick up items create distractions and interrupt the learning process. Therefore, the secretaries have been instructed to call students out of class at a convenient time and have them come to the office-- rather than sending parents into the classrooms.
- When parents bring students to school late and escort them to class (or wait outside classroom doors and/or in the halls at the end of the day), it interrupts the learning environment.
- At the end of the day, our procedure is for all teachers to escort their classes to the bus lines and/or exits. Guests are welcome to visit in the front entrance and not go to classrooms unless they have a prearranged meeting with a teacher.

Teachers and staff will stop any visitor on campus that is not wearing a visitor's badge. This protects your child, other children, and our staff from intruders. If you are stopped and questioned, please do not take this personally; it is for everyone's safety!

-State Laws- In accordance with Oklahoma State Law, Chapter 12, Article III, Section 1039: The chief administrative officer (the principal or anyone designated by him to maintain order) has the authority and power to direct any person to leave an institution of learning who is not a student, officer, or employee thereof and who: 1. Interferes with the peaceful conduct of activities at an institution of learning; or 2. Commits an act which interferes with the peaceful conduct of activities at an institution of learning; or 3. Enters the institution of learning for the purpose of committing an act, which may interfere with the peaceful conduct of activities at an institution of learning. In addition, any person to whom this applies who fails to leave the school as directed or returns without first obtaining written permission from the administrator, shall be guilty of a misdemeanor.

TESTING INFORMATION

OKLAHOMA SCHOOL TESTING PROGRAM (OSTP): The state-mandated tests assess students' mastery of the Oklahoma Academic Standards (OAS) for all students in grades 3, 4, and 5. Assessments will occur during the spring semester. The criterion-referenced OSTPs are directly tied to the Oklahoma Academic Standards (OAS), Oklahoma's legislatively mandated core curriculum. The tests measure student performance relative to the specific content and skills of the OAS. The results of the OSTP reflect the degree to which students have mastered the OAS standards. For further information check www.edmondschools.net or www.sde.state.ok.us.

NAEP: The National Assessment of Educational Progress is authorized by Congress and funded by the federal government; it is the nationally representative and continuing assessment of what America's students know and can do. NAEP has been charged with collecting and reporting information on student achievement in mathematics, reading, science, U.S. history, writing, and other subjects. Since it is a sampling process conducted nationally, not all 4th or 8th grade students will be tested.

QUALIFYING TESTS FOR ELEMENTARY GIFTED/TALENTED PROGRAM:

- a) A cognitive abilities test is administered in the spring to all second grade students. A total score on this test that is at or above the 97th percentile qualifies a student for the gifted/talented program.
- b) A cognitive abilities test is administered in the fall to all 4th and 6th grade students. A total score on the test that is at or above the 97th percentile qualifies a student for the gifted/talented program.
- c) Parents may request the GATE teacher test their child for qualification in this program.

TEST TAKING TIPS:

REST - Go to bed early on testing nights. Testing is stressful and getting a good night's sleep will help students to think more clearly. Make sure your child gets the appropriate amount of sleep the night before the test. Some children require more rest than others, so it's best to try to maintain a regular schedule for your child.

EAT - Provide a wholesome breakfast or get to school early enough to have breakfast at school. Take some time to talk with your child about your confidence in him or her before they go to school.

MORNINGS- The morning of the test-taking day(s) should be calm for your child. Get up early enough to avoid rushing and arguing. Make sure your child arrives at school on time the day of the test. Try and avoid stressful situations if possible that week. Send them to school HAPPY!

SNACKS - Please send a healthy snack for your child to munch on during testing breaks. Teachers will have volunteers bring in veggie and fruit plates, but it is nice for the kids to have something on their desk for themselves.

RELAX - In the evenings, relax. Don't study for the OSTP on the night before the test.

LISTEN - Spend some time listening to your child. Talking about their day helps to lower stress. The less stressed a child is, the better they perform.

PRAISE- Acknowledge that the OSTPs are important but can also give them a chance to 'show off' how smart they are! Encourage your child to take the test seriously, but don't cause your child to be anxious about the test. Let your child know that you believe in him or her and emphasize the importance of simply doing their best.

Great Expectations

What is Great Expectations?

Great Expectations (GE) is a teaching methodology with an eclectic approach to teaching that encompasses the very best of what is known about teaching today. GE is grounded in the belief that all students can learn, no matter what labels have been placed on them. Teachers understand it is their responsibility to reach every student. Building self-esteem and motivation is the key to helping students believe they are capable of learning. Teachers set high expectations for students and they inspire students to reach upward to attain them. A climate of mutual respect is established that empowers students to take necessary risks to grow academically and to be willing to make a few mistakes in order to do so. Mistakes are regarded as opportunities to learn and students' ideas and efforts are valued and appreciated. GE teachers are facilitators of learning who encourage and believe in their students. They are caring, but require excellence in every detail. They provide an atmosphere of constant praise and affirmation. They teach to mastery level and beyond by encouraging students to use their imaginative and creative abilities.

Eight Expectations for Living in our School Community:

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

Classroom Tenets and Practices: What Are They?

The Great Expectations teaching model is guided by six basic tenets and seventeen classroom practices. The tenets and practices provide guidelines for program training and implementation and serve as standards for evaluating GE schools/districts. The tenets are as follows:

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

The tenets are further defined by seventeen classroom practices that occur in GE classrooms. The daily use of these practices within the classroom setting assists students in becoming self-directed learners, productive citizens, effective communicators, critical thinkers, and cooperative contributors to the classroom as well as society.

1. The teacher models desired behaviors and attitudes such as those set forth in the Life Principles and the Eight Expectations for Living.
2. Students and teachers speak in complete sentences and address one another by name, demonstrating mutual respect and common courtesy.
3. Students are taught as a whole group, thoroughly and to mastery, with intensive and specific modifications insuring success for all.
4. Lessons are integrated, related to the real world, reviewed consistently, and connected to subsequent curricula.
5. Critical thinking skills are taught.
6. A non-threatening environment, conducive to risk-taking, is evident. Mistakes are okay. Students are taught to learn from their mistakes and to correct them.
7. Memory work, recitations, and/or writing occur daily. These enhance character development and effective communication skills while extending curricula. Recitations are exuberant and full of expression.
8. Enriched vocabulary is evident and is drawn directly from challenging writings and/or wisdom literature. Sources should include classic literature, myths, fables, poetry, proverbs, quotes, and other genres.
9. The Magic Triad, a positive and caring environment, and discipline with dignity and logic are evident.
10. Every student's work is displayed in some form. Teachers provide positive commentary through oral and/or written feedback. Word identification skills are used as a foundation for expanding the use of the English language.
11. Students assume responsibility for their own behavior. Their choices determine consequences.
12. A school, class, or personal creed is recited or reflected upon daily to reaffirm commitment to excellence.
13. All students experience success. The teacher guarantees it by comparing students to their own past performance, not the performance of others. Students are showcased, and past failures are disregarded.
14. The teacher teaches on his/her feet, engages students personally, holds high expectations of students, and does not limit them to grade level or perceived ability.
15. Each classroom has a student who greets visitors and makes them feel welcome and comfortable.
16. Teachers and students celebrate the successes of others.

Please visit www.greatexpectationsok.org to learn more about GE!